



POSITION DESCRIPTION

Position: Laboratory Technician

Reports to: Head of Learning Area (HOLA) - Science

Tenure: Temporary Leave Replacement

Status: Part Time, 3 day a week, 40 weeks per year

Commencement Date: 21 January to 9 April 2027 (Term 1)

COLLEGE BACKGROUND

Mercedes College is a Catholic secondary school for girls in Years 7 to 12, governed by Mercy Education Limited and grounded in the Mercy Tradition. Situated in the heart of the City of Perth and part of the City's heritage precinct, the College was the first foundation of the Sisters of Mercy in Australia and is the oldest girls' school in Australia on the original site of foundation.

Since opening in 1846, the College has demonstrated a commitment to providing the highest quality educational experience for girls from a diversity of cultures and backgrounds. We aim for excellence in a learning environment where students are encouraged to take ownership of their educational journey and persevere to achieve their personal best.

Our values inspire our faith and learning community.



COMPASSION: We are a caring community. We walk with others in empathy, respond with mercy, and are prepared to give each other another chance.



JUSTICE: We uphold the rights of the individual, are accepting of difference and treat all people with fairness and respect.



INTEGRITY: We act with commitment and honesty, holding steadfast to our principles in all we do.



SERVICE: We give of ourselves, time, and gifts, to serve others. We are present, helpful and respectful to those in need.



EXCELLENCE: We strive to excel at all times gaining strength from each other and following in the footsteps of Catherine McAuley with courage and conviction.



HOPE: We embrace optimism, inspire perseverance through challenges, and nurture a positive outlook, fostering an environment where dreams can flourish.

OVERVIEW OF THE POSITION

The Laboratory Technician supports the Senior Laboratory Technician and the Science Department in preparing and maintaining laboratory resources for practical lessons. Key responsibilities include setting up experiments, managing equipment and chemicals, and ensuring compliance with safety regulations.

This role also involves assisting teachers during practical sessions, maintaining stock and equipment, and upholding Work Health and Safety (WHS) standards. The Laboratory Technician plays a crucial role in fostering a safe and efficient laboratory environment, contributing to hands-on scientific learning at Mercedes College.

We are inviting applications from individuals who will bring expertise, enthusiasm, innovation, and a commitment to the shared Vision of the College. It is essential that applicants be prepared to support the ethos, values, and mission of the College.

RESPONSIBILITIES

PASTORAL

- Advocate and support the Mercy ethos, values and mission of the College
- Promote and maintain Gospel values and the Catholic tradition across the College community, including students, staff and parents
- Ensure all undertakings are student focused

KEY DUTIES

- Ability to manage and update the departments databases of equipment and resources and maintain a filing system for licences, resources, warranties and manuals
- Provision of Chemical Stock Register and material safety data sheets for all current chemicals
- Provision of monitoring and assessment forms for all hazardous chemicals
- Liaise with service and supply companies for quotations and procurement of Science department resources as required
- Adhere to the guidelines for the management of stock invoices
- Conduct the annual School Asset Register stock-take for assets allocated to the Science department
- Attendance at Science department staff meetings as required
- The creation and maintenance of a safe and tidy work environment
- Undertake and apply Occupational and Safety requirements in the workplace, follow safe work practices and ensure relevant teaching staff have been advised on procedures related to working in the Science department.
- Maintain a safe chemical storage/handling system in accordance with regulations and ensure culture media and other laboratory reagents are prepared for lessons in line with regulations
- Ensure the safe disposal of biological wastes, chemical residues and other waste materials in accordance with regulations
- Collect and maintain living specimens in accordance with regulations
- Liaise with science staff on their needs for practical work and maintain an efficient system for use and allocation of materials and equipment, setting a priority system where necessary.
- Supporting practical classes or teacher demonstrations by preparing materials, glass wear, general equipment, stains, solutions, media, specimens, and chemical substances according to recognised procedures for practical work and cleaning and packing away equipment and materials after use.
- Provide information to teachers on the risk and assessment of hazardous substances in all experiments and advise on chemical and equipment safety matters where appropriate.
- Assist with labelling, storage, stocktaking and ordering of equipment, chemicals and other materials to ensure an adequate supply
- Have the capacity to safely perform the inherent physical requirements of the role, including extended periods of standing, movement between laboratories and learning spaces, and manual handling activities associated with laboratory operations, in accordance with safe work practices.
- Participate in emergency and critical incident procedures as required by the College.
- Assists with function/event coordination and any other duties as requested by HOLA – Science

OTHER

- Comply with the Mercy Education Limited Code of Conduct, management directives and approved policies and procedures
- Engage in the co-curricular life of the College
- Actively participate in the Work Health and Safety program at the College. This includes completing all Mercy Education Ltd modules within the time frame provided
- Assist in the coordination of and actively participate in various school functions
- Comply with the staff dress code at all times
- In being both proactive and responsive to changes in the College's operating environment, the Principal may, from time to time, require the performance of other duties

SELECTION CRITERIA

- Knowledge of and a commitment to the ethos and mission of the College.
- Strong interpersonal skills to collaborate with teachers, students and the Senior Laboratory Technician.
- Demonstrated proficiency in the use software relevant to laboratory operations, including the use of RiskAssess to create, maintain, review, and manage risk assessments for practical investigations and laboratory activities.
- Ability to display initiative and work with minimal supervision.
- Knowledge of relevant safety regulations, including chemical storage and handling.
- Ability to troubleshoot equipment issues and proactively maintain a safe, functional lab environment.
- Experience in a similar role is desirable, particularly in a school or educational setting.

CONDITIONS OF EMPLOYMENT

Mercy Education Limited is the Employer of all staff at Mercedes College and employment will be subject to the terms and conditions of WA Catholic School Support Staff Enterprise Agreement 2025 and College based policy statements.

This position is classified under the CEWA Salary Schedule Administration and Technical Officers level and step will be based on experience.

Support for the ethos and mission of the College as outlined in documents on our website:

www.mercedes.wa.edu.au

The successful candidate will also require:

- A current Working with Children Check Card (WWCC)
- A National Police Clearance – no older than 90 days
- Accreditation to work in a Catholic School or preparedness to work towards it
- Undergo Mandatory Reporting training
- Undergo Staff Code of Conduct training

APPLICATIONS

Applicants must provide a covering letter addressing the selection criteria, a detailed curriculum vitae and the names of three referees, one of whom must be the current employer.

Please include all relevant documentation into one PDF document prior to submission.

Applications must be in writing addressed to the Principal, Dr Lucie McCrory, and emailed to employment@mercedes.wa.edu.au by 9am, Monday 12 October 2026.

We encourage you to apply as soon as possible as we reserve the right to close this vacancy early.

Confidential queries about this position can be directed to employment@mercedes.wa.edu.au.

LINKS

- WA Catholic School Support Staff Enterprise Agreement 2024 - [CEWA.edu.au](https://cewa.edu.au)
- Mercy Education Limited Code of Conduct - [mercy.edu.au/Code of Conduct](https://mercy.edu.au/Code%20of%20Conduct)
- Mercy Education Limited Policies - mercy.edu.au/resources/policies

COMPASSION JUSTICE INTEGRITY SERVICE EXCELLENCE HOPE



T: 08 9323 1323 | E: admin@mercedes.wa.edu.au | www.mercedes.wa.edu.au
Mercedes College, 86 Victoria Square | PO Box 6553, East Perth WA 6892
A Ministry of Mercy Education Ltd | ABN 69 154 531 870