

Resource assistant: House of Science - South Auckland branch

Looking for a fulfilling part-time role?

Want to make a difference supporting primary school science education?



House of Science is a charity that provides member primary schools with comprehensive, bilingual (English & te reo Māori), themed science kits filled with engaging activities. With everything supplied, it makes teaching science much easier for teachers. I am seeking someone with a passion for education to help me manage these amazing resources.

Through our resource library, schools book kits at fortnightly intervals, which are picked up and delivered as part of the service.

You will need to be:

- ✓ organized
- ✓ motivated
- ✓ a good communicator with a good command of written and spoken English
- ✓ committed to the part-time role (please don't apply if looking for a full-time job)
- ✓ reliable
- ✓ reasonably fit and strong (you'll be lifting/moving kits which can be 25kg)
- ✓ available in the school holidays

Location: Edgewater College, Pakuranga

Hours: 10 hours per fortnight (during school hours)

Days: some flexibility but the bulk of the hours will be at the end of the fortnight on Friday, possible Thursday, when the kits are returned to base. Possibly a few hours the following week to finish processing the kits.

Responsibilities:

- processing science kits when they have been returned from a school. This includes: checking all equipment is present; cleaning dirty equipment; replacing missing and broken equipment; replenishing consumables
- managing stock
- overseeing volunteers (corporate groups or individuals)
- some local kit pick-ups and deliveries: need your own car and a full driver's licence (mileage is reimbursed)

Interested? Please email your CV and cover letter to Andrea Lun (branch manager) southauckland@houseofscience.nz

Ph: 021 129 7570

