



AVONDALE
COLLEGE

Avondale College Position Description November 2024

Name	
Title	Chemistry Laboratory Technician
Department	Science
Reporting To	Director of Science, Business Manager
Functional Relationships	Science staff, suppliers, accounts staff, nurses and students.
Purpose of Position	<ul style="list-style-type: none"> • To provide preparation support for teachers. • To manage the laboratory resources and equipment. • To take a lead on Chemistry resources and preparation • To provide administrative support.

Key Result Areas	Expected Outcomes
Provide lesson preparation resources	<ul style="list-style-type: none"> • Teachers have all laboratory preparation materials, as requested, delivered and collected in a timely and efficient manner.
Assist in other lesson preparation	<ul style="list-style-type: none"> • Photocopying and provision of teaching materials provided on request in efficient and timely manner.
Set up assistance	<ul style="list-style-type: none"> • Assist teachers with setting up of teaching equipment. • Dismantling and storage.
General assistance	<ul style="list-style-type: none"> • Assist teachers with field trips, practical tests and examinations.
Laboratory and resource management – ensure storage and inventory	<ul style="list-style-type: none"> • All equipment, chemicals etc, are appropriately stored and labelled and a detailed inventory kept.
All new purchases handled efficiently	<ul style="list-style-type: none"> • Newly purchased equipment, materials added to inventory. Checked off against purchase order and verified, engraved, if necessary.
Laboratory and storerooms kept tidy, clean, and in good order	<ul style="list-style-type: none"> • The laboratory and storerooms are a clean and safe environment.

Key Result Areas	Expected Outcomes
Preparation of Practical Exams	<ul style="list-style-type: none"> • Work with Director and HoDs (as needed) to source and prepare materials for external practical exams. • A lead taken on preparing for all practical chemistry exams and internal chemistry practical assessments, along with associated practice sessions.
Dangerous goods managed safely	<ul style="list-style-type: none"> • A dangerous goods list maintained; storage checked regularly. Chemicals and micro-organisms disposed of appropriately.
Technical equipment kept in working order	<ul style="list-style-type: none"> • Equipment checked regularly. Arrange repair of specialist equipment with suppliers.
Textbooks	<ul style="list-style-type: none"> • Textbooks covered, numbered, and managed as a resource.
Purchase of goods	<ul style="list-style-type: none"> • Assists with all aspects of purchase up to Director signature. Checks goods inward against order.
Maintain all laboratory management records	<ul style="list-style-type: none"> • All records relating to purchase, storage, and use of materials and equipment kept. • Maintaining and updating Hazcards and MSDS records.
Maintain all budget and accounts records	<ul style="list-style-type: none"> • Assists with budgeting and accounts in consultation with Director.
Professional development	<ul style="list-style-type: none"> • Technicians conversant with up-to-date information, eg lab safety, animal ethics, approved experiments.
Maintain departmental photocopier supplies	<ul style="list-style-type: none"> • Monitor and replenish stocks of copying paper and liaise with Printroom staff regarding copiers.
Other tasks	<ul style="list-style-type: none"> • Complete other task/project related goals and objectives as delegated by and agreed to by Director.

Person Specification

Experience/Qualifications

Essential:

- Experience with Microsoft Office and database systems
- Relevant tertiary qualifications
- Background and/or training related to handling and preparing Chemistry resources and chemical solutions, storage and disposal of chemicals.
- Understanding of good H&S practices including risk assessment.

Desirable:

- Experience within a school environment and/or relevant industry experience
- Understanding of the H&S Code of Practice for School Laboratories.

Skills and Attributes

- Good time management
- Excellent communications skills
- Flexibility, being able to vary tasks and adapt to a range of situations
- Methodical
- Accuracy and attention to details
- Honest
- Reliable/good timekeeping
- Efficient
- Ability to work and contribute to a team environment and goals
- High professional and personal standards with quality output of work
- Approachable and friendly manner
- Full NZ Drivers Licence
- Physically fit enough to move equipment between buildings.

Name:

Signed: Employee Date:.....

Name:

Signed: Manager Date:.....