

## **JOB DESCRIPTION**

**POST TITLE:**           **Technician – Physics**  
**REPORTS TO:**       **Senior Curriculum Manager**

### **Key Accountabilities**

To give specialist technical support within the Science and Maths section, mainly in Physics.

To be part of a team providing technical support to staff and students across the College.

### **Duties and Responsibilities**

- Assist lecturing staff and students during practical lessons.
- Prepare equipment and materials for classroom use, including demonstrations and practicals.
- Carry out initial testing/fault diagnosis of equipment and repair where possible.
- Ensure that relevant laboratories, prep rooms and classrooms are effectively managed and kept clean and tidy.
- Operate the laboratories on a day to day basis.
- Ensure appropriate supplies of materials and equipment, carrying out effective stocktaking, updating inventories and ordering new supplies as required.
- Maintain and clean equipment, storing it safely and securely.
- Oversee the correct use of equipment by staff and students.
- Train and support students in the use of equipment.
- Liaise closely with technical support staff to ensure that efficient and effective computer-based resources are in place.
- Arrange safe disposal of hazardous waste.
- To support and implement the College's Equal Opportunities Policy.

### **Quality**

- Contribute to the formation and implementation of annual Quality Targets.

### **Health & Safety**

- Ensure that relevant workshops/laboratories/studios and classrooms are effectively managed and that appropriate Health and Safety standards are maintained.

### **External**

- Attend conferences & courses as appropriate to maintain awareness of resource use and management in the FE sector
- Maintain pro-active contact with other colleges/bodies as appropriate to remain in line with best practice across the sector

### **General Duties**

- To promote the efficiency and effectiveness of the Faculty.
- To contribute to the management of students throughout the College.
- To participate in a programme of personal staff development, staff conferences and appraisal system, appropriate to both individual and College needs.
- To support the ethos of Harrow College, its marketing and recruitment activities.
- To support the College's commitment to safeguarding and promoting the welfare of children, young adults and vulnerable adults
- To participate fully in the development of effective teams throughout the College.
- To maintain the highest standards in accordance with the policies of the Corporation.
- To participate in Open Evenings, Parent/Student Consultation Evenings and other College events.
- To use Information Technology where appropriate and demonstrate a commitment to development own IT skills.
- To assist with promotion, supervision, management and administration of such College activities as may be required from time to time. In particular to support the enrolment activities of the College at busy periods.
- To carry out other duties as may reasonably be required by the Curriculum Manager.

## PERSON SPECIFICATION

**JOB TITLE** : Technician – Physics  
**FACULTY** : DCCE  
**REPORTS TO:** Senior Curriculum Manager – Science & Sport

*The following competencies identify the requirements for the above post.*

CATEGORY	REQUIREMENTS
<b>1. EXPERIENCE/ KNOWLEDGE</b>	<b>EXPERIENCE :-</b> <ul style="list-style-type: none"><li>Relevant experience of working in a laboratory environment</li><li>Experience in supporting young people</li><li>Experience in resource management</li><li>Experience in an educational environment (<i>desirable</i>)</li></ul> <b>KNOWLEDGE:-</b> <ul style="list-style-type: none"><li>Relevant scientific knowledge</li><li>Familiarity with and commitment to safe working practices</li><li>Knowledge of stock control methods</li></ul>
<b>2. QUALIFICATIONS</b>	<b>QUALIFICATIONS :-</b> <ul style="list-style-type: none"><li>Degree or equivalent</li><li>GCSE Maths &amp; English or equivalent</li></ul>
<b>3. SKILLS/COMPETENCIES</b>	<ul style="list-style-type: none"><li>Good communication and numerical skills</li><li>Good interpersonal skills</li><li>Ability to support a range of students at different levels</li><li>IT skills – Word Processing, database and spreadsheets, as relevant to laboratory work (<i>desirable</i>)</li><li>Able to undertake minor repairs</li><li>Able to work in a methodical and organised manner</li><li>Ability to work accurately with apparatus within time constraints</li><li>Ability to organise paper-based &amp; IT resources</li></ul>
<b>4. PERSONAL QUALITIES</b>	<ul style="list-style-type: none"><li>Able to work unsupervised and on own initiative</li><li>Ability to work in a team</li><li>Ability to prioritise tasks</li><li>Adaptability to changing circumstances</li><li>Understanding of and commitment to the College's Equal Opportunities Policy</li></ul>
<b>5. ADDITIONAL REQUIREMENTS</b>	<ul style="list-style-type: none"><li>Able to access all laboratories</li><li>Willingness to offer flexibility in hours of attendance</li><li>Knowledge of health and safety applicable to the job role or willingness to undergo training</li></ul>