



Northcote College

Job Description

POSITION: Science Technician

RESPONSIBLE TO: Head of Department - Science

In the conduct of all duties, consideration for the welfare and safety of students and staff is to be paramount.

Key Tasks:

Ensure Lab and Prep Room Safety

- Store and label hazardous chemicals in accordance with current Safety and Science/Pūtaiao Guidance document. This includes knowledge and procedures laid out under the HSNO Act and the Health and Safety at Work Act.
- Provide all prep rooms with updated MSDS and adequate security in these areas.
- Safely dispose of unwanted chemicals, wastes, broken glassware and micro organisms.
- Maintaining the chemical stocktake
- Inform OSH Committee and HOD of safety issues and departmental hazards and provide solutions where possible.

General Duties

- Prepare teaching materials; make up solutions and simple pieces of equipment.
- Ensure preparation rooms are kept tidy and assist Teachers in the maintenance their laboratories.
- Equipment to be checked, maintained, repaired and marked as required.
- Ordering of chemicals, equipment and organisms in consultation with the HOD.
- Obtain non-living biological specimens and ensure living biological specimens are treated in accordance with the Animal Ethic Committee.

Support and Feedback to Teaching Staff and Peers

- Work in collaboration with other Science Technician(s) to support Teaching Staff and where needed communicate changes to practical work and safety protocols.
- Network with other schools' Science Technicians.
- Undertake any reasonable duty as required or requested by the HOD or the Principal.