



SENIOR PHYSICS TECHNICIAN

Term Time (Monday – Friday and Alternate Saturdays) + 1 week

Epsom College is a co-educational day and boarding school with approximately 1100 pupils aged 11-18. Founded in 1855 as the Royal Medical Benevolent Foundation, a strong science tradition is maintained, with a significant and growing proportion of leavers going on to study medicine or related disciplines.

There is a strong and ambitious commitment to the 3 separate sciences and the highly successful Physics department has a number of pupils who opt to study the subject at GCSE and A Level.

Each of the three science disciplines, Physics, Chemistry and Biology, runs independently of each other in separate buildings with their own technical staff. There is however a reasonable level of inter-departmental collaboration between teaching and technical staff. The Physics Department has 7 laboratories, together with stores, prep. room and staff areas, and there are 7 teachers supported a Senior Technician and a Technician.

The technical support staff are responsible for: the preparation of class practicals, practicals for examinations, maintenance of equipment, consumables, administration of systems including the electronic requisitioning system, the general servicing of laboratories, and supporting teaching and learning in the department by discussing new practical work with relevant teaching staff.

We are seeking to recruit a Senior Physics Technician to provide technical and teaching resources support to the Physics department.

The applicant would ideally have a technical background and physics and electrical knowledge would be desirable. He/she must be organised and methodical in their approach, cheerful, well presented and work co-operatively within the department. The Senior Technician will be required to manage the workload and the other technician. IT skills are a distinct advantage. Previous experience of working within a classroom/laboratory would be advantageous.

Practical knowledge in setting up and maintaining equipment along with experience working within a hands-on technical environment is essential. The setting up of the equipment will at times be of a physical nature and may involve lifting and manual handling some large apparatus. The role would suit an individual who enjoys constructing apparatus associated with physics whilst working within a professional laboratory/classroom environment.

The Technician is immediately responsible to the Head of Department and ultimately to the Bursar, and they will be expected to work in co-operation with all members of the Physics Department.

Specific duties will include:

- ◆ Preparation of equipment for class practical lessons
- ◆ Day to day supervision of the Technician
- ◆ Preparation of equipment for examinations (making apparatus as instructed by the examinations board).
- ◆ Maintenance of the department's equipment, making repairs as and when needed.
- ◆ Communicating with the teaching staff within the department.
- ◆ Constructing pieces of apparatus as required by the teaching staff.

- ◆ In liaison with the Head of Department, ordering materials, checking deliveries against orders, maintaining records.
- ◆ Keeping check on radioactive sources.
- ◆ Adhering to Health and Safety regulations.
- ◆ Label, mark up and distribute files and stationery for the start of the year.
- ◆ Assist the HOD in completing the technician's appraisal.
- ◆ In liaison with the Head of Department, complete an annual audit of equipment noting any breakages or equipment requiring maintenance.
- ◆ Take a lead on Health and Safety in the Department, keeping up to date with Cleapss notification and raise any potential issues with the HOD
- ◆ Before each term ensure the Department is ready and prepared for the first teaching day
- ◆ Carrying out all duties and responsibilities in line with safeguarding procedures and protocols.

General Duties

- ◆ Issuing textbooks and keeping records on computer/preparing charge sheets at the end of the year.
- ◆ Keeping check on stock and ordering consumables as and when needed.
- ◆ Reporting to Works Department of any damage or mechanical/electrical breakdowns.
- ◆ Ordering stationery for the beginning of each term.
- ◆ Making sure all I.T equipment is working correctly.
- ◆ Photocopying for members of the teaching staff.

The above list is not exhaustive: the actual tasks will reflect the departmental and pupils' needs.

All employees must be aware of the responsibility placed on them under the Health & Safety at Work Act (1974) and that the agreed safety procedures are carried out to maintain a safe working environment.

Epsom College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment including regular training attendance.

Essential Qualifications/Skills/Experience

- ◆ Have a science degree or higher qualification and/or technical experience.
- ◆ Possess practical skills in constructing apparatus for class practicals.
- ◆ Able to supervise and manage the other technician in a motivational and professional manner, providing advice and guidance as required.
- ◆ An appreciation and understanding of safeguarding protocols within a school environment.
- ◆ Able to lift and move objects in line with Manual Handling guidelines.
- ◆ Up to date with health and safety procedures laboratory/technical workshop.
- ◆ Have up to date IT and competent administrative skills
- ◆ Strong organisational skills and the ability to multi-task in fulfilling requests from several staff, often to tight deadlines.
- ◆ Able to stay calm under pressure, be professional and discreet.
- ◆ Reliable and flexible, with a can-do approach to all duties and responsibilities in a professional and helpful manner.
- ◆ Effective communication skills in order to communicate across the department.
- ◆ Be a team player.
- ◆ Enjoys working in a school environment.

Desirable Qualifications/Skills/Experience/Attributes

- ◆ Experience of working with young people between 11-18
- ◆ Physics Degree or equivalent qualification.
- ◆ Experience working within a laboratory or school prep room environment.
- ◆ Electrical knowledge/experience.
- ◆ Familiarity with CLEAPSS and other safety organisations.

The selection panel reserves the right to enhance any or all of the desirable criteria to attain a manageable field.

Terms and Conditions

Hours: The hours may change depending upon the term/timetable, but in general and as an average: -

Monday	8am – 5pm
Tuesday	8am – 4pm
Wednesday	8am – 4pm
Thursday	8am – 4pm
Friday	8am – 4pm
Saturday	8.30am – 12.30pm (alternate Saturdays)

Plus 1 week across the school holidays and the actual days of working during the holidays to be agreed in advance with the Head of Department.

Salary circa £27,300 per annum based on the above working hours (34 weeks per year + 1 week during school holiday period) which includes holiday pay entitlement.

Holidays: Statutory holiday entitlement to be taken during College's holiday published dates.

Pension: The College operates the Epsom College Automatic Enrolment Scheme. The Scheme is administered by the Pensions Trust. Eligibility is based on statutory criteria. If eligible, the Employee will be required to contribute a minimum of 5% of Basic Salary and the College will contribute 4% in compliance with current legislation.

Employee Benefits include:

- **Life Assurance:** Members who are automatically enrolled or who choose to opt into the College Pension Scheme will be provided with life assurance cover at two x contractual annual basic salary at no cost to employee;
- **School Fee Discount:** Generous school fee discount available subject to qualifying conditions
- **Health Care plan:** Offered to staff subject to qualifying conditions
- **Dining Facilities and Refreshments:** Whilst at work a free meal and refreshments are available when the dining room is open;
- **Health Fitness and Wellbeing:** Free use of Fitness suite and swimming pool are available to staff at certain times;
- **Cycle to Work/Parking:** Following a qualifying period, the College offers a cycle to work loan scheme. Free car parking for staff is available on campus;
- **Computer Loan:** Following a qualifying period, the College offers a computer loan scheme.

Offer of Post: In line with statutory safer recruitment procedures, the post will be offered subject to receipt of satisfactory written references, pre-placement medical assessment, proof of appropriate qualifications, a check of online search engines and websites of publicly available information that does not identify the candidate as potentially unsuitable to work within a school setting, a satisfactory Enhanced Disclosure from the Disclosure and Barring Service and overseas police check if appropriate, as well as confirmation that the successful candidate is able to work in the UK. Prior to interview, an online search of internet search engines, websites and other publicly available and publicly accessible platforms to ascertain applicant's suitability to work within a school environment will be undertaken on applicants that

have been shortlisted. Please note whilst the Enhanced DBS check will be paid by the College if an overseas police check is required it will be at the cost of the successful applicant.

Method of Application

Candidates to complete an application form which can be downloaded via our website www.epsomcollege.org.uk. To comply with safeguarding and statutory recruitment procedures when working in a school, CVs will not be accepted. Applicants should refer to the Recruitment, Selection and Disclosure policy on the College website.

Applications will be assessed in order of receipt and interviews and appointment may occur at any stage after applications are received. Please apply as soon as possible.

Applicants are welcome to contact the Acting Head of Department,
Richard.Alton@epsomcollege.org.uk with specific queries concerning the role.

21/5/24