



Burnside High School
Te Kura o Waimairi-iri

Science Technician Faculty Position Description

Tenure:	Permanent, part-time, support staff position
Hours of work:	22.5 hours per week – term time only Monday, Tuesday and Wednesday (flexible by negotiation with Head of Faculty)
Remuneration:	Grade 2 Step 8 of the Science Technician Payscale
Responsible to:	Head of Faculty Science
Functional relationships with:	All Teachers in Science Faculty
Purpose:	To manage and maintain equipment and resources of the Science Faculty. To prepare resources for Faculty staff in conjunction with Head of Faculty and Assistant Heads of Faculty.

RESPONSIBILITIES AND KEY TASKS

- Order new texts/workbooks as requested by staff.
- Operate efficient systems for the issue and distribution of books and resources.
- Maintain a record of expenditure on the database.
- Maintain the Technician's area for safety and security purposes, so that dangerous and expensive materials are not readily available to untrained personnel.
- Keep and maintain an inventory list of all equipment in the department.
- Carry out an annual stocktake.
- Assist the Head of Faculty Science with the annual budget.

- Assist with Science competitions as required.

TECHNICAL SUPPORT

- Assist teachers with the setting up of practical assessments.
- Prepare equipment, materials and solutions required for demonstration and class practical work, practical tests, assessments and field trips.
- Accompany staff on 'day trips' outside of school, if additional adult supervision is required.
- Advise staff about practical work, resources and equipment available, so that they are aware of, and have access to, all equipment relevant to their discipline.
- Review equipment needs. Obtain quotes and make enquiries on the purchase of new and replacement equipment.
- Assist in the setup of open night.

TECHNICAL MANAGEMENT

- Operate an efficient system of stocking, storing, distributing, labelling and checking equipment, chemicals and materials used in laboratories so that there is optimal use and minimal wastage of these.
- Assist in preparing adequate stocks of bulk chemicals.
- Set up, operate and run checks on equipment, so that it is in a safe working order or repair when required.
- Carry out maintenance and simple repair of equipment e.g. engraving of new equipment for identification purposes, soldering and simple re-wiring.
- Carry out yearly test-and-tag electrical testing of Science Department equipment.
- Arrange for specialist repairs and maintenance so that expensive/technical equipment is maintained in good condition. Includes specialist equipment. Arrange repairs at a time that is least disruptive to the school.
- Monitor the safe storage, care, handling and disposal of residues, wastes and microorganisms so that a safe working environment is provided.
- Maintain the apparatus and chemical supplies in the laboratories in consultation with the teachers in charge of the laboratories.
- Maintain safety data sheets records for chemicals.
- Create, update and distribute risk assessment sheets for all practical work.
- Ensure that the resource rooms are kept clean, neat and tidy and well stocked.

- Ensure that the book rooms are kept tidy.
- Obtain/collect non-living materials/specimens for dissection and experiments.

GENERAL

- Carry out any additional duties and responsibilities as may reasonably be required to meet the demands of the Science Department.

PROFESSIONAL DEVELOPMENT

- Assist in the implementation of HASNO Safety Code of Practice and Safety and Science in each of the 19 laboratories across the school.
- Liaise with Science Technicians in other schools so that information can be shared and support given.
- Attend professional development days or conferences as required.

DECLARATION

I accept this position as offered. I have read the content of this position description and understand and accept its parameters.

Signature: _____

Date: _____