



Epsom Girls Grammar School Vision and Values

Vision: Enabling students to be confident, active, resilient learners

Epsom Girls Grammar School is a leading New Zealand school founded on traditions of service and commitment to girls' education and focused on developing young women to become confident and resilient learners, actively contributing to their communities.

Values: Courage, compassion, curiosity, community

Position:	Science Laboratory Technician Permanent, full-time position (32.5 hours a week, term time only)
Responsible to:	Learning Director of Science, HODs of Biology, Chemistry, Physics, Junior Science and Laboratory Manager. (Note: this is not 6 staff members as some carry out more than one of these roles).
Direct involvement with:	Junior and Senior Science departments Oversight of the laboratory technicians' workflow, working with one other part time technician.
Primary responsibility:	To contribute to the development of a learning environment in which the aims of the Learning at EGGGS Statement may be achieved within the specific context of the Science Learning Area.

Key Tasks: To organise the resources related to practical components of the science programmes and facilitate the smooth running of the laboratories:

- preparation of equipment and classroom materials
- preparation of solutions, both standard solutions and others
- assisting with maintenance of the chemical store
- maintaining equipment and safety gear within the department
- organising repair of equipment as required
- maintaining the technician's areas in an orderly manner
- completing a stock-take of chemicals and equipment
- assisting with the sourcing of equipment as required
- assisting with receiving and checking orders as required
- travelling out of the school to acquire items and equipment as required
- maintaining a petty cash flow

The successful applicant should:

- hold a relevant qualification in the Sciences – Chemistry an advantage
- liaise and maintain contact with technicians in other schools
- maintain and promote safe laboratory practice
- provide teaching and learning support through job responsibilities
- observe and encourage a code of behaviour appropriate to support staff in the school environment
- maintain a commitment to ongoing professional development
- have good organisational skills
- be able to work unsupervised
- possess a commitment to maintaining high standards
- have good interpersonal communication skills
- be reliable and have integrity
- be able to multi-task
- be flexible
- have a current driving licence and own vehicle