

Laboratory Technician

POSITION:	Laboratory Technician
REPORTS TO:	Business Manager, Principal, Learning Associate Science
ROLE TENURE:	Ongoing
FTE:	0.6–0.8
CONDITIONS:	Employment is in accordance with terms and conditions as outlined in the Catholic Education Multi-Employer Agreement (CEMEA 2022) Category C. Remuneration is dependent on skills and experience.

OVERVIEW

All staff members of Marian College are expected to actively support Catholic education in the Brigidine tradition, as articulated in the College's vision and mission statements. Staff are required to embody the values of [Kildare Ministries](#) in their professional conduct and in the relationships, they foster within the College community. Each staff member's role is designed to contribute to the best possible educational outcomes for all students, enhance the community's strengths and ensure careful stewardship of the College's resources.

ROLE DESCRIPTION

The Science Laboratory Technician plays a key technical role in maintaining safe, functional, and well-equipped Science laboratories. The position supports the Science teaching team by preparing materials and equipment for practical lessons and occasional school events. Working closely with the Learning Associates and Science staff, the Technician ensures all laboratory resources are ready for use, lessons run smoothly, and facilities are maintained to a high standard. The role also provides technical advice on laboratory processes, health and safety practices, and resource management to enhance student learning.

CHILD SAFETY

All staff members must be familiar with and comply with the Marian College child-safe policy, code of conduct, and any other related policies or procedures. Demonstrating a duty of care to students in relation to their spiritual, physical, and mental wellbeing is paramount. Staff are expected to implement strategies that promote a healthy and positive learning environment, understand child safety standards and obligations, including mandatory reporting, and exhibit appropriate behaviors when engaging with children. Any concerns relating to child safety must be reported immediately. Any violations of school policies or codes of conduct will result in appropriate actions by the College.

RESPONSIBILITIES:

Preparation:

- Set up practical activities and demonstrations as required.
- Prepare solutions, stains, and media for laboratory use.
- Liaise with Science teaching staff to plan and resource practical lessons efficiently, maintaining an organised system for materials and equipment allocation.
- Source and prepare materials for practical activities, including off-campus scientific or field samples.
- Label, store, and stocktake equipment and chemicals as required.
- Care for flora and fauna in accordance with current handling and animal welfare regulations.
- Assist with extra-curricular Science activities and the setup of whole-school events as required.

Maintenance of Laboratory Equipment:

- Conduct simple repairs and routine maintenance of laboratory equipment.
- Arrange servicing and repair of more complex laboratory apparatus.
- Ensure all equipment is functional, safe, and correctly tested and tagged as required.
- Maintain a safe chemical storage, handling, and disposal system in line with current regulations.
- Maintain an up-to-date inventory of laboratory equipment and supplies.
- Service and clean glassware and general laboratory equipment.
- Ensure the security and proper functioning of science preparation rooms and laboratories.

Administrative Tasks:

- Develop and review safety and maintenance procedures for laboratory equipment.
- Ensure compliance with OHS standards and regulations, particularly regarding hazardous materials.
- Communicate resourcing requirements and equipment needs with the Science Department and relevant leaders.
- Maintain staff memberships, subscriptions, and online learning resources used by the Science faculty.

Teacher Support:

- Provide technical assistance and advice to Science teachers regarding curriculum, laboratory processes, and safety matters.
- Demonstrate and assist with laboratory techniques, experiments, and the correct use of equipment for both staff and students.
- Support Learning Support Program (LSP) students and staff in practical activities as required.
- Assist in the use of digital tools and learning technologies within the Science Department.
- Participate in relevant professional learning to stay current with laboratory safety standards and best practice in Science education support.

PROFESSIONAL LEARNING

- Engage in ongoing professional development to enhance administrative, communication, and customer service skills.
- Stay informed about school policies, procedures, and emerging best practices to improve efficiency and service.
- Actively seek feedback and reflect on performance to contribute to continuous improvement in the role by participating in an Annual Review Process.

OTHER

- Commit to ongoing professional development in your area of work.
- Be open to researching areas of interest guided by the College School Improvement Plan.
- Other duties as directed by the Principal.

ACCOUNTABILITIES FOR ALL STAFF @ MARIAN COLLEGE

GENERAL:

- Demonstrate alignment and support for the Catholic, Kildare Ministries and Brigidine ethos of the College.
- Develop and maintain positive relationships with staff, students, parents and the wider College community.
- Actively engage in and support the College's continuous improvement initiatives by collaborating with colleagues and participating in school improvement planning.
- Understand and adhere to all relevant KM/KEM and College policies and procedures.
- Participate in relevant staff meetings, assemblies, College masses, community days, and professional learning sessions.
- Uphold a duty of care for students' physical and mental wellbeing.
- Follow the College's professional dress code.
- Participate in College community evenings and events as appropriate.

RISK AND OCCUPATIONAL HEALTH AND SAFETY:

- Comply with legislated occupational health and safety practices.
- Observe safe work practices in accordance with training and instruction given.
- Identify, report and where appropriate, action risks/hazards in order to eliminate or mitigate against the risk recurring.

KEY SELECTION CRITERIA

1. Demonstrate a commitment to Catholic education and to the safety and wellbeing of children.
2. Demonstrated experience in preparing, maintaining, and operating scientific equipment and laboratory apparatus. Knowledge of laboratory techniques, chemical handling, and safety procedures.
3. Ability to assist teachers in planning and delivering practical science lessons.
4. Experience in demonstrating laboratory techniques and instructing students on safe equipment use.
5. Understanding of OHS requirements in a science laboratory context. Ability to manage chemical storage, handling, disposal, and risk assessments.
6. Skills in maintaining, testing, and repairing laboratory equipment. Ability to manage inventory, order supplies, and ensure timely preparation for classes and events.
7. Strong organisational skills to plan practical work and maintain laboratory records. Ability to develop or follow safety procedures, maintain logs, and manage documentation.
8. Effective communication with teaching staff, students, and external suppliers. Ability to work collaboratively with the Science Department to support curriculum delivery.
9. Willingness to participate in ongoing professional development to stay updated on science practices and laboratory safety.

QUALIFICATIONS

ESSENTIAL

- Working With Children Check
- A current and satisfactory National Police History Check.
- Certification in Business Administration

Desirable

- Minimum Level 2 First Aid Certificate
- Experience working in a secondary school environment