



## **Job Description**

**Job Title:** Physics Technician

**Responsible to:** The Head of Physics

### **Objectives of the post:**

- To support the work of the physics department
- To be responsible for the preparation of laboratory equipment
- To ensure the provision of science teaching materials

### **Key responsibilities:**

#### **Preparation and maintenance**

1. To check orders for apparatus and identify any clashes
2. To prepare materials and equipment for practical lessons and teacher demonstrations
3. To clear away apparatus after use, ensuring that each tray is still full
4. To check the condition of apparatus and clean and maintain this as appropriate
5. To organise the expert repair of equipment where necessary after consultation with the Head of Physics
6. To be responsible for the organisation of the prep room area
7. To check that items and equipment in S2 and S4 are replenished and to note any repairs which may be necessary
8. To photocopy materials when necessary

#### **Administration**

1. To be responsible for departmental stock ( books, apparatus and equipment) and to add new purchases to the computerised Stock Filing System
2. To order any necessary items of stock after consultation with the Head of Physics
3. To check deliveries of apparatus and other materials
4. To organise the orderly storage and labelling of apparatus and materials
5. To carry out any safety procedures as required
6. To file and check past examination papers and to ensure that master copies are still present
7. To keep a record of books and sets of examination papers allocated to pupils
8. To assist in the collection of books at the end of the course and identifying pupils who have not returned books

**General**

1. To help set up the required practical activities for A-level
2. To assist, where possible, with the science club preparation
3. To build new items of apparatus

These responsibilities may be subject to review from time to time and amended after discussion to reflect changing circumstances

**Applicable contract terms and duties**

- This job description is to be carried out in accordance with The Queen's School Contract of Employment within the range of duties set out in that document, so far as is relevant to the postholder's title and salary grade. The postholder will be required to take part in the professional review programme as a mentee and may be asked to be a mentor.

May 2017