

**Job Description**

**Job Title: SCIENCE TECHNICIAN**

**Responsible to: Head of Science**

**Business Manager**

**KEY TASKS:**

**Support for Science Faculty Members:**

* Meeting requests for physical teaching resources. This will include special preparation for classes, liaison on various procedures and advice on resources which may prove useful.
* Assisting teachers with laboratory equipment, techniques and practical work, including setting up equipment as required.

**Resource Management:**

* Operating and continually reviewing systems for safe and suitable preparation, equipment and activities, and for storage of materials and equipment. This includes constantly reviewing current equipment and seeing how it needs to be improved, maintained and replaced.
* Reviewing material and equipment requirements, conducting inventory, liaising with suppliers, making budgetary proposals, purchasing and managing expenditure against budget.
* Preparing and maintaining standard sets of materials/equipment in each laboratory, and suitable solutions, material and equipment in the prep and resource rooms. Propagating plants, pouring media, and obtaining animal samples as needed.

**Professional Practice:**

* Providing support for chemistry practical assessments through verifying calibration of volumetric glassware used in assessment; operating as assessment sample numbering system; establishing expected values for samples.
* Providing input and support for safe practices, particularly through chemical hazard management, through appropriate storage, handling and labelling of chemicals. Assisting and supporting the other technicians ~~t~~o ensure chemical safety in laboratories.
* Participating in and contributing to on-line and face-face discussion with other school science technicians to learn of and develop sources, knowhow, and professional best practice for this specialty occupation and/or broader support staff interests, including activity on SciTech-talk, reading/contributing to the STANZ Newsletter and NZST, attendance at biennial conferences, and involvement in any regional groups.

**Other:**

* Any other duties as required

**Hours of work:**

12 hours per week, term time only