

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 1500 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.

We are seeking to appoint a Physics Technician who will assist with the day-to-day running of the technical support to a busy and thriving Physics Department, together with other support duties within the Department. You will work under the Senior Physics Technician and the Head of Physics although line management will be via the Team Leader Technician. We are looking to work with the ASE to qualify all technicians at their appropriate level, but relevant experience will be a key attribute in such a position, though not necessarily in a school context. Ideally you would be able to take up the post in April 2019.

OUTLINE OF POST:

- To assist with the practical requests and provision of materials and apparatus to enable the Physics Department to run efficiently.
- To provide technical support for all activities within the Physics Department and help in other Science laboratories.

To 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 and through the provision of this learning support service to promote equality of opportunity for staff and students. Although the post holder generally specialises in one science, there is a requirement to assist in other subject areas as reasonably required.

The Physics Technician will report directly to the Senior Physics Technician as well as the Head of Physics, Team Leader Technician and the Head of Science.

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 set up and operate equipment such as projectors, recorders and educational computers.
- 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 ensure that the practical requirements of practical examinations/assessments are met, including preparing, setting up and testing materials, apparatus and equipment.
- To assist in the development of the curriculum by participating in course team meetings as required.
- To ensure, in conjunction with other specialist Science technicians, that appropriate stock levels of apparatus and materials are maintained.
- To organise and store equipment, apparatus and materials in accordance with Health and Safety Regulations.

- Share the maintenance of the resource bank of information relating to equipment and materials with the other members of the science technician team.
- To participate in the development of practical and technical facilities to meet teaching / learning needs.
- To provide technical advice and assistance to students and teaching staff at all reasonable times.
- To ensure that satisfactory standards of safety and security are maintained in relation to the technical service in the accordance with School policy, to include providing COSSH information, assessment and records.
- To dispose or arrange for the disposal of hazardous and dangerous substances in accordance to 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 understand other reasonable duties as requested by the Senior Technicians, Head of Department and Head of Science.
- To assist in the general tidiness and cleanliness of the Preparation Rooms and Laboratories.

PERSONAL RESPONSIBILITIES

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

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

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 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

- Has a relevant qualification
- Has relevant previous experience in similar environment
- Has experience of working in a school
- Displays commitment to the protection and safeguarding of young people
- Works collaboratively and supportively with colleagues
- Is resilient and demonstrates ability to work well under pressure
- Manages time effectively
- Is willing to work with organisational procedures and processes to meet required standards
- Is committed to CPD
- Reflects and learns from past experiences
- Has good technical skills
- Shows passion for their subject
- Demonstrates effective planning
- Adaptability and flexibility in responding to demands
- Capable of making good use of IT to support role

FURTHER INFORMATION

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

- 25 days' holiday allowance
- Membership of a generous money purchase pension scheme for all support staff which includes 3 x salary life assurance cover
- Free access to an Employee discount Club, which offers discounted rates on a range of products and services, including insurance, holidays and travel, fashion and retail
- Discounted school fees for permanent staff working at, or for, the Foundation Schools
- Discounted off-peak membership at our onsite gym, Nuffield Health
- Membership of the Simply Health Cash Plan Scheme, 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
- A range of family-friendly benefits including enhanced maternity pay and childcare vouchers
- Season ticket loan
- Onsite parking
- Lunch is available onsite during term time

CONDITIONS OF SERVICE

This position is offered as a permanent, full-time, term-time only contract.

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

The salary range for this post will be Point 19 -21 (£25,122.00 - £27,759.00) per annum which will be pro rata to 41 weeks (36 weeks plus 5 weeks holiday allowance) which equates to £19,807.73 - £21,886.90, dependant on qualifications and relevant experience.

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

To apply, please visit 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.

Applications will be reviewed daily 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 on their application.

Whitgift School is committed to safeguarding and promoting the welfare of young people, and applicants must be willing to undergo safeguarding and child protection screening including checks with past employers and the Disclosure & Barring Service.