

## **Job Description**

**Job Holder:**

**Job Title: Physics Technician**

**Salary: Kent Range 4**

**Responsible to: Head of Department**

**Contractual Hours: 37 hours per week plus 5 INSET days**

### **1. PURPOSE OF JOB**

- Co-ordinate the use and maintenance of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum.
- To contribute to a regular programme of PAT testing

### **2. PERSON SPECIFICATION:**

- Is dynamic, professional, positive and resilient.
- Has high expectations of both colleagues and students.
- Has a capacity for sustained hard work.
- Has strong organisational and interpersonal skills.
- Shows a passionate commitment to equality of opportunity for all students.
- Has a clear understanding of accountability and line management.
- Has a firm commitment to Continue Professional Development both for self and colleagues.
- Good level of general education including science subject(s) at least NVQ 2 or equivalent together with good numeracy and literacy skills.
- Must have undertaken the Support Work in Schools Programme (VRQ 2) or be working towards obtaining this.
- Thorough understanding of Health and Safety procedures especially as they relate to work in a Laboratory. First Aid certificate would be useful.
- Knowledge of appropriate use of laboratory equipment (including handling chemicals safely) and ability to communicate and demonstrate this knowledge effectively to staff and students.
- Use of basic technology, (computer, video/DVD, photocopier etc.)
- Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.
- Understanding of schools financial procedures.

### **3. DIMENSIONS**

**No Budget** – Responsible for ordering equipment and arranging for repairs and keeping appropriate financial records but not directly responsible for the budget.

**No Subordinates**

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required from time to time to undertake other duties within the school as may be reasonably expected, without changing the general character of the duties or the level of responsibility entailed. This is a common occurrence and would not justify a reconsideration of the grading of the post.

The post holder may be required to deal with a range of stake holders both internal and external and carry out any duties as required by the Headteacher and Governing Body.

#### **4. PRINCIPAL ACCOUNTABILITIES:**

- Prepare solutions and assemble apparatus in order to ensure that the correct resources are available for practical lessons.
- Deliver equipment to classes and collect, check and return equipment to the stores to ensure that it is safely, securely and appropriately stored.
- Carry out maintenance checks and arrange for repairs as necessary to ensure that all equipment is safe and ready to use in lessons.
- Undertake stock checks and ensures that all chemicals are stored safely and secure to ensure the health and safety of students and staff in the school.
- Perform health and safety checks and ensure equipment and laboratories are clean and tidy in order maintain a safe and stimulating learning environment for students.
- Provide information for students and teachers on the correct way to handle equipment and chemicals in order to avoid accidents and/or damage to equipment.
- Assist with demonstrations on how to use equipment and provide technical support to students and teachers (experienced and trainees) including health and safety advice to ensure that correct procedures are adhered to at all times.
- Order equipment and arrange for repairs as directed and maintain accurate financial records to ensure that school financial procedures are adhered to and expenditure is kept within budget.

#### **5. SCOPE FOR IMPACT:**

- The post holder provides advice and assistance in meeting the practical needs of the science curriculum.
- The post holder is responsible for all equipment and chemicals and needs to ensure that they are used safely and fit for use in the various lessons

#### **6. JOB CONTEXT:**

- The post holder must work on their own initiative supervision is readily available from the Senior Technician/Teaching staff.

#### **SAFEGUARDING**

The school is committed to the safeguarding of children; all employees will receive training on Child Protection and need to have read the Child Protection Policy.

#### **HEALTH SAFETY**

To take delegated responsibility for the implementation of the Act in the area where they work as outlined in the schools Health& Safety Policy.

Agreed By .....  
Job Title

Date.....

Agreed By .....  
Headteacher

Date.....