

JOB DESCRIPTION - SCIENCE TECHNICIAN

Name:	
Daily coordination and reporting to:	Leader of Learning - Science
Line Manager:	Deputy Principal Liaison - Science
Department:	Administration
Hours per week	30 hours

Position Purpose:

To be an active member of the Science Department that provides high quality teaching and learning services. It also includes any duty the Employer may reasonably require the Employee to perform, to ensure that the school/kura operates efficiently, effectively and smoothly.

This job description provides a guideline of responsibilities and expectations (outlined on pages 2-3), and must be referred to alongside the following:

1. The terms and conditions outlined in the *Support Staff in Schools' Collective Agreement*.
2. A commitment to the values of Tauranga Girls' College:
 Vision: Empowering tomorrow's women for a Different Tomorrow.
 Mission Statement: To create a safe, stimulating and exciting learning environment that allows each student to develop her academic, cultural and sporting potential.
 Values:
 - Respect – Manaakitanga
 - Participation – Mahi Tahi
 - Pride – Mana Motuhake
3. Tauranga Girls' College policies, procedures and handbooks, including a commitment to:
 - Professional development, training, and adoption of new technology
 - School Health and Safety practices including pandemics guidelines and mandates
 - Engaging in a professional manner with visitors, whānau, staff and students
 - Documents meet the Tauranga Girls' College branding guidelines
 - An acceptable standard of attire is worn at all times
 - Participating in appraisal processes
 - Partnership, participation and protection of the Treaty of Waitangi

Key Responsibilities and Tasks	Outcomes
Professional Responsibilities	
To obtain professional development as required, in order to keep abreast of new demands necessitated by changes in the curriculum and its delivery.	The technician is able to advise and support staff with the increased practical component of the new curriculum.
Administration - Order and manage resources for the Science Department	
- In cooperation with LoL, operate a budget and ordering system to meet the department's needs. - Review equipment needs with the science department and advise on the purchase of new and replacement of equipment. - Equipment required to deliver the curriculum is obtained with the appropriate budget. - Consumable needs are identified and obtained. - Supplies are purchased according to the order of teaching after liaising with the Head of Department. - Participate in the ongoing programme to maintain laboratory safety and first aid procedures. - Maintenance of technician areas for safety and security purposes. - Liaise with technicians in other schools.	- Teachers are assisted in providing a safe environment for students, along with appropriate first aid, should it be required. - Never short of stock and stock purchased is of high quality, low cost. - Records of expenditure and purchases are kept. - Staff and students have access to resources as required/available. - The technician's areas provide a safe environment. Dangerous and expensive materials/equipment are not readily available to untrained personnel. - Information and resources are shared between science departments in other schools and support is given.
Technical Support - Preparation of Equipment and Consumables to support the Science Programme	
- Equipment and consumables are available for class use on receipt of a request form. - Prepare equipment and materials for practical assessments. - Arrange specimens for dissection as they are available. - 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.	- Teachers are aware of and have access to all equipment relevant to their discipline. - Equipment needed for individual assignments is, as far as is practical, made available to students and advice given on its use. - Students obtain maximum benefit from practical sessions.

Technical Management	
• Operate an efficient system of stocking, storing, distributing and checking books, 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 of treatment. • Engrave and mark equipment for identification purposes. • Obtain/collect non-living materials, specimens for dissection and experiments. • Monitor the safe storage, care, handling and disposal of residues, wastes and micro-organisms.	• Teachers are aware of what and when resources are available to allow for optimal use and minimal losses and holdups. • Practical tests and examinations can run smoothly, providing all students with the opportunity of equitable success. • Practical sessions run smoothly and provide students with opportunities for satisfactory outcomes. • Equipment is available in safe working order when required. • Costs are kept to a minimum. • Expensive equipment and glassware is maintained in good condition. • Easy identification of lost, stolen or mislaid equipment. • Safe, uncontaminated material is available as required, from the most appropriate source.
Maintain Safe Practice with all Consumables and Equipment	
• Safe storage of chemicals and equipment. • Class sets of chemicals are labelled with hazard identification. • Residues and waste are disposed of safely. • Safe practices are observed.	• A safe working environment is provided and teachers and students are made aware of possible hazards

Confirmation:

Employee:	Signature:	Date:
Employer: Tauranga Girls' College	Signature:	Date
Next Job Description Review Date:		