

SCIENCE TECNICIAN JOB DESCRIPTION & KEY ACCOUNTABILITIES

Job Title	Science Technician
Reporting to	HOD Science/Principal
Job Purpose	To provide preparation support for practical Science lessons, manage the Science laboratory resources and provide administrative and technical support to the HOD and Science Teaching staff at WDSG.
Principal Responsibilities	<p><u>Technical preparation support</u></p> <ul style="list-style-type: none"> ● Set up, operate and run checks on equipment ● Make simple pieces of equipment ● Carry out repairs or arrange for repairs and maintenance of equipment ● Advise Teachers about practical work resources and equipment available ● Trial practical experiments ● Operate a system for chemical storage, labelling, use, disposal and inventory to meet COP, Safety in Science, Worksafe, Health & Safety and departmental policies ● Maintain SDS records for chemicals ● Operate efficient system for storage, transport, distribution and return of equipment, chemicals and resources used by Teachers for laboratory practicals. ● Maintain an Inventory for chemicals, equipment and resources ● Review equipment needs periodically ● In cooperation with HOD, arrange for budgeting, accounting and ordering of all Science dept. resources ● Obtain/collect non-living materials/specimens for dissection and experiments ● Prepare equipment, materials and solutions required for demonstration and class practical work, practical test and assessments using risk assess and follow health and safety protocols. ● Assist students with equipment request for individual projects i.e. Science Fair ● Cleaning equipment and glassware used in assessments, deep cleaning, special projects ● Calibration of equipment ● Assist with security of Science labs, Dangerous goods store and expensive equipment ● Assist Teachers with Risk Assess software compliance and ordering system for classroom practicals ● Assist and advise Lab Manager with implementation of Health & Safety compliance ● Purchasing and ordering chemicals and equipment ● Manage spare laboratory keys for Relief staff <p><u>Administrative support</u></p> <ul style="list-style-type: none"> ● Administrative duties for HOD as required ● Science Fair administration and compliance with rules of Waikato NIWA Science Fair ● Maintain an inventory of all Chemical and Equipment resources



	<ul style="list-style-type: none"> ● Ordering of department stationary requirements and compilation of text/revision book class lists ● Ordering of Senior Derived Grade Exams and annual membership subscriptions <p><u>Health & Safety and Compliance</u></p> <ul style="list-style-type: none"> ● Demonstrate a commitment to Health & Safety related policies and procedures to ensure a safe and positive working environment. ● Ensure that all chemical spillage is dealt with to fit school requirements and relevant legislation. ● Relevant Risk Assessment forms, near miss and incidents are documented ● Liaise and assist HOD and Lab Manager to implement Health & Safety policies within the School ● Wear appropriate PPE and closed in footwear at all times when handling Dangerous chemicals <p><u>Professional Development</u></p> <ul style="list-style-type: none"> ● Participate in performance appraisals, personal and professional development in line with the schools needs and identify personal and professional objectives. ● Liaise with Waikato Secondary Schools Sci Tech Cluster group regularly ● Maintain a current First Aid Certificate ● Attend PLD offsite as offered i.e. STANZ bi annual Conference <p><u>Other</u></p> <ul style="list-style-type: none"> ● Maintain regular communication with the HOD Science regarding the needs of the department. ● Attend Field Trips as registered First Aider ● Attend relevant meetings and undertake allocated activities ● Undertake all activities as required to fulfil the requirements of the role. ● Use of private vehicle (not ideal) to purchase resources e.g. Countdown, Mitre 10. Preference is to order online and use delivery as much as possible ● Adhere to school wide policies and procedures ● Act as an effective and professional role model, reflecting the Special Character of the school.
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CANDIDATE PROFILE

Knowledge, Experience & Requirement	<ul style="list-style-type: none"> ● Relevant training and qualifications ● Previous experience in a similar role, ideally Secondary School Science Department ● Proven knowledge, understanding and experience in handling and managing chemicals and science laboratory equipment ● Physically able to undertake the requirements of the position ● Able to bend, kneel, lift and twist ● Expectation to wear appropriate PPE to meet Health & Safety requirements
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Skills	<p>LEADERSHIP</p> <ul style="list-style-type: none">● Leads by example, in particular, accountability for actions and the delivery of consistent quality outcomes and achievements <p>PROBLEM SOLVING & ANALYSIS</p> <ul style="list-style-type: none">● Can effectively analyze, and confidently address, issues● Able to make systematic and rational judgments based on all relevant information● Able to work with conflicting priorities, yet adhere to timeframes and deliver agreed results. <p>CUSTOMER SERVICE & RELATIONSHIP MANAGEMENT</p> <ul style="list-style-type: none">● Shows a commitment to, and the delivery of excellent customer service● Able to establish and maintain positive working relationships within the school community● Able to establish and maintain short term relationships with customers during problem solving. <p>INTERPERSONAL STYLE</p> <ul style="list-style-type: none">● Demonstrates a strong personal commitment to school wide excellence, honesty, integrity and the special character of the school● Is thoughtful, resilient, calm and stable in challenging situations● Demonstrates professional confidence● Shows initiative, decisiveness and openness● Works as an effective team member● Able to maintain a cheerful co-operative professional manner● Is personable and gets on well with people● Demonstrates effective communication – oral and written● Demonstrates an ability to understand and interpret oral and written instructions● Has high standards with an eye for detail● Displays and maintains a good level of personal presentation● Treat students and fellow staff with courtesy, respect and cooperation at all times
Employee Signature:	
Manager's Signature:	
Date:	