



TRENT

COLLEGE

DAY & BOARDING
FOR BOYS & GIRLS 11-18 YEARS

Physics Technician –Term time only

Job Description

As a member of non-teaching staff, the Physics Technician's ultimate line manager is the Bursar although day-to-day responsibility for this post is to the Head of Physics.

Department: Physics

Responsible to: Head of Physics

Date: August 2023

Job Purpose:

- to support the teaching and learning in the Physics Department

Responsibilities

- To coordinate the use of practical resources and facilities to provide assistance and advice in meeting the practical needs of the Year 7 & 8 Science and Year 9 to 13 Physics 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 pupils/students
 - Carrying out risk assessments for technical activities
 - Assisting in practical classes and carrying out repairs.
 - Photocopying and general departmental administration as required
- To ensure the maintenance of a healthy and safe working environment through
 - Following safe practices in line with CLEAPSS guidelines, COSHH regulations and local policies;
 - 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
 - Liaison with Building Services to ensure that Department areas are clean and well maintained.
- To contribute to the design, development and maintenance of specialist resources and /or long-term projects.
- To 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.
- To assist the Head of Department in the management of the Department Budget by:
 - Advising on the annual Budget Request
 - Maintaining the departmental financial records in liaison with the Head of Department
 - Placing orders, checking deliveries and invoices
- To manage, record and share inventory locations for Departmental equipment
- To ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.
- To demonstrate a commitment to improving and developing the organisation's processes and facilities
- To carry out such duties that may be reasonably required by your line manager

Person Specification

Experience

- Prior experience working in secondary, further or higher education may be an advantage but is not essential

Qualifications

- Essential
 - A good standard of education
 - A qualification in a scientific discipline at A-Level (or equivalent)
- Desirable
 - A further Science qualification or relevant experience working in a scientific laboratory
 - A basic knowledge of First Aid

Skills and Abilities

- Basic ICT skills
- Organisational skills including the ability to plan, prioritise and meet deadlines
- Ability to communicate effectively, verbally and in writing, with teachers and other stakeholders
- Confidence to take responsibility for the prep room and laboratories
- A working knowledge of basic electronics
- Basic workshop skills (training could be provided if necessary)

Additional Work Elements

- The post is term time only; 37.5 hours per week, (08:00 to 16:00) Monday to Friday with 30 minutes 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.
- Salary is dependent on experience