

JOB DESCRIPTION

Science Technician - Physics	
Salary band	
Department / reporting to	Head of Department (Physics)
Hours per week / weeks per year	<p>40.5 hours per week during term time (32.2 weeks per year)</p> <p>Typical working hours:</p> <p>08:30-16:30 Monday to Thursday (30 min lunch break from 12:30-13:00)</p> <p>08:30-16:00 Friday (30 min lunch break from 12:30-13:00)</p> <p>08:30-12:00 Saturday</p> <p>37 hours per week during school holiday periods (4.4 weeks per year)</p>
Employment status	Permanent
Purpose and objectives of role	<ul style="list-style-type: none"> To support the Physics / Science Department in ensuring provision of requirements for Physics and Science teaching.
Key areas of responsibility, tasks and duties	<ul style="list-style-type: none"> Promoting and safeguarding the welfare of the children and young people with whom you come into contact Prepare and set out equipment for physics lessons, and support class experiments and demonstrations as requested by teachers Trial and develop practical investigations for Physics classes (in conjunction with teachers within the department) Test and provide of students' requirements for materials and equipment during practical exams, projects and investigations. Clear away equipment after each lesson and maintaining tidy, clean, organised and well-stocked prep rooms and laboratories Order and record consumable stock and pieces of equipment [following the school's ordering procedure and keeping good records], and test equipment on arrival. Conduct regular visual checks on portable electrical equipment and carry out annual portable appliance testing (PAT). Be aware of current safety policy and implement it within the department including the inclusion of relevant health and safety notices with each investigation or demonstration.

	<ul style="list-style-type: none"> • Assist with the preparation of departmental risk assessments • Photocopy resources for the department. • Purchase and collect materials as required for example scientific equipment, hardware, educational toys and games, and the local supermarket (e.g. for fruit battery experiments). • Assist the Head of Department in developing the departmental budget • Monitor and record text book stock and equipment loans to pupils. • Assist with the production of departmental resources. • Regular updating and upkeep of departmental displays. • Monitor the state of the physics department facilities, including the labs, corridors and astronomy equipment out of labs, and reporting any problems to the Head of Department. • Ensure school radioactive sources are logged in and out, registering in the appropriate folder, and are returned to the locked cabinet. • Assist the Head of Department with visits from the Radiation Protection Advisor (RPA) • Assist with monthly visual check of school radioactive sources • Support staff with science related extra-curricular and enrichment activities as required. • Communicate with other departments within school, for example, IT or maintenance to resolve any problems within the department • Liaise with biology and chemistry departments as appropriate • Open and lock up the physics department each day • Any other reasonable duties as requested by the Head of Department
USP benefits challenges opportunities	<ul style="list-style-type: none"> • A position requiring a combination of technical and practical skills. • The unique status of the school provides variety and interest as well as an exceptional working environment. • Opportunity to contribute to departmental effectiveness and the School's success. • Pension scheme • Free parking on site • Lunch is provided free in the School dining hall.

Person specification		
	Essential	Desirable
Education and qualifications	<ul style="list-style-type: none"> • Minimum of GCSE A-C, O-level (or equivalent) level in English and Mathematics • Good standard of literacy and numeracy skills 	<ul style="list-style-type: none"> • Science qualifications (either academic or vocational) would be an advantage but experience will also be considered.
Specialist knowledge and skills	<ul style="list-style-type: none"> • Adaptability; proven ability to adapt to new techniques and technology • Resourcefulness; be prepared to take on additional duties • Practical competence within a context of a science laboratory. • Good organisational ability • Ability to operate a range of equipment and IT resources 	<ul style="list-style-type: none"> • Knowledge and understanding of electronics sufficient to maintain specialist equipment • Previous experience in data logging soft and hardware • Knowledge of and interest in carbon footprint reduction and reducing energy waste
Interpersonal and communication skills	<ul style="list-style-type: none"> • Enthusiasm; highly motivated to support department • Desire to help staff and pupils • Smart and personable • Ability to develop and maintain professional and effective working relations with colleagues • Ability to communicate clearly and confidently with teaching staff 	<ul style="list-style-type: none"> • Show initiative and be proactive • Ability to provide motivation and support to staff and pupils • Ability to communicate clearly and confidently with pupils
Relevant experience	<ul style="list-style-type: none"> • Able to provide evidence of successful work experience or previous employment 	<ul style="list-style-type: none"> • Previous experience in a school, laboratory, or similar establishment
Additional requirements	<ul style="list-style-type: none"> • Recognition of the importance of health and safety within the department • Reliability and punctuality • Ability to work constructively as part of a team, understanding the departmental priorities • Willingness to work flexibly with the other school science departments as required, and to be able to respond to unplanned situations • Ability to contribute to and embrace change and innovation • Ability to multi-task, take on additional tasks/responsibilities and work hard while retaining a sense of humour and a positive and helpful attitude • Ability to conduct visits off-site to collect equipment / consumables as required 	