



## **Physics Technician Permanent, Full–Time, Term-Time Only**

Whitgift is one of Britain's leading independent boarding and day schools for boys aged between 10 and 18 years, with approximately 1520 pupils and over one hundred boarding or flexi-boarding pupils. It was founded in 1596 by Elizabeth I's last Archbishop of Canterbury, John Whitgift, and is the oldest school in Croydon. Whitgift enjoys facilities of outstanding quality, amongst the best available nationally, in a beautiful parkland estate in South Croydon with excellent links to London, Surrey and the south coast.

### **OUTLINE OF POST:**

- To assist with efficiently managing practical requests across Physics.
- To provide technical support to Physics lessons and related activities
- To support Lead Physics technician in ensuring the Health and Safety relating to practical Physics work and the Physics Prep areas is upheld.

The Physics Technician will work as a member of a team to provide a service which will ensure safe, effective and efficient use of resources to support the science curriculum. Although the post holder generally specialises in one science, there is a requirement to assist in other subject areas as reasonably required.

The position is line managed by the Lead Technician. The coordination of day-to-day responsibilities associated with this role is overseen by the Lead Physics Technician.

### **MAIN DUTIES AND RESPONSIBILITIES:**

- To provide a daily support service to the science laboratories and associated areas.
- To prepare apparatus, materials and solutions and to set up equipment and apparatus for the start of the lesson.
- To support the maintenance of the LabLogger resource bank keeping it up to date with current stock items, supporting the efficient sorting and ordering of apparatus and other physical resources.
- To support daily lab checks and report faults to maintenance.
- To issue materials and equipment to staff / students and to keep appropriate records.
- To retrieve and clean away apparatus and equipment after practical classes.
- To assist the teacher, when required, by providing support to students in practical sessions.
- To organise and store equipment, apparatus and materials in accordance with Health and Safety Regulations.
- To provide technical advice and assistance to students and teaching staff at all reasonable times.
- To advise teaching staff of the technical requirements raised by the curriculum and to contribute to the development of the school's practical work.
- To ensure that satisfactory standards of safety and security are maintained in relation to the technical service in the accordance with School and Science Health and Safety policy

- To engage with the CLEAPSS service to ensure up to date safety guidance is always followed.
- To support the Lead Physics Technician in the disposal of hazardous and dangerous substances in accordance with Health and Safety Regulations.
- To participate in staff development and / or any training considered necessary for the safe and effective execution of the responsibilities listed above.
- To undertake other reasonable duties as requested by the Team Leader Technician, Head of Physics or Head of Science.
- To assist in the general tidiness and cleanliness of the Preparation Rooms and Laboratories.
- To support the Lead Technician with completing daily preparatory room check list prior to the departure.
- To support the Lead Technician with the completion of daily check lists for all Physics Labs (Lab 11 through Lab 16).

### **PERSONAL RESPONSIBILITIES**

To carry out the duties and responsibilities of the post, in accordance with the Health and Safety at Work Act, Manual Handling, Working at Height and Electricity at Work regulations. Ensure compliance with the Whitgift departmental policies and Standard Operating Procedures.

The Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff to share this commitment.

To comply with the Whitgift Equal Opportunities policy and to ensure positive relationships are upheld within the school community, through effective communication, in line with professional norms.

### **PERFORMANCE STANDARDS**

To ensure that all services within the areas of responsibility are provided in accordance with the school's commitment to high-quality service provision.

This job description will usually be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

### **PERSON SPECIFICATION:**

#### **Essential**

- Experience of working in a busy environment.
- Ability to prioritise workloads and manage deadlines.
- Able to work efficiently and calmly, even during challenging or exceptionally busy times.
- Effective verbal and written communication skills.
- Ability to work on your own initiative.
- A proactive team player.

- A flexible and co-operative attitude.
- A smart appearance, commensurate with the high standards of the School.

### Desirable

- Knowledge and experience of working in a laboratory/catering environment would be beneficial.
- Ability to be flexible regarding working hours to meet occasional school events in the evenings plus one Saturday per academic year.

### FURTHER INFORMATION

All our staff benefit from a competitive remuneration package, including:

- A Pension Scheme (with Life Assurance cover).
- Free access to an Employee discount Club.
- Discounted school fees for the Foundation Schools (permanent posts only and upon successful completion of the probationary period).
- Access to our onsite gym (available at select hours) and our swimming pool (when available, access is extended to staff).
- Membership with BUPA, which gives financial support towards the cost of optical, dental and medical costs as well as a free 24-hour advice line for all staff.
- Season ticket loan.
- Onsite parking, when available.
- Lunch is available onsite during term time.

### CONDITIONS OF SERVICE

This position is offered as a full time, permanent, term-time only post from September 2025.

The Physics Technician will work 5 days per week. The hours are 8.00 am to 5.00 pm (40 hours per week) with a one-hour unpaid lunch break. There will be an occasional requirement for flexibility with start and finish times to meet the needs of the department or for school events throughout the year.

The salary range for this post will be Point 24-26 on the Whitgift Foundation Support Staff Salary Scale. The full-time salary will be between £36,953 gross pay per annum (at Point 24) to £39,201 gross pay per annum (Point 26) depending on qualifications and relevant experience. The **Pro-rata** salary range for this post will be **£29,562.40** gross pay per annum to **£31,360** gross pay per annum to reflect Term Time only.

We welcome applications from all parts of our community as we aspire to attract staff that match the social and cultural diversity of our student intake.

To apply, please visit [www.whitgift.co.uk/vacancies](http://www.whitgift.co.uk/vacancies). For any queries, please telephone 020 8688 9222 or e-mail the Human Resources Department at [SchoolHR@whitgift.co.uk](mailto:SchoolHR@whitgift.co.uk).

Applications will be reviewed on a daily basis, and we invite interested candidates to apply as soon as possible.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents as detailed within completed application forms.

***Whitgift School (part of the John Whitgift Foundation) is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment. Where applicable, applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service and online media checks (including personal, professional and other online activities). It is an offence to apply for a role at the school if you know that you are barred from regulated activity with children.***

May 2025