



## JOB DESCRIPTION

<b>Job Title:</b>	Physics Technician
<b>Reports to:</b>	Head of Physics
<b>Salary Range:</b>	Kent Range 5 - £8,559 pa (0.4576 of FTE)
<b>Hours:</b>	20 hrs per week (flexible on days) term time only
<b>Job Purpose:</b>	To be responsible for the preparation, delivery and maintenance of practical equipment and resources in the Physics Department. Ensure a safe working environment with proper use and maintenance of equipment. The successful candidate will be mentored by the existing technician.

### Key Responsibilities

#### Highest Priority

- Organising the technical support to the Physics department
- Delivering equipment to rooms in good time for lessons.
- Assembling apparatus
- Collecting, checking and returning equipment to stores after lessons.
- Taking care of laboratory equipment and apparatus.
- Carrying out and arranging for maintenance and repair of resources.

#### As required or scheduled

- Constructing and modifying apparatus.
- Placing orders; checking deliveries and invoices.
- Carrying out risk assessments for technician activities.
- Providing technical support to experienced and trainee teachers including health & safety guidance.
- Providing technical support to students / pupils including health & safety guidance.
- Keeping up to date with health & safety requirements.
- Carrying out health & safety checks on laboratories, prep rooms and stores.
- Carrying out safety checks, which may include electrical equipment, pressure vessels and the condition of Bunsen burner tubing, eye protection, first-aid kits, glassware, and chemicals that deteriorate.
- Keeping financial records.
- Assisting in practical classes as requested
- General laboratory cleaning (bench surfaces and fixed equipment).
- Clearing laboratory sinks.
- Organising and storing chemicals and equipment.
- Stocktaking chemicals and/or equipment.
- Obtaining materials by local purchase.

- Disposing of waste materials
- Making up solutions.
- Trialling practical activities.
- Assisting with display materials in classrooms.
- Carrying out demonstrations.
- Keeping up to date with developments in practical science.

## Person Specification

These selection criteria are the skills and experience required for this position:

### Essential.

- Efficient time management skills, with the ability to work well under pressure and to organise your workload to enable you to meet tight deadlines.
- Experience of working in a school or college environment.
- To be familiar with practicals; know the apparatus involved, advise teachers and be able to make suggestions
- With proven inter-personal and team working abilities, you will be a skilled communicator, both written and verbal.
- Highly numerate.

### Desirable

- Experience of repairing electronic and electrical equipment, including soldering.
- To be computer literate with experience of Microsoft Office products.

### Personal Qualities

- To be self-motivated and proactive, keen to take on new challenges and opportunities as they arise.
- To be able to develop good working relationships with colleagues, students, parents, and external agencies.
- To have a flexible approach to your work, willing to assist other members of the team where necessary.
- A good sense of humour.
- To take pride in and care of the Physics department.

### Notes

- 1 The responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- 2 This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent carrying them out, and no part of it may be so construed.
- 3 This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once each year, and it may be subject to modification or amendment at any time after consultation with the holder of the post.