



### JOB DESCRIPTION

<b>Department</b>	Science (Physics)	<b>Date</b>	April 2025
<b>Responsible to</b>	Head of Physics	<b>Responsible for</b>	n/a

### Job Purpose

- To support the teaching and learning in the Physics Department

### Responsibilities/Accountabilities

- Coordinate the use of practical resources and facilities to provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department
  - Preparation of resources, assembling apparatus
  - Obtaining materials by local purchase
  - Giving technical advice to teachers, technicians and students
  - Carrying out risk assessments for technical activities
  - Assisting in practical classes and carrying out repairs
  - Managing the organisation of prep rooms and technician's storage areas
- Ensure the maintenance of healthy and safe working environments through:
  - Actively contributing to the assessment, monitoring and review of both health & safety procedures and information resources
  - Keeping up to date with current procedures and practices through continuing professional development
  - Sharing of technical advice and support on health & safety issues to teaching and technical staff
  - The safe treatment and disposal of materials including hazardous substances and responding to actual or potential hazards
  - The healthy and safe storage and accessibility of equipment and materials
- Contribute to the design, development and maintenance of specialist resources and /or long-term projects
- Ensure the availability of suitable materials and equipment. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels and keeping up-to-date records of stock
- Ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard
- Support the Physics team with administrative duties e.g. printing, photocopying resources etc
- Demonstrate a commitment to improving and developing the organisation's processes and facilities
- Carry out such duties that may be reasonably required by your line manager

Christ's Hospital is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

## PERSON SPECIFICATION

<b>Experience</b>	<ul style="list-style-type: none"><li>• Experience of working in a scientific laboratory</li><li>• Experience of working in a school is desirable</li></ul>
<b>Qualifications</b>	<p>Essential</p> <ul style="list-style-type: none"><li>• A good standard of education</li><li>• A qualification in a scientific discipline at A- level (or equivalent) A further science qualification or relevant experience of working in a scientific laboratory</li></ul> <p>Desirable</p> <ul style="list-style-type: none"><li>• A basic knowledge of First Aid (training provided)</li></ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"><li>• Good ICT skills.</li><li>• Organisation skills including the ability to plan, prioritise and meet deadlines.</li><li>• Ability to communicate effectively, verbally and in writing, with teachers.</li><li>• Confidence to take responsibility for the prep room and laboratories.</li><li>• A working knowledge of basic electronics</li><li>• Basic workshop skills (training could be provided if necessary)</li></ul>

### Additional Work Elements

- This post is term time only; 35 hours per week, (08:00 to 16:00) Monday to Friday, with one hour unpaid lunch break each day. Term time is defined as the published school term dates plus 3 additional days preceding the start of each term and 2 additional days at the end of each term.
- No holiday may be taken during term time.

### Reporting Structure

