



# IPSWICH SCHOOL

## PHYSICS LABORATORY TECHNICIAN

Required from September 2025

Full time (37.5 hours per week) (Part-time may be possible), mostly term time only

### THE SCHOOL

Ipswich School has been listed as one of the top 100 schools in the country and is certainly one of the foremost independent schools in East Anglia. We were established prior to 1399, and moved to our present site in 1852. We have consistently been voted Suffolk's top independent school (*The Sunday Times Parent Power League*).

We have over 1000 pupils aged between 3 months and 19 years and we are fully co-educational.

As our most recent report by ISI Inspectors confirmed, *Ipswich School has a fine record of academic success, which is placed within the context of an extensive range of activities outside the classroom*. The School operates a five-day week, with representative sports on Saturdays. Games, CCF, Community Service and a variety of other activities take place on Thursday afternoons.

At Ipswich School our key aim is to encourage pupils to realise and fulfil their potential. By treating them as individuals, providing the best possible pastoral care, and kindling a real interest in their studies, we hope that they will enjoy their education and achieve the best possible results.

### THE POST

We are seeking to appoint an approachable, efficient and pro-active Physics Laboratory Technician to join a friendly team of teachers and technicians in the Senior School Science Department from September 2025.

You will be responsible for the preparation of resources for practical lessons to support the delivery of the Physics curriculum, up to and including A-level, in four laboratories. You will also be responsible for stock control and maintenance within the preparation areas.

Awareness of Health and Safety regulations relevant to a laboratory environment is essential. Training may be available for the right candidate.

### REPORTING

The Physics Technician is responsible to the Head of Physics, and you will work closely with teaching staff in the Physics department and with other science teachers.

### MAIN DUTIES AND RESPONSIBILITIES

- To assist the study of Physics within the School for all pupils from Years 7-13. This can include setting up experiments or occasionally, directly assisting teaching staff or pupils with the running of a demonstration or class practical.

- To prepare staff requirements and to put them in place in good time for lessons (members of staff produce a list of their requirements in advance)
- To remove items from laboratories as soon as possible after lessons and to clear and wipe down the teachers' and pupils' benches
- To clean, maintain and replace apparatus
- To assist with budgeting by liaising with the Head of Department concerning the annual budget bid, monitoring budget expenditure, ordering apparatus, books and stationery with due regard to the departmental budget
- To give each of the four laboratories a good clean each week, specifically the sinks and polishing the bench tops (excluding floors and waste bins)
- Top up laboratory consumables such as paper towels, splints, matches etc.
- To oversee stocks of textbooks and stationery and to control and order as appropriate
- To assist with assessment data entry and the administration of assessment material
- To oversee and maintain stocks of past questions, assessed practicals etc, and to replenish as necessary
- To carry out departmental photocopying and assist with display material
- To be aware of, support and help to implement the various safety regulations, including COSHH (training can be given).

*This list is not exhaustive and duties may be changed or added to as determined from time to time.*

## **PERSON SPECIFICATION**

We are looking for someone with initiative who takes pride in their work. You will ideally be able to demonstrate you have the following attributes:

- Well organised, with good attention to detail and a flexible approach and a can-do attitude.
- Awareness of Health and Safety regulations relevant to a chemical laboratory environment is essential
- Ability to set priorities and work to deadlines
- A good team player with the ability to relate and communicate well to pupils, teachers, colleagues and the whole School community
- Good ICT skills.

## **HOURS OF WORK, SALARY AND BENEFITS**

- The hours of work are 37.5 hours per week during Ipswich School term time (35 weeks per annum). There may be some occasional hours required during the school holidays, to be agreed with the postholder and dependent on the requirements of the department, and some slightly longer days when demand is high.
- Please note you are always expected to work your normal hours on the two days prior to the start of the Michaelmas (Autumn) term each year, and on the INSET day (currently in February each year). These days are staff INSET days for training and development activities and they are included in the definition of Ipswich School term time.
- The hours to be worked are as follows:  
8.00 am – 4:30 pm, with an unpaid 15 minute morning break and a 45 minute lunch break each day. This is a total of 7.5 hours per day, for 5 days each week.
- There may be some flexibility with start and finish times and part-time hours may be considered.
- The salary for this post is £19,865.25 (for the actual working hours as outlined above). The annual salary quoted includes statutory holiday pay. Annual leave may only be taken outside of Ipswich School term times.

- After 3+ years' service with the School you may be entitled to fee remission.
- You will have access to Smarthealth, the School's wellbeing app for staff which offers 24/7 GP access and mental health support.
- After 3 months' service and/or in line with workplace pension legislation, you will be entitled to join a defined contribution pension scheme and you will receive x3 death in service benefit.
- Free lunch is provided in the Dining Hall during term time and staff are able to use the School's swimming pool and fitness gym (in compliance with appropriate rules and regulations).
- The School runs an appraisal scheme for its support staff to assist in the review and development of their role and you will participate in this scheme.

## **CLOSING DATE AND INTERVIEW ARRANGEMENTS**

Please advise us of any special requirements you may have if you are called for interview. If your special requirements mean that you need to submit this application in a different format please contact us.

Completed application forms should be returned **by noon on 29th May 2025** to:

Jem Cranfield, Director of Human Resources, Ipswich School, 25 Henley Road, Ipswich, IPI 3SG. Please mark the envelope Private and Confidential or email: [hr@ipswich.school](mailto:hr@ipswich.school).

Candidates shortlisted for interview will be advised as soon as possible after the closing date and **interviews are likely to be held in the week commencing 2nd June 2025** when we may also ask candidates to undergo a competency assessment. If we have not been in touch with you by 30th June 2025 then we regret that your application will have been unsuccessful, but we would like to thank you for your interest.

## **PLEASE NOTE**

- Ipswich School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service. Having a criminal record will not necessarily be a bar to obtaining the position. The Ipswich School policy on the recruitment of ex offenders and the Code of Practice relating to the Disclosure and Barring Service are available on request.
- Ipswich School's employees are responsible for promoting and safeguarding the welfare of children and young people they are responsible for, or come into contact with. The post holder must adhere to and ensure compliance with the School's Child Protection and Safeguarding Children Policy at all times. If, in the course of carrying out their duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School they must report any concerns to the School's Designated Safeguarding Lead for Senior School pupils, the Prep Deputy Head for Prep pupils and the Nursery Manager for The Lodge Day Nursery).
- Ipswich School's employees are expected to attend training in safeguarding children as directed.

May 2025