



Position Available

School Lab Assistant

Part-Time

Commencing: January 2026



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About Heritage College Lake Macquarie

Heritage College Lake Macquarie (HCLM) is an Independent, co-educational K-12 Christian school located in the growing Lake Macquarie area of Morisset. HCLM staff are responsible for supporting the college to deliver educational services that are effective in preparing every child to meet the challenges of a changing world with courage and confidence. You will play a key role in the delivery of services that support the college to develop in students the Spiritual, Physical, Intellectual and Emotional dimensions that characterise a balanced and purpose-driven life.

About the Role

We have a full-time or part-time position available for School Lab Assistant, with a commencement date of January 2026.

The successful candidate is primarily responsible for the efficient, safe, and effective day-to-day operation and maintenance of the Science Faculty's laboratories and preparation areas. This role is crucial in supporting the teaching staff by ensuring that all practical experiments are prepared, resources are managed efficiently, and compliance with all relevant Workplace Health and Safety (WHS) regulations is strictly maintained.

Selection Criteria

- Qualification in a relevant scientific or technical discipline (e.g., Laboratory Technology, Science, Chemistry, or Biology) is highly desirable.
- Experience in preparing, setting up, and dismantling practical laboratory experiments for school-level Science curriculum.
- Demonstrated understanding of Workplace Health and Safety (WHS/OHS) regulations and safe laboratory practices, including chemical handling.
- Demonstrated understanding of the safe storage, maintenance, and disposal of laboratory chemicals and equipment.
- Experience in stock control, inventory management, and ordering for a school laboratory.
- Strong written and verbal communication skills for preparing instructions, liaising with suppliers, and reporting hazards.
- Strong interpersonal skills with students, staff, and external suppliers.
- Confident computer skills as required for administration-based tasks (e.g., inventory tracking, ordering).
- A firm commitment to safeguarding and promoting the welfare of children and demonstrating appropriate behaviours when engaging with students.



Key Skills/Qualities

- Displays a warm and welcoming disposition and is amiable, kind, and courteous.
- Readiness to demonstrate the Christian values of the College.
- Ability to liaise effectively with staff, students, and suppliers.
- Ability to work effectively with teachers in support of the Science Faculty.
- Readily collaborates with other staff to support building a strong collegial team.
- Self-directed, well organised, and accurate with meticulous attention to detail for practical preparation and stock management.
- Ability to manage time and multiple tasks to meet priorities and timetable constraints.
- Strong attention to detail for inventory, record keeping, and WHS compliance.
- Willing to adopt or implement new systems and processes (e.g., inventory software, risk assessment procedures).
- Show discretion and maintain confidentiality of student and related information.
- Able to read, interpret, and consistently apply school policy, safety guidelines, and WHS procedures.
- Proficiency in the Google Suite, particularly Gmail, Drive, Docs, and Sheets is desirable.

Requirements for work

- All applicants must demonstrate positive support for the College's Christian values.
- All applicants must have a valid Working With Children Check (WWCC).

How to Apply

Applications should include a resume and a cover letter addressing the selection criteria and reasons for your interest in the position.

Applications should be submitted via email to:
James Lynch at applications@heritage.edu.au

Details of at least two referees will be requested from the successful applicant.

Applications close:

Friday, 16th January 2026

