

JOB DESCRIPTION – 2019

Job Title: Physics Technician

Reports to: Head of Physics

Department: Physics

Hours per week: 35 hours per week, 37 weeks per year, attendance at INSET is also required.

Key Working Relationships

Head of Science
Head of Physics
Physics Department
Students

Job Summary

To provide technical support to teaching staff and classes primarily in the science practical classes. To adopt a flexible style in ensure the Physics areas are fully prepared for teaching. To work alongside the Science Technicians to provide technical and resource support to teachers of science and promote and observe a healthy and safe working environment.

Duties and Responsibilities

Lesson Preparation

- Prepare lesson materials for Physics at KS3, KS4 and KS5 and assist the Biology and Chemistry technicians occasionally with partnership work
- Set up apparatus for teacher demonstrations
- Prepare a class set of apparatus for a practical session, class assessments, internal and external examinations ensuring that apparatus is delivered to the appropriate room in accordance with the requirements of the teaching staff, including the delivery of the appropriate risk assessment sheets
- Clear apparatus away after lessons, ensuring that equipment is dismantled and stored appropriately, washing up where necessary and noting any discrepancies and communicating this to the teacher and Head of Physics

Equipment

- Identify faulty items and consult with Head of Physics concerning repairs or replacement
- Service laboratories on a daily and weekly basis to ensure an adequate supply of basic glassware and materials, to include paper and board pens
- Visual check of mains electrical cable and plug on equipment each time it is used
- Prepare apparatus for experiments to cover new courses. This can involve the assessment of the apparatus to ensure its suitability for the experiment
- Under the direction of the teacher, to provide support and guidance to students in using equipment or undertake learning activities

Departmental Administration

- Maintain a supply of worksheets for classes, photocopying work for the Physics Department as necessary
- Maintaining a filing system for the Department
- Maintain equipment inventory including ordering supplies, checking orders against deliveries and keeping records of departmental income and expenditure

- To provide administrative and clerical support as directed by the teacher, e.g. display work, reprographics, entering data and any other admin duties
- To communicate with IT department/caretakers to resolve problems with computers/facilities

Health and Safety

- To ensure compliance with all relevant aspects of health & safety whilst undertaking duties - COSHH/HASAW and especially to the ionising radiation procedures
- To ensure all Lab users comply with all relevant aspects of health & safety
- To support the development of lab procedures and ensure colleagues and students are trained in those procedures
- To ensure that allocated areas are kept in good order and safety devices are in place and operational
- To ensure all waste produced is disposed of in accordance with Departmental and School procedures
- To keep the Physics prep room tidy, ensuring all equipment is stored safely and in accordance with recommendations and regulatory guidelines

Other Duties

- To participate in training and other learning activities and performance development as required
- Organise Physics prefects to complete tasks for the department

Other

The above is only an outline of the tasks and responsibilities of the role. The post holder will carry out any other duties as may be reasonably required by his/her line manager.

The job description and person specification may be reviewed on an on-going basis in accordance with the changing needs of the department and School.

This job description and accompanying documentation do not form part of the employment contract.

Terms and Conditions of Service

The post holder will be required to comply with all policies and procedures issued by and on behalf of the School.

The post holder will be required to participate in the School appraisal procedures as an appraisee and if applicable, as an appraiser.

The post holder will be required to attend statutory and mandatory training.

Safeguarding and Child Protection

It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Leighton Park's Safeguarding and Child Protection Policy and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children. This post is classed as being in regulated activity.

Information Security, Confidentiality and Data Protection

During the course of employment, the post holder may have access to, see or hear information of a confidential nature and he/she will be required not to disclose such information. All person identification information must be held in the strictest confidence and should be disclosed only to authorised people in accordance with the Data Protection Act 1998, unless explicit written consent has been given by the person identified.

Equal Opportunities

The post holder must comply with and promote Equal Opportunities and avoid any behaviour which discriminates against others on the grounds of sex, disability, marital

status, sexual orientation, age, race, colour, nationality, ethnic or national origin, religion, political opinion, trade union membership.

Health and Safety

Under the Health & Safety at Work Act 1974, it is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their own acts at work. This includes co-operating with the School and colleagues in complying with Health and Safety obligations to maintain a safe environment.