### **EPSOM_logo_Blue**

### **Senior Physics Technician**

**Term Time (Monday - Friday and Alternate Saturday mornings)**

**Average 42.5 hours per week.**

Epsom College is a co-educational day and boarding school with approximately 830 pupils aged 11-18. Founded in 1855 as the Royal Medical Benevolent Foundation, a strong science tradition is maintained, with a significant and growing proportion of leavers going on to study medicine or related disciplines.

There is a strong and ambitious commitment to the 3 separate sciences and the highly successful Physics department is expanding to meet the increasing pupil numbers studying at advanced level.

Each of the three science disciplines, Physics, Chemistry and Biology, runs independently of each other in separate buildings with their own technical staff.

Within the Physics Department there are 7 teachers supported by 2 Technicians.

The technical support staff are responsible for the preparation of class practicals, practicals for examinations, maintenance of equipment, consumables and the general servicing of laboratories.

The applicant would ideally have a science or technical background and electrical knowledge would be desirable. He/she must be organised and methodical in their approach, cheerful, well presented and work co-operatively within the department. The Senior Technician will be required to manage the workload and the other technician. IT skills are a distinct advantage.

Previous experience of working within a classroom/laboratory would be advantageous.

Practical knowledge in setting up and maintaining equipment along with experience working within a hands-on technical environment is essential. The setting up of the equipment will at times be of a physical nature and may involve lifting and manual handling some large apparatus. The role would suit an individual who enjoys constructing apparatus associated with physics whilst working within a professional laboratory/classroom environment.

The senior technician is immediately responsible to the Head of Department and ultimately to the Bursar.

**Main Areas of Responsibility**

* Preparation of equipment for class practical lessons.
* Day to day supervision of the Technician
* Preparation of equipment for examinations (making apparatus as instructed by the examinations board).
* Maintenance of the department’s equipment, making repairs as and when needed.
* Communicating with the teaching staff within the department.
* Constructing pieces of apparatus as required by the teaching staff.
* In liaison with the Head of Department, ordering materials, checking deliveries against orders, maintaining records.
* Keeping check on radioactive sources.
* Adhering to Health and Safety regulations.
* Label, mark up and distribute files and stationery for the start of year.

**General Duties**

* Issuing text books and keeping records on computer / preparing charge sheets at the end of year.
* Keeping check on stock and ordering consumables as and when needed.
* Reporting to Works Department of any damage or mechanical/electrical breakdowns.
* Ordering stationery for the beginning of each term.
* Making sure all I.T equipment is working correctly.
* Photocopying for members of the teaching staff.

**Epsom College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.**

**Essential Qualifications/Skills/Experience/Attributes**

**●** Have a science degree or higher qualification and/or technical experience.

● Possess practical skills in constructing apparatus for class practicals.

● Able to supervise and manage the other technician in a motivational and professional manner, providing advice and guidance as required.

● Able to lift and move objects in line with Manual Handling guidelines.

● Up to date with health and safety procedures laboratory/technical workshop.

● Have up to date IT and competent administrative skills

● Strong organisational skills and the ability to multi-task in fulfilling requests from several staff, often to tight deadlines

● Able to stay calm under pressure, be professional and discreet.

● Reliable and flexible, with a can-do approach to all duties and responsibilities in a professional and helpful manner.

● Effective communication skills in order to communicate across the department.

● Be a team player

● Enjoys working within a school environment.

**Desirable Qualifications/Skills/Experience/Attributes**

● Experience of working with young people between 11-18

● Physics Degree of equivalent qualification.

● Experience working within a laboratory or school prep room environment

● Electrical knowledge/experience.

● Familiarity with CLEAPSS and other safety organisations

The selection panel reserves the right to enhance any or all of the desirable criteria to attain a manageable field

**Terms and Conditions**

**Hours:** The hours may change depending upon the term/timetable, but in general and as an average:-

Monday              8am - 5pm

Tuesday              8am - 4pm

Wednesday        8am - 4pm

Thursday             8am - 4pm

Friday                  8am - 4pm

Saturday              8.30am – 12.30pm (alternate Saturdays)

There may be some flexibility on these hours.

**Salary:** Salary: circa £22,500 per annum for this post based on the above hours. This is reviewable annually. Payment is monthly in arrears and made directly to an employee's Bank or Building Society account.

**Holidays:** The holiday entitlement is 20 days paid holiday per annum pro rata for part time working and an allowance has been incorporated into the annual salary. Holiday must be taken outside the College term dates and therefore the accrued proportion of holiday entitlement will deemed to have been taken each school holiday.

**Pension:** The College operates the Epsom College Automatic Enrolment Scheme. The Scheme is administered by the Pensions Trust. Eligibility is based on statutory criteria. If eligible, the Employee will be required to contribute a minimum of 1% of Basic Salary and the College will contribute 2% in compliance with current legislation based upon which it is anticipated that these contributions levels will rise to 3% for both the Employee and the College from 1 April 2018.

**Misc:** The College is a non-smoking site. Free lunch and refreshments are provided when the Dining Room is open. Free membership to Fitness Suite and pool during staff opening times.

**Offer of Post:** Subject to completion of application form, receipt of references, pre-placement medical assessment, proof of qualifications, overseas police check if appropriate and Enhanced Disclosure and Barring check all satisfactory to Epsom College. Proof of entitlement to work within the United Kingdom will be required.

**Application**

Further details and application form can be downloaded from the website [www.epsomcollege.org.uk](http://www.epsomcollege.org.uk)

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received.  Please apply as soon as possible.

**Closing date: 10th September 2017**

**Applicants should refer to the Recruitment, Selection and Disclosure Policy on the College website.**

Applicants are encouraged to contact the Head of Department, Chris Telfer Christopher.Telfer@epsomcollege.org.uk for an informal chat.