



WATFORD GRAMMAR SCHOOL FOR GIRLS

Headmistress Designate: Miss Sylvia Tai BA (Hons)

INFORMATION PACK FOR APPLICANTS

Name of Post:	Physics Technician 37 hours per week/term time plus 5 days
Location:	Watford, Hertfordshire
Closing Date:	noon 8th June
Interviews:	15th June

Thank you for requesting details of the above post. We are pleased to enclose the following information:

Application form*
Department & Person Specification
Job Description
Safer Recruitment Policy
Child Protection Policy

*Available on website if you have requested an electronic information pack. This form includes an Equal Opportunities Monitoring Sheet which will be separated from your application form on receipt.

You are welcome to send a copy of your CV however it must be accompanied by a fully completed and signed application form. A CV alone will not be considered. The form can be completed and returned electronically however if this is the case it will need to be signed in person where the applicant is called for interview.

Completed application forms will not be acknowledged. Successful applicants will be notified within two days of the closing date. Applicants who are not called for interview will not be informed that they have been unsuccessful.

Applicants invited for interview will be required to bring with them original copies of relevant qualifications for verification, as well as documentation to comply with the provisions of the Immigration, Asylum and Nationality Act 2006. Details of documents required will be specified in letters to those called for interview.

Contact details for Return of Completed Application forms and other enquiries:

Sue Granville
EA to Headmistress
HR Manager

Pa2head@watfordgirls.herts.sch.uk



01923 223403

admin@watfordgirls.herts.sch.uk

watfordgrammarschoolforgirls.org.uk

Registered in England & Wales Company No: 07348254 Registered name and address as detailed

Watford Grammar School for Girls
Lady's Close,
Watford, Hertfordshire
WD18 0AE

Physics Technician 2018

	Essential	Desirable
Knowledge / Qualifications		
5 GCSE's Grade A*-C (including English, Mathematics and Science).		✓
Confident user of Microsoft office applications	✓	
First Aid certificate		✓
Working experience or employment with relevance to education and young people		✓
Previous use of Physics equipment and Physics technician training		✓
Skills / Abilities		
High professional standards	✓	
Committed to the principles of equality diversity organisational skills	✓	
Ability to prioritise a varied workload	✓	
Good written and oral communicator		✓
Effective organisational skills	✓	
Excellent time management and reliability	✓	
Good team player	✓	
Reprographic skills (printer/photocopier etc)		✓
Personal Qualities		
Ability to promote the positive ethos of the school	✓	
Ability to build positive relationships with staff and students.	✓	
Ability to solve practical problems and persevere	✓	
Patient and helpful	✓	
Flexible approach to work	✓	
Discretion and confidentiality	✓	

Job Description – Physics Technician

General role of Physics Technician

To support practical and technical aspects of the Physics curriculum by preparing, providing, maintaining, organising and managing the resources required for Science lessons in a safe learning environment.

The role is carried out under the direction of the Head of Physics and Head of Science.

Responsibilities and Tasks

General as an employee of the School:

- Be familiar and comply with all school policies and procedures.
- Work closely and communicate with all members of the Department to ensure it runs smoothly.
- Follow Safeguarding procedures as outlined in the Code of Conduct document for the school.

Specifically as a Physics Technician:

Responsibility	Activities likely to be carried out	Suggested Frequency
To contribute to the teaching and learning within the Department.	Preparation, construction, modification and assembly of equipment for lessons and assessed practicals. For example: building circuits, setting up oscilloscopes and data loggers.	As required
	Maintaining and repairing Physics equipment where safe and practical to do so. Arranging for equipment to be repaired off sight economically when necessary.	As required
	Preparation and delivery of Key Stage 3 experiment trays. This may include liaising with other Science technicians regarding Key Stage 3 equipment.	As requested
	Collection, checking and cleaning of equipment and experiment trays once used.	As required
	Supporting teachers and/or students in lessons during practical activities, including giving health and safety guidance.	As requested
	Supporting teachers to trial practical activities.	As requested
	Prepare and place orders/purchase of Physics equipment and non-physics supplies which may include acquiring quotes, suggesting economic alternatives, and checking goods on receipt. Obtaining materials by local purchase.	As required
	Liaising with suppliers over incorrect deliveries or orders.	As required
	Keeping and maintaining stock records	Annual/As required
	Maintaining stocks of Physics equipment and non-specialist items in the laboratories and Prep Room, for example stationary and consumables.	As required
	Keep accurate record of orders placed and goods received and liaise with the Finance Office.	As required
	Printing, copying and collating of worksheets, examination papers etc.	As requested
	Maintain stocks of paper for the Science printer and arranging for maintenance and repair of the printer	As required.
	Prepare equipment requisition sheets for lessons	Annual
	Maintaining, covering and numbering textbooks and assisting in keeping records of books issued to students.	As requested

To maintain high levels of health and safety within the Department.	Keeping up-to-date with the latest developments and information from organisations such as CLEAPSS.	As required
	Safe disposal of old equipment and waste materials.	As required
	Provide Hazcards for experiments ordered by members of the department where required.	As required
	Carrying out routine health and safety checks on labs, prep rooms and equipment, including checking electrical equipment, Bunsen burners, safety goggles etc.	Termly
	General laboratory maintenance and safe cleaning of spills and stains.	As required
	Carrying out risk assessment for own practical tasks/activities.	Daily
	Reporting any necessary problems to the Head/s of Department and/or the Site Team.	As required
	Safe organisation of Physics department supplies with appropriate labelling.	Daily
	Know and comply with the standard operating procedures for use and handling the Radioactive Sources. (Training will be given).	As required
	Update and maintain the Physics equipment inventory (records of equipment stored within the Department).	Annually/As required
Other	Attend appropriate INSET and other training sessions.	As required
	Attend regular meetings with the Head of Physics.	Weekly
	Attend technician and support staff meetings.	As required
	Assist with preparation of Open Evening and support other extended curricular activities in the Department.	As requested
	Keeping an accurate record of petty cash and receipts.	As required
	Participate in Performance Management procedures.	Annually
	Other reasonable tasks as requested by Heads of Physics or Junior Science Coordinator (and agreed by Head of Science).	As requested