

## **Job Description**

### **Physics Technician**

**Job Purpose:** To provide an effective support service to the teaching staff in the science laboratories.

**Reporting Line:** Head of Physics / Head of Science Faculty.

**Specific Duties to include:**

**Main Duties:**

- Provide practical resources and facilities for teachers and their practical lessons in the Physics Department
- Ensuring the availability of suitable materials and equipment by maintaining effective stock control, liaising with suppliers, compiling orders and sourcing alternatives as appropriate
- Assist the Science Faculty Team in maintaining and securing a safe teaching and learning environment for pupils, students, teachers and visitors
- To check, maintain, calibrate, clean, test and repair equipment to the relevant standards appropriate for their use, including to the standards laid down by CLEAPSS and by law
- To keep up-to-date with changes in best practice and other advisories through various bulletins e.g. CLEAPSS safety bulletins

**Teacher Support:**

- Organise and prepare sets of equipment for practical lessons, ensuring that these are prepared in advance and to the appropriate standards
- To prepare, set out appropriately and to clear away equipment, other resources for classes, checking the quantities involved and to report any discrepancies to the class teacher in a timely manner
- Set up equipment for practical demonstrations, where necessary, informing the teacher concerned beforehand of any (unusual) alterations that may have become necessary to the demonstration
- Where necessary, to construct or modify equipment and whole equipment set-ups to ensure that equipment is safe for others to use and is in good working order

**General laboratory and preparation room organisation:**

- Liaise with the Head of Physics about any health and safety issues in the Department
- Advise teaching staff or other users of the physics laboratories about any potential hazards present, including those of a short-term nature
- Safely dispose of waste, including where appropriate, the recycling of appropriate items
- Maintain laboratories, preparation rooms and store rooms in a clean, tidy and orderly manner, in line with CLEAPSS guidelines; this includes the handling and secure storage of radioactive materials

**Health and Safety:**

- Use and be conversant with the CLEAPSS laboratory handbook/other relevant advice
- Use and be conversant in the correct and appropriate use of CLEAPSS Hazcards; to be responsible for the updating of each set of Hazcards used in the school
- Undertake relevant weekly, monthly and half-termly visual checks on fire-fighting, first-aid and personal protective equipment in all areas of the Physics Department, reporting any issues to the Head of Physics and the Premises Team
- When required, liaising with the school's appointed contractor(s) for the collection and safe disposal of surplus equipment

- Assist the Head of Physics in preparing or altering Risk Assessments for any new procedures in the handling, storage, movement, use or disposal of equipment
- Maintain a clean and tidy work environment in physics preparation areas and ensure that physics laboratories are also kept at an appropriate level of cleanliness and tidiness
- Carry out relevant measuring, testing or calibration of equipment at appropriate frequencies.
- Overall, to have a keen and active interest in the promotion and observance of a good Health and Safety environment
- To report immediately to the Head of Physics and the Premises Team any lapse in or concern about Health and Safety
- To perform annual safety checks of radioactive sources

#### **Stock Control –Consumables and Equipment:**

- Prepare, supply to lessons, store appropriately and undertake basic maintenance and testing of physics-related hardware and equipment
- Maintain an up-to-date inventory of consumables and equipment
- Ensure that the department's set of laptops are available for use in lessons, including the associated wiring and PSUs
- Ensure there are always adequate supplies of stationery in all physics laboratories
- To undertake the purchase of 'everyday' items required for lessons by using local suppliers e.g. supermarkets
- When new items of hardware are purchased or old items disposed of, to alter the Physics Department Asset Register

#### **Ordering of hardware and consumables, including specialist equipment:**

- Prepare Purchase Orders for all items required by the Physics Department, as delegated by the Head of Physics
- Research the prices and any discounts or -special offers in order to get best value
- Familiarity with our major suppliers and their individual ordering protocols
- Source electronic components, hardware or consumables that may be required for new projects, as directed by the Head of Physics
- To check-off incoming orders, ensuring that any issues are raised with the supplier in a timely fashion

#### **Other Duties:**

- Assisting with the preparation of photocopied resources for physics lessons
- Assisting class teachers and the Head of Physics with the preparation of Physics Department Schemes of Work, in terms of establishing as a team the best way of delivering the practical components of lessons and exam-based assessed practicals
- Assistance with the distribution, collection and inventorying of textbooks to/from pupils at designated times of the school year
- To maintain the confidentiality of external examination materials, including those issued by the Head of Physics or the school's Examinations Officer for the preparation of Practical Assessments/Examinations; on occasions, this includes keeping such materials confidential from teaching colleagues other than the Head of Physics
- Any other duties commensurate with the post that may be required from time-to-time

## Person Specification

Item	Essential	Desirable	Assessed by
Qualifications	<ul style="list-style-type: none"> <li>• Good general standard of education</li> </ul>	<ul style="list-style-type: none"> <li>• A-Level in one or more sciences</li> <li>• NVQ Level 3 or equivalent or officially recognised technical/technician qualification</li> <li>• Further or Higher Education qualification</li> </ul>	<p>Application form</p> <p>Appropriate certificates</p> <p>Appropriate certificates</p>
Continuous Professional Development (CPD)	<ul style="list-style-type: none"> <li>• Evidence of CPD relevant to the post</li> </ul>		Application form/Reference
Experience	<ul style="list-style-type: none"> <li>• Relevant laboratory experience, ideally within a school or sixth form college environment</li> <li>• A good all-round knowledge of current Health and Safety practice</li> <li>• Good practical skills</li> </ul>		Application form/Interview/Reference
Knowledge and Skills	<ul style="list-style-type: none"> <li>• Ability to prepare physics practical lessons for years 7 to 11</li> <li>• Ability to prepare physics practical lessons to A-Level standard, including those required for formal Practical Assessments/Examinations</li> <li>• Ability to work accurately and to prepare materials reliably and precisely</li> <li>• Can manage own time efficiently, including the timely delivery of materials to and clearing away from physics practical lessons</li> <li>• Working knowledge of CLEAPSS and ability to write and adhere to safety procedures</li> <li>• Ability to follow instructions accurately</li> <li>• Physically fit and able to deliver equipment to lessons, including on occasions, carrying some lighter items up/down two flights of stairs</li> <li>• Good IT skills, including Windows log-on protocols, webmail systems, the Microsoft Office suite (including Word and Excel)</li> <li>• Good numeracy and literacy skills</li> <li>• Good communication skills</li> <li>• Willingness to acquire new skills</li> </ul>	<ul style="list-style-type: none"> <li>• A good working knowledge of data-logging systems</li> <li>• Willingness to be aware of relevant policies and codes of practice</li> </ul>	Application form/Interview/Reference
Personal Qualities	<ul style="list-style-type: none"> <li>• Interest in physics and science in general</li> <li>• Enthusiastic with a good sense of humour</li> <li>• Able to prioritise own workloads</li> <li>• Works well under pressure</li> <li>• Adaptable to change and flexible in approach to working practices</li> <li>• Ability to use initiative and to work independently</li> <li>• A successful team player</li> <li>• Patience</li> <li>• Ability to relate well to children and adults</li> </ul>	<ul style="list-style-type: none"> <li>• Creative approach to problem solving, including finding safe and appropriate 'workarounds'</li> </ul>	Application form/Interview/Reference