



Job Description

(Overview, Role Detail and Person Specification)

JOB TITLE: Science Technician (Physics)

GRADE: Support Staff Scale S19-S21 (£19,085 - £20,503) pro rata

TERMS: Part Time, Term Time Only (37½ Hours per Week)

REPORTING TO: Subject Leader (Physics)

JOB PURPOSE

The role of the Physics Technician is vital for supporting the teaching and learning of physics at St Bede's College. The successful candidate will work proactively alongside a highly motivated team of professionals, to ensure that equipment is procured, maintained and utilised effectively in the classroom.

CORE DUTIES

Technical

- To provide equipment and materials to support Physics and Combined Science practical teaching, including assembling apparatus and making up solutions (which may include caustic chemicals).
- To deliver equipment to classrooms; collect, check and return equipment to stores after lessons.
- To prepare teacher demonstrations and assist in Sixth Form practical classes as required.
- To ensure adequate stocks of glassware, goggles, Bunsen burners etc in laboratories.
- To check and charge batteries on a daily basis.
- To check radioactive resources in and out as required.
- To prepare audio-visual equipment and teaching aids for teaching staff.
- To trial practical activities.
- To maintain laboratory equipment, apparatus and resources, carrying out (or arranging for) the repair and replacement as necessary.
- To assist the department with displays; open evenings; production of leaflets, posters, photographs etc.

Stock and Purchasing

- To operate and maintain stock control of equipment, undertake annual stock-take and ensure stock book is kept up to date.
- Working with the Subject Leader source and cost stock, ordering as necessary.

- Working with the Subject Leader monitor departmental expenditure and keep accurate purchasing records; assist with the departmental budget process.
- To meet sales representatives who visit the school and negotiate discounts.

Cleaning and Maintenance

- To clean and dust equipment and computers as required.
- To assist with the general cleaning of laboratory sinks and benches; tidy and clean Prep. Room shelves etc.
- To ensure laboratories are locked, lights and equipment are switched off at the end of the day.

Health & Safety

- To keep up to date with current Health and Safety regulations by attending courses, reading relevant literature etc.
- To carry out risk assessment for Technician activities.
- To carry out safety checks on equipment before and after use.
- To provide advice on safety issues and ensure staff have copies of Hazcards etc.
- To treat and dispose of spills and breakages safely.
- To store and check expiry of hazardous substances.
- To dispose and disassemble redundant or unsafe equipment.
- To ensure the safe and secure storage of laptops.
- To carry out Health and Safety checks in laboratories, prep rooms and stores and keep logbooks.

Administration

- To control the department's Petty Cash.
- To liaise with staff to avoid equipment and room clashes; check requisition slips of same.
- To book borrowed equipment in and out and ensure prompt return of same.
- To maintain stationery stocks and order as necessary.
- To maintain adequate stocks of tests and arrange for photocopying of same.
- To photocopy (or arrange same) materials as required.

Design and Development

- To construct and modify apparatus as required.
- To improve on existing/design new experiments and equipment needed as required.
- To research and suggest new resources.

Other Duties

- This job description is not exhaustive and the post holder will be expected to undertake other reasonable duties required by the Head of Faculty or Subject Leader.

St Bede's College is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All candidates will be required to provide at least two referees and submit to a full DBS check.

Person Specification: Science Technician (Physics)

| | Essential | Desirable | Method of assessment |
|--|---|--|---|
| | These are qualities without which the Applicant could not be appointed | These are extra qualities which can be used to choose between applicants who meet all of the essential criteria | |
| Qualifications | <ul style="list-style-type: none"> GCSE Level Science Qualification or equivalent | <ul style="list-style-type: none"> A level Science qualification or higher award such as HNC/HND | Application Form |
| Experience | <ul style="list-style-type: none"> Experience of laboratory work Health and Safety | <ul style="list-style-type: none"> Experience of working in a secondary school /college environment | Application Form / Interview / References |
| Skills | <ul style="list-style-type: none"> Basic numeracy skills Good oral and written communication skills ICT skills in particular experience in using desk top publishing and spreadsheets / databases | Specific practical skills associated with school laboratory work | Application Form / Interview / References |
| Personal competencies and qualities | <ul style="list-style-type: none"> Commitment, enthusiasm and integrity The ability to work as part of a team Ability to form and maintain appropriate relationships and personal boundaries with children and young people Ability to prioritise time effectively and plan ahead Flexibility and the willingness to learn Problem solving mentality Calmness under pressure To be fully sympathetic with the aims of a Catholic school. St Bede's provides a holistic education, which is firmly rooted in the teachings of the Catholic Church. | <ul style="list-style-type: none"> Ability to improvise | Application Form / Interview / References |