SCIENCE (PHYSICS) TECHNICIAN

Term-time Duties:

1 To be responsible to the Head of Physics and the Head of Science for servicing the needs of the School, of the teaching staff and of the Community Programme, and ensuring the proper use, maintenance and storage of materials and equipment in the Science building and Sixth Form Laboratories.

2 To keep an up-to-date inventory of all equipment showing the number of each item held, together with its location, and to ensure that this information is presented in useable form to colleagues, including Science Teachers and other Science Technicians.

3 To label drawers, cupboards and other storage areas with the contents expected in that drawer or cupboard.

4 To prepare apparatus and materials for lessons, as requested from the Departmental diary. To collect or purchase any materials that may be required fresh from local sources, keeping a record of any petty cash expenditure thus incurred.

5 To assist the relevant Head of Department in ensuring that all materials/equipment put out for use in lessons comply with the current guidelines in relation to Health and Safety, and to report any concerns to the relevant Head of Department without delay.

6 To prepare apparatus and materials for assessed practical work and practical examinations having regard to the examination's material requirements, and the raising of requisitions to cover any shortfall.

7 To clear away apparatus and materials after use and to wash and clean glassware checking for breakages and losses before returning for storage. To draw to the attention of the Head of Department and Head of Science careless or improper use or return of apparatus or materials.

8 To oversee the storage and maintenance of apparatus and materials, and to make arrangements for repairs to apparatus when necessary. To report damage to or loss of apparatus to the relevant TLR-Holder and to the School Bursar.

9 To play a role in lessons alongside the teacher in circumstances where such a presence is requested and would be helpful to the individual work of pupils.

10 To contribute, under the direction of the Head of Department, to the maintenance of pupil records and the collation of pupil data.

11 To assume, under the direction of the Head of Department and the Head of Science, responsibility for displays in the Science Building and to help maintain an attractive teaching environment.

12 To contribute to examination invigilation as appropriate in the Main School and, where work has been set for a group of pupils, to provide cover supervision when teachers are absent whether through illness or other commitments.

13 To liaise, under the guidance of teachers, with the Reprographics unit.

14 To maintain the Asset Register and to check incoming stock against order forms and invoices, to mark, number, stamp and cover new stock as appropriate, and to enter it on stock lists, ensuring wherever possible the longevity and continued good condition of Departmental stock.

15 In liaison with the Head of Department, or the Radiation Protection Supervisor (if different), to ensure that appropriate leak tests are conducted annually on radioactive sources, and to ensure that storage of and record keeping for the use of sources is in line with CLEAPSS guidelines.

16 To maintain stocks of exercise paper and exercise books for Departmental use, to check, sort and store returned text books and examination papers and to maintain and catalogue DVDs and computer software under the management of the Head of Department.

17 To report damage to, or deficiencies in, laboratory fixtures and fittings to the Head of Department. To service laboratories weekly at least, ensuring that sinks and benches are scrubbed, glass bins emptied and consumable supplies replenished. To check the safety and distribution of laboratory stools.

18 To oversee laboratory security during working hours.

19 To attend Departmental meetings and to prepare minutes as requested.

20 To maintain First Aid boxes and to implement the School's Health and Safety policy.

21 To collect any materials that have been ordered by the department once delivered and store appropriately.

22 To make termly checks of all electrical apparatus, including the condition of plugs, cables, cable anchorage, and continuity and current capacity of earthing conductors. To repair or arrange for repair as necessary, and to keep a log of such checks and repairs. To exercise an oversight as well of equipment on each occasion it is issued.

23 To report any maintenance issues on the School's Maintenance system. On a fortnightly rotation, to fill all sinks with cold water and allow to empty to clear catchpots; to disinfect catchpots as necessary.

24 To provide for the additional administrative and technical needs of the STEM Departments.

Holiday Duties:

25 In periods of School closure to

- defrost and clean freezers and refrigerators
- clear out and reorganise cupboards as necessary, disposing of obsolete stock or labelling it for later attention
- carry out a full annual stock check against stock lists, including updating the inventories and then presenting them to the Head of Department as requested.
- check all Bunsen Burner tubing, gas taps and electrical sockets, replacing or labelling clearly for specialist attention any faulty equipment.

26 To give any other general assistance as may be reasonably requested by Science staff or the Headmaster.

Please note that Science Technicians work as a team and you may be required to support the Chemistry or Biology Department as required by the Head of Science or Headmaster.

The Physics Technician will work:

Monday-Thursday	8.30 - 4.30 with 30 minutes for lunch
Friday	8.30 - 4.00 with 30 minutes for lunch

Revised January 2017