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 Staff  All 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 |
| 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 |
| 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 |
| 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. |