


## POSITION DESCRIPTION

POSITION:	Outdoor Education Technician	
STATUS:	Fixed term, 18 months	
TIME:	Part-time, 20 hours per week, Term time	
LOCATION:	Kristin School, Auckland, New Zealand	
VISION / CONTEXT:	Kristin School is an independent co-educational school for students from Early childhood to Year 13, which aims to provide students with a superior all-round education, to prepare them to be responsible global citizens, to think creatively, reason critically, communicate effectively and learn enthusiastically throughout life. Key to the achievement of this vision is the School's strategy of attracting and retaining the Best People.	
VALUES	<ul style="list-style-type: none"><li>• Progress with vision, integrity, and love</li></ul>	
LINE MANAGEMENT:	<ul style="list-style-type: none"><li>• Reports directly to the Head of Faculty, Health and Physical Wellbeing</li></ul>	
KEY RELATIONSHIPS:	<ul style="list-style-type: none"><li>• Outdoor &amp; Physical Education teachers</li><li>• Head of EOTC</li><li>• School Principals</li><li>• Camp Leaders</li><li>• Students and their families</li><li>• Outdoor Education providers e.g NZOIA, Bigfoot</li><li>• Rental Equipment Providers</li></ul>	
SALARY:	Negotiated	
JOB PURPOSE	The Outdoor Education Technician assists in managing outdoor equipment, providing support for outdoor education programmes/ camps, and may also assist with instruction.  Responsibilities include equipment maintenance, inventory checks, issuing and returning of equipment, support with camps and supporting activity sessions as needed.	

Accountabilities	Responsibilities & Expectations	Performance Indicators
<b>1. Professional Conduct</b>	<ul style="list-style-type: none"> <li>Behave in a way that articulates, supports, and furthers the School's strategic vision.</li> <li>Model positive behaviours, which support the School's Code of Ethics and Core Values.</li> <li>Adhere to Kristin's professional dress Code policy.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of support for the School's vision and strategic plan.</li> <li>Personal conduct reflects the Core Values of the School.</li> <li>Always maintains a professional standard of dress.</li> </ul>
<b>2. Equipment management</b>  <b>Equipment includes:</b> <b>Climbing Wall and relevant equipment</b> <b>Kayaks</b> <b>Camp equipment e.g. burners</b>	<ul style="list-style-type: none"> <li>Issue and manage the return of outdoor education equipment, before and after trips and sessions.</li> <li>Maintenance, repair and inspection of outdoor equipment. Ensure clean and maintained and fit for our purpose.</li> <li>Report any faulty and aged equipment that needs fixing or replacing.</li> <li>Check the inventory of equipment and ensure it is cleaned and stored correctly.</li> <li>Documentation of equipment for inventory, maintenance, repairs.</li> <li>Pick up rental equipment from providers as required.</li> <li>Ensure the climbing wall and climbing equipment is inspected, cleaned and maintained on a regular basis.</li> </ul>	<ul style="list-style-type: none"> <li>Outdoor education equipment inventory is managed and an accurate record of equipment in and out is documented.</li> <li>Evidence all equipment has been regularly inspected, repaired and maintained on a regular cycle, and this is documented.</li> <li>Equipment is safe and fit for our purpose as needed.</li> <li>Evidence that faulty equipment has been repaired or replaced in time to meet the needs of the school's trips or camps, and so it's safe and fit for our purposes.</li> <li>All repairs, maintenance and inventory items are documented.</li> <li>Equipment from rental providers is collected in a timely manner to meet the needs of the relevant trip/ camp.</li> <li>Evidence the Climbing Wall and its equipment is cleaned, inspected and maintained on a regular basis so it is safe and fit for purpose.</li> </ul>
<b>3. Supporting activities</b>	<ul style="list-style-type: none"> <li>Assist with the setup of and return of equipment for activity sessions or camps.</li> <li>Assist with instruction of various outdoor activities as directed by the lead instructor.</li> </ul>	<ul style="list-style-type: none"> <li>Feedback that equipment has been set up and returned from all activity sessions or camps.</li> </ul>

Accountabilities	Responsibilities & Expectations	Performance Indicators
	<ul style="list-style-type: none"> <li>Support with logistics of trips and activities as needed, may include transport, accommodation or other logistics.</li> <li>Support the Head of EOTC with the logistics of camps across the school as needed.</li> </ul>	<ul style="list-style-type: none"> <li>Feedback from instructors or camp leaders they have been supported in activities as required.</li> <li>Feedback on the logistics for trips has been organised in a timely and efficient manner.</li> <li>Feedback from the Head of EOTC they feel supported for camps and activities as they have requested.</li> </ul>
<b>4. Health &amp; Safety</b>	<ul style="list-style-type: none"> <li>Ensure all equipment and resources, including kayaks and climbing wall, are safe, fit for purpose and regularly checked and maintained.</li> <li>Facilitate a safe and supportive work environment by ensuring compliance with the School's policies, procedures, and legislative requirements.</li> <li>Ensure as far as is reasonably practicable that steps are taken to keep staff and students safe while on the School grounds or participating in school activities.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence that all equipment and resources have been certified as safe and secure, and regular maintenance has been undertaken.</li> <li>Evidence of compliance with the School's policies, procedures, and workplace health &amp; safety legislative requirements.</li> <li>Evidence that risks to staff or students' health and safety have been eliminated or minimised as far as is reasonably practicable, ensure safe work practices, including hazard identification, accident, incident and near miss reporting for all events and EOTC RAMS forms.</li> </ul>
<b>5. Other</b>	<ul style="list-style-type: none"> <li>Attend and participate in all relevant meetings as required.</li> <li>To positively support the character and values of Kristin School.</li> <li>Be actively involved in the life of the School, including community events, sporting activities and functions as required.</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of attending and participating in relevant meetings as required.</li> <li>Evidence of regular involvement in activities of the School including community events, sporting activities and functions.</li> </ul>

Key Selection Criteria
<p><b>Qualifications, Training &amp; Experience</b></p> <ul style="list-style-type: none"> <li>• Experience and qualifications in outdoor education (NZOIA, Skills Active or equivalent).</li> <li>• Proven track record of experience with outdoor education and working with students</li> <li>• Knowledge of outdoor education equipment, maintenance and repair.</li> <li>• Understanding of safety procedures, risk management and first aid.</li> <li>• Physically fit to work outdoors and handle all equipment required.</li> <li>• Required: Current First Aid certificate and Full Driver's Licence</li> </ul>
<p><b>Attributes and Skills</b></p> <ul style="list-style-type: none"> <li>• Proven ability to develop and maintain effective relationships with students, staff, and parents from diverse backgrounds.</li> <li>• Proven ability to enthuse, inspire and guide students and staff.</li> <li>• The proven ability to work as an effective and constructive team member.</li> <li>• Excellent interpersonal skills, including the ability to listen and liaise effectively across all areas of the school.</li> <li>• Well organised and self-motivated, able to use initiative.</li> <li>• Well-developed problem-solving skills and proven experience in creating solutions.</li> <li>• Strong verbal and written communication skills.</li> <li>• Demonstrated personal resilience, including the ability to work in a demanding role, often outside of normal hours.</li> <li>• A high degree of professional judgement and confidentiality.</li> <li>• A genuine interest and willingness to engage in professional development and learning opportunities.</li> <li>• Flexible, approachable, and consistent in manner.</li> <li>• A high level of energy and vitality.</li> <li>• The ability to contribute to the School's outdoor education/co-curricular programme.</li> </ul>