Thames High School

# Te Kura Tuarua o Te Kauaeranga

**Role Description: Science Technician**

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| Position Title | Science Technician |
| Responsible To | Principal / HOD Science |
| Responsible For | Ensuring equipment is maintained and resources are available for teachers as required |
| Functional Relationships with: | Head of Department of Science, Science StaffAll school staff |
| Hours/ Days Employed: | 12 hours per week |
| As negotiated around classes |
| Functional Delegations (Limits to Authority): | - |
| Terms and Conditions: | The conditions of employment (including remuneration) are as stated in the Support Staff in Schools Collective Agreement dependent on experience |

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| **Key Performance Areas** | **Expected Outcomes and Performance Indicators** |
| **Administration** | * In co-operation with HOD, operate a budget and ordering system to meet the department’s needs, maintain records of purchase received for payment to be authorised by HOD
* Review equipment needs with the Science department and advise HOD of equipment that needs replacement and any new technology that would benefit the department
* Design and operate efficient systems for the issue and distribution of books and resources
* Staff and students have access to resources as required/available
* Participate in the ongoing programme to maintain laboratory safety and first aid procedures. this includes attending Health and Safety meetings as required
* Maintenance of technician areas for safety and security purposes
* Assist with science fairs and competitions as required
* Liaise with technicians in other schools
* Ensure that the chemical store is safe and secure, and all chemicals are labelled and have appropriate MDS sheets
* Ensure the laboratories have all appropriate signage and that staff are training on this
* Ensure that they are up to date with the latest laws and requirements around the storage of Hazardous chemicals
* Complete annual stocktakes of chemicals and advise HOD of anything that needs disposing of, and provide copy of stocktake to Business Manager
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| Technical Support | * Assist teachers and students with equipment during practical sessions and tests
* Assist students with equipment requests for individual projects
* Advise staff and visiting teachers about practical work, resources, and equipment available
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| Technical Management | * Operate an efficient system of stocking, storing, distributing and, equipment and materials used in laboratories
* Prepare equipment for practical tests and examinations
* Prepare equipment, materials and solutions required for demonstration and class practical work

Set up, operate, and run checks on equipment in the department* Make simple pieces of equipment and carry out simple repairs
* Arrange for specialist repairs and maintenance
* Clean special equipment and glassware needing special care or treatment
* Engrave and mark equipment for identification purposes
* Obtain and care for living specimens if required
* Obtain/collect non-living materials, specimens for dissection and experiments if required
* Monitor the use of live specimens in experiments to conform to animal ethics legislation
* Monitor the safe storage, care, handling, and disposal of residues, wastes and micro-organisms
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| General expectations (for all staff)Adhere to the expectations of all staff at Thames High School / Te Kura Tuarua o Te Kauaeranga | * High standards of professional behaviour are always displayed when representing Thames High School.
* Positive professional relationships are maintained with all staff members at Te Kura Tuarua o Te Kauaeranga / Thames High School.
* The goals and policies of Thames High School are followed and well supported.
* Confidentiality is respected and maintained at all times.
* Othe duties as requested by the Principal and Business Manager are undertaken.
* Support the Vision, Mission, and Values of Thames High School / Te Kura Tuarua o te Kauaeranga and adhere to its Procedures and Policies.
* Behave in a professional manner, and in accordance with the Staff Code of Conduct, maintaining positive relationships and sharing responsibility for the health and safety of all members of the community.
* Work and conduct are culturally responsive, and we maintain a focus on appropriate tikanga and developing our Te Reo Māori, e.g., correct pronunciation, greetings, written communications.
* Maintain a focus of professional development for self and others as appropriate, including the completion of appraisal.
* High standards of professional behaviour and presentation are always displayed when representing the school.
* Confidentiality is always respected and maintained.
* Maintain a high level of effective communication with all stakeholders.
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