



Upper Hutt College

JOB DESCRIPTION

POSITION	SCIENCE TECHNICIAN
RESPONSIBLE TO	The Principal
REPORTING TO	HOD Science
WORKING RELATIONSHIPS WITH	HOD Science, Science teachers
PURPOSE OF THE POSITION	Provide technical and resource support to Science Department
EMPLOYMENT STATUS	Support Staff in Schools Collective Agreement Grade B, Step 2 (depending on qualifications and experience) Full 15 Hours per week Term time only

Key Responsibilities	Tasks and Duties
Practical Preparation and Maintenance	<ul style="list-style-type: none"> • Prepare equipment, materials and solutions required for class practicals, practical tests and demonstrations • Advise staff about practical work, resources, and equipment available • Assist students with chemical and equipment requests for individual projects as directed by the HOD. • Liaise with other schools to share expertise and resources.
Maintenance of equipment and stock	<ul style="list-style-type: none"> • Set up, operate, and run checks on general equipment in the department. • Make simple pieces of equipment and carry out simple repairs. • Arrange for repairs and maintenance. • Perform calibration checks and standardisations. • Operate an efficient system of stacking, storing, transporting, distributing and return of other equipment, materials, and resources used in the laboratory. • Conduct periodic inventory check of science equipment, books, paper resources. • Review equipment needs within the science department. • Obtain and care for living and non-living specimens. • Clean special equipment and glassware which needs extra cleaning or special treatment. • Ensure that security needs are met eg electronic balances are kept out of sight; keep storage room door and technician work area doors locked after hours. • Maintain existing systems for chemical storage, documentation, handling, labelling, use, disposal, and inventory according to the HSNO Schools Code of Practice and departmental policy.

Data Input and Management of Equipment and Resources	<ul style="list-style-type: none"> • Create and maintain chemical and equipment databases. • Maintain Safety Data Sheet records for chemicals. • Seek quotes for equipment and consumables. • Place orders for equipment and consumables under the direction of the HOD and using school processes • Make local purchases as required. • Check invoices against orders.
Hazard Management	<ul style="list-style-type: none"> • Advise staff on safety issues. • Liaise with HOD to develop and maintain safety within the department • Maintain laboratories in order that they are equipped with necessary safety and first aid equipment. • Maintain technician work area and chemical storage area equipped with necessary safety equipment.
<ul style="list-style-type: none"> • Any other duties as required from time to time by discussion with the HOD or the Principal. • While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not have been identified. 	

General Skills	
	<ul style="list-style-type: none"> • High standard of written and oral communication skills • Highly developed computer skills • Works methodically and pays attention to detail resulting in accurate outputs • Is able to use their initiative and work under pressure • Maintains confidentiality at all times • Is able to form, develop and maintain professional, positive and productive relationships with staff • Experience and practical knowledge of school systems and procedures is desirable • Uphold the rules, expectations, and policies of the school and supports and models the school's values at all times.

(November 2020)