



Position Title: Science Technician and Laboratory Manager
Grade: 3
Employment: Permanent
Hours of position: 40 hours per week TTO
Location: Science block
Reports to: HOD Science
Direct reports: Nil

Signed: _____ **Date:** _____
Updated: 7 Dec 2023

Scope:	<p>The role of Science Technician and Laboratory Manager is to support the practical requirements of the science programmes as well as ensuring that the management of school laboratories including hazardous substances meets the legislative requirements.</p> <p>That the responsibilities of the Lab Manager are performed in a positive, effective, and professional manner that is consistent with the philosophy of MRGS.</p>
Key Accountabilities:	<p>Stock control</p> <ul style="list-style-type: none"> • Source, cost and purchase general lab supplies for class needs; including chemicals, glassware, foodstuffs, biological supplies (e.g., cadavers), freezing works for animal body parts and Electrical. • Calculate and prepare solutions for use by students and teaching staff. • Order appropriate chemicals considering stock rotation and waste disposal. • Use correct labelling, and segregation methods and calculations for storage of hazardous materials. • Keep chemical inventory as per Head of Department requirements for emergency services. <p>Maintenance and Repair</p> <ul style="list-style-type: none"> • Ensure ongoing maintenance and repair of scientific equipment and supplies <p>Buildings and Laboratories</p> <ul style="list-style-type: none"> • Notify Property Manager of significant repair issues • Clean Laboratories' as and when time permits • Fix minor repairs within the Laboratories <p>Administration</p> <ul style="list-style-type: none"> • Includes filing, storage, copying, distribution of tests and exams. • Order textbooks. • Ensure documentation chemical permits approved by NZ Customs are kept correctly for example, C₂H₅OH <p>Financial</p> <ul style="list-style-type: none"> • Ensure stringent financial responsibilities are adhered to. Meeting budgetary requirements, providing information for budget setting. • Reconcile Order Book • Process purchases for the Science Department • Keep Asset Management records for items of significant monetary value <p>Planning</p>

	<ul style="list-style-type: none"> • Plan and organise equipment and chemical needs for practical assessments <p>General Duties</p> <ul style="list-style-type: none"> • Day to day supply of science equipment and experiments as ordered. • Assist teaching staff and HOD Science with general administrative support. • Other duties as required <p>Professional Development</p> <ul style="list-style-type: none"> • Attend approved courses as required. • Ensuring that you are up to date with the current chemical handling procedures. <p>Health and Safety</p> <ul style="list-style-type: none"> • Ensure that the school meets the safety requirements as detailed in the Safety and Science/Pūtaiao guidelines
Typical work contacts:	<p>Internal: Teachers, students</p> <p>External: Chemical and equipment suppliers, biological suppliers, NZ customs, teaching resource suppliers</p>