NGA TAWA
DIOCESAN SCHOOL

# POSITION DESCRIPTION
# Laboratory Technician

| | |
|---|---|
| **TENURE:** | Part Time, Permanent |
| **RESPONSIBLE TO:** | Deputy Principal and HOD Science |
| **FUNCTIONAL RELATIONSHIP WITH:** | Deputy Principal<br>Bursar<br>HOD Science<br>Science Department Staff Members<br>Support Staff<br>Students |

## PURPOSE OF ROLE

To support Science Department staff in the practical delivery of curriculum.

## PERSON SPECIFICATION

The Laboratory Technician will be expected to demonstrate a range of knowledge, experience and attributes, such as:

| | |
|---|---|
| **EDUCATION QUALIFICATION** | Relevant qualifications in science. |
| **KNOWLEDGE AND EXPERIENCE** | A sound theoretical and practical understanding of chemical storage and disposal.<br><br>Strong time management and administrative skills and an ability to uphold deadlines.<br><br>Monitor and respond in a timely manner to risk assess requests.<br><br>Prepare equipment, materials and solutions required for demonstration and class practical work, practical tests and examinations.<br><br>Set up, operate and run checks on general equipment in the department.<br><br>Trial new practical experiments.<br><br>Make simple pieces of equipment.<br><br>Carry out simple repairs or arrange for repairs and maintenance of equipment and resource books. |

Maintain Safety Data Sheet records for chemicals.

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 and paper resources.

In cooperation with the HOD, arrange budgeting, accounting, ordering and resources to meet the department's needs.

Obtain/collect non-living materials/specimens for dissections and experiments.

Clean special equipment and glassware which needs extra cleaning or special treatment.

Assist with security of science laboratory and equipment.

Assist with implementing the Code of Practice.

To obtain professional development as required to keep abreast of new demands necessitated by changes in the curriculum and its delivery.

Liaise with Technicians in other schools.

Keep technician areas clean, for safety and security reasons where cleaners are not allowed.

**PERSONAL PROFESSIONAL QUALITIES**

Ability to work as part of the team to support colleagues to provide a stimulating, positive and rewarding school environment.

Demonstrate reliable, timely response to teachers' requests.

An open, warm, and caring manner with empathy in dealing with a diverse range of students and adults.

Empathy with te ao Māori

Demonstrate a commitment to on-going professional learning.

Have a current driver licence with a clean driving record.

## KEY ACCOUNTABILITIES

1. Science Department
2. Health and Safety

| 1. SCIENCE DEPARTMENT | |
|---|---|
| **Key Tasks -** | **Performance Indicators** |
| Establish positive staff-student relationships within set guidelines. | *Positive feedback.* |
| Follow Laboratory Technicians collective. | *Processes followed.* |
| Provide support to the HOD and classroom teachers to support smooth running of the department. | *Feedback from team members and performance growth cycle process.* |
| Meet regularly with colleagues regarding practical requirements. | *Attend Department meetings.*<br>*Collaborate with colleagues to meet Department expectations.* |
| Procure Resources as per department direction. | *Ensure that resources requested have been fulfilled.* |
| Process orders and invoices promptly. | *Processes completed accurately and promptly.* |
| Maintain an accurate inventory of chemicals and equipment. | *Products created as and when required.* |
| Assist in the preparation and ordering of materials such as chemicals and stationery for staff. | *Products ordered when required.* |

| 2. HEALTH AND SAFETY | |
|---|---|
| **Key Tasks** | **Performance Indicators** |
| Ensure that you maintain up to date knowledge of health and safety practices in line with consistent with the Health and Safety at Work Act 2016. | *Health and Safety procedures pertaining to crisis management system in place.* |
| Risk Assess Compliance. | *Risk Assessment processes are followed accurately and in a timely manner.* |

Signed: ……. Date: …….
Laboratory Technician

Signed: …… Date: ……..
Principal