


POSITION DESCRIPTION

POSITION:	Science Technician	
STATUS:	Permanent	
TIME:	Part-time 20 hours per week, 39 weeks per annum (to include 37 teaching weeks, week 0 and up to 5 days of the term breaks)	
LOCATION:	Kristin School, Auckland, New Zealand	
VISION / CONTEXT:	<p>Kristin School is an independent, co-educational school for students from Early Learning to Year 13, which aims to provide students with a superior all-round education, to prepare them to be responsible global citizens, to think creatively, reason critically, communicate effectively and learn enthusiastically throughout life.</p> <p>Key to the achievement of this vision is the School's strategy of attracting and retaining the Best People.</p>	
VALUES	<ul style="list-style-type: none"> ● Progress with vision, integrity, and love 	
LINE MANAGEMENT:	<ul style="list-style-type: none"> ● Reports to Head of Faculty Science ● Daily supervision by Senior Science Technician 	
KEY RELATIONSHIPS:	<ul style="list-style-type: none"> ● Executive Principal, Senior Leadership Team (Middle and Senior School Principals) ● Head of Faculty - Science ● Science Teachers and Curriculum Leaders ● Other Science Technicians ● Students ● All other School employees 	
SALARY:	Science Technician salary band	
JOB PURPOSE	<p>The Science Technician is responsible for supporting the practical and technical aspects of the science curriculum by preparing, providing, maintaining, organising, and managing the resources required for healthy, safe, and secure, exciting practical activities to be carried out by staff and students.</p>	

Accountabilities	Responsibilities & Expectations	Performance Indicators
Prep room	<p>As designated person in charge of a prep room, the technician has a responsibility to comply with the Code of Practice for School Exempt Laboratories, specifically:</p> <ul style="list-style-type: none"> ● keep prep room locked in the absence of teaching or technical staff. ● keep an inventory of hazardous substances in each laboratory for which they are responsible and in the dry store. ● keep paper copies of Safety Data Sheets for Category A and B hazardous substances in a laboratory folder, so that persons can access the information. ● ensure that flammable substances are stored within a flammable-goods cabinet. ● ensure that incompatible chemicals are segregated. ● ensure that protective gloves, safety glasses, and other personal protective equipment are available. ● ensure that procedures for disposal of hazardous substances comply with HSWA 2015. 	<ul style="list-style-type: none"> ● Prep room is locked at all times when no staff are present. ● Evidence of a hazardous substances inventory is kept for each laboratory, which is updated on a regular basis. ● Evidence of Safety Data sheets for Category A and B hazardous substances, which is reviewed and updated on a regular basis. ● Evidence that all flammable substances are stored in a flammable-goods cabinet, which can only be accessed by staff. ● Evidence incompatible chemicals are stored separately. ● Evidence that safety equipment including gloves and safety glasses are available for every lesson/ laboratory and checked on a regular basis. ● All hazardous substances are disposed of in compliance with the Hazardous Substances regulations.
Science Technician	<ul style="list-style-type: none"> ● Co-ordinate the use of practical resources and facilities and help, and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department. ● Assist the Senior Science Technician with the day-to-day organisation and development of trainee staff to ensure that essential performance standards are achieved. 	<ul style="list-style-type: none"> ● Resources are prepared and apparatus assembled for teachers and students as required for lessons and assessments in a timely manner. ● Feedback that technical advice is given as required to teachers and students. ● Evidence of a risk assessments carried out for technician activities.

	<ul style="list-style-type: none"> ● Contribute to the design, development, and maintenance of specialist resources and/or long-term projects. ● Support the Senior Science Technician in ensuring the availability of suitable materials and equipment, helping to compile orders, and liaising or negotiating with suppliers and finance departments. This will include sourcing, costing, and suggesting economic alternatives to maintain stock levels, keeping up-to-date stock records. ● Ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard. ● Deputise for the Senior Science Technician and take a lead role in a specialist area as required. 	<ul style="list-style-type: none"> ● Feedback that assistance has been provided for practical classes & carrying out demonstrations as required. ● Fume cupboards, pressure vessels and first-aid kits have been checked and a safety check has been undertaken on electrical equipment. ● Evidence that chemical and equipment have been organised and stored correctly. ● Feedback that new trainees have been supported and supervised as required. ● Evidence apparatus have been designed, constructed, and modified as needed. ● Evidence that plant and animal collections have been set up correctly and cared for as needed. ● Evidence of the preparation of standard solutions, etc, chemicals purified, waste treated have been done correctly and as required. ● Evidence of resources maintained, stock ordered, and records kept. ● Equipment collected, checked, and returned to stores. General laboratory cleaning of bench surfaces and fixed equipment is undertaken. ● Carried out cleaning and repair of equipment as needed. ● Evidence of assisting with organisation of technicians or taking a lead role in a specialist area as needed.
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Health & Safety	<ul style="list-style-type: none"> ● Actively contributing to the assessment, monitoring and review of both health & safety procedures and information resources. ● Keeping up to date with current procedures and practices through continuing professional development. ● Provide technical advice and support on health & safety issues to teaching and trainee technical staff. ● Ensure the safe treatment & disposal of used materials including hazardous substances and responding to actual or potential hazards. ● Ensure the healthy & safe storage and accessibility of equipment and materials. ● Report any accidents or near misses as occur. ● Facilitate a safe and supportive work environment by ensuring compliance with the School's policies, procedures, and legislative requirements. ● Ensure all practicable steps are taken to keep staff, students and parents safe while in the Science faculty. 	<ul style="list-style-type: none"> ● Keeping up to date with health & safety requirements and with developments in practical science and share knowledge with Senior Science Technician and Head of Faculty. ● Feedback that health & safety advice has been provided to technical staff, teachers and students as needed. ● Evidence that the disposal of waste materials is done correctly and safely. ● Evidence all accident or near misses are reported in the School's online accident register. ● Evidence of compliance with School's policies, procedures, and workplace health & safety legislative requirements ● Evidence all practicable steps are taken to ensure safe work practices, including hazard identification, accident, incident and near miss reporting for all events.
Other	<ul style="list-style-type: none"> ● Attend relevant Faculty meetings. ● Attend relevant staff meetings as required. ● To positively support the character and values of Kristin school. ● Keep up to date with current procedures and practices through continued professional development. ● Appreciate, respect, and affirm others and work effectively with all stakeholders to create a positive and collaborative school culture. 	<ul style="list-style-type: none"> ● Evidence of attending and participating in Science faculty and department meetings as appropriate. ● Evidence of attendance at relevant Staff meetings as needed. ● Evidence current procedures and practices are up to date. ● Evidence of demonstrating appreciation, respect, and affirmation for others and of working effectively with all stakeholders to

	<ul style="list-style-type: none"> ● Model positive behaviours, which support the School's code of ethics and core values. 	<p>create a positive and collaborative school culture.</p> <ul style="list-style-type: none"> ● Evidence of positive and professional behaviours in accordance with the School's code of ethics and core values.
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Key Selection Criteria
<p>Qualifications, Training & Experience</p> <ul style="list-style-type: none"> ● Science Technician with Science qualification and / or experience or laboratory experience ● Recent National Police Vetting Check (with results considered satisfactory by the School) ● Current First Aid certificate
<p>Attributes and Skills</p> <ul style="list-style-type: none"> ● Passionate about health and safety within the work environment. ● Ability to proactively develop, promote and implement new initiatives. ● Proven ability to develop and maintain effective relationships with staff and students from diverse backgrounds. ● The proven ability to work as an effective and constructive team member, with a willingness to participate fully in School activities. ● Excellent interpersonal skills, including the ability to listen and liaise effectively. ● Superior organisational ability with demonstrated self-motivation and initiative in goal setting, prioritising work and managing multiple tasks. ● Well-developed problem-solving skills and proven experience in creating solutions. ● Good verbal and written communication skills. ● A high degree of professional judgement and care. ● Flexible, approachable, and consistent in manner. ● A high level of energy and vitality.