

JOB DESCRIPTION SCIENCE TECHNICIAN

- **Permanent part time- 20 hrs per wk. 5-days a wk- 4 hrs per day. 40 wks/year-term time only.**
- **Is a member of the Science department and has positive working relationships with all staff.**
- **Will work closely with suppliers of goods and services, Sci. Tech Association and local schools.**
- **This position does not have the authority to purchase goods or services unless under the instruction of the Head of Learning(HLA). The position does have authority to stop unsafe working practices if the health and safety of the staff, students or visitors are deemed to be at risk.**

Area	Tasks to complete (not exclusive)
Resource Management	<ul style="list-style-type: none"> ➤ Resources are available to teaching staff within 48 hours of written request being received. <ul style="list-style-type: none"> ○ Maintain (order, clean, check and repair) the science resources to ensure they are easily obtainable and ready to use; including Resources, tests and photocopying. ○ Problem solve resource issues and determine how best to resolve the issue so as to ensure low impact on the teaching outcomes. ○ Maintain the Science Resources register to ensure it includes disposal and new items. ○ Review the Science Resource System annually and implement changes effectively. ○ Unit Review is issued at the end of each unit. ➤ Practical assessments and experiments are prepared within the guidelines of the “Code of Practice for School Exempt Laboratories” and “Safety in Science”. <ul style="list-style-type: none"> ○ Ensure practical assessments and experiments are accompanied by a Safe Method of Use (SMU), and the necessary safety guidelines. ○ Preparation of chemicals and related tasks are carried out in the correct manner and records maintained. ○ A Chemical Register is maintained, retained and issued annually to the Property Manager. ○ Arrange removal of chemical and biohazard waste annually so as to reduce the impact on the environment. ○ Induct teaching staff of SMUs and safety guidelines annually, at the start of each year. ○ Maintain the SDS paper records
Assist with delivery of curriculum using specialist knowledge.	<ul style="list-style-type: none"> ➤ Highly specialist knowledge of the Code of Practice of School Exempt Laboratories and other legislation relative to the Science Department is provided for the Principal and Science Department staff. <ul style="list-style-type: none"> ○ Maintain membership and network with STANZ for regular updates of legislation. ○ Meet the Counties STANZ cluster at regular intervals ○ Review current practises and make recommendations for improvements to Principal and HLA Science. ○ Report Health and Safety hazards, near misses and incidents to the School Health and Safety Committee, Principal and HLA Science. ○ Maintain a high level of specialist knowledge by attending relevant Professional Development, and by networking with Science Staff. ○ Attend the ConSTANZ conference if relevant and pertinent to current objectives. ○ Review the Science Survival Guide to ensure compliance is met.

	<ul style="list-style-type: none"> ➤ Background information relative to the curriculum in the science disciplines, health and safety and compliance are provided for the teaching staff and school administration. <ul style="list-style-type: none"> ○ Research and collate background material for teaching staff to enhance the curriculum, on request. Material is presented either as a soft or hard copy and included in the resources folder for that subject. ○ Research field trips suitable for each level to enhance the curriculum, on request. ○ Write SMUs for new, approved practical assessments and experiments, using highly specialised knowledge of Laboratory Health and Safety (including CoP). ○ Problem solve compliance issues, between requested practical experiments and CoP and other safety legislation to minimise risk. ○ Problem solve budget issues between requested goods and services and the budget set for that financial year. ➤ Assistance is provided for the junior, middle and senior classes for field trips, practical assessments and experiments, laboratory safety demonstrations. Visits to the science department from primary schools and prospective families are managed efficiently. <ul style="list-style-type: none"> ○ Schedule the field trips and assessments to ensure adequate cover is provided. ○ Attend field trips with teaching staff, wherever possible (overtime is either taken in lieu or paid out). Weekly day off may change throughout the term. ○ Assist in supervising practical assessments in a professional manner. ○ Attend the Preview Science Department meetings once termly to demonstrate the practical components of Years 7-10 units of work. ○ Facilitate Science rotation for Year 6 Orientation to Science Day Set up enrolment evening for the HLA.
Admin Support	<ul style="list-style-type: none"> ➤ Science Department budget is prepared with Head of Science learning and managed efficiently. <ul style="list-style-type: none"> ○ Order and manage the issuing of student books at the start of each year, to maintain the budget. ○ Order goods and services and required, ensuring the budget is maintained. Purchase orders are approved by the Science HOD before processing. Accounts Department is provided with copy of the Purchase Order promptly. ○ Carry out annual stock take of all resources, books and chemicals. ○ Collate the Capital Budget list for Science Department, including costing, availability, and training. ○ Jointly prepare the Science Budget and review with the HLA Science before submitting for approval. ○ Review the budget monthly to ensure Science Department does not overspend.
Professional Development	<ul style="list-style-type: none"> ➤ Attend Science Technicians courses when available. ➤ Attend PLD within school-e.g. Te Reo Māori, Tiriti o Waitangi. ➤ Attend other PLD which is appropriate to this position. ➤ Have an upgraded First Aid certificate.
Other	<ul style="list-style-type: none"> ➤ Will complete additional tasks as directed or negotiated by the HLA Science ➤ Liaise with and work closely with the Science Team when required.

<p>Strong Relationships are Built</p>	<ul style="list-style-type: none">➤ Is involved in cooperative practices and collegiality within the administration area.➤ Maintains and establishes professional relationships with all staff, students, parents and visitors.
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