

## **JOB DESCRIPTION**

**Job Title:** Physics Technician

**Responsible to:** Head of Science

**Job Purpose :** To co-ordinate the use and development of practical and other resources to Physics staff and students.

**Responsibilities and Duties:** (Training will be given where appropriate)

### **Practical Class Activities:**

- Responsible for organising and providing equipment and chemicals required for practical classes, demonstrations and investigations, from Year 7 to Year 13, including formal A level practical tasks.
- Organise and maintain prep room and keep a catalogue of all experiments.
- Assist with supervision of students in practical classes as appropriate.

### **Administration:**

- Responsible for monitoring budget for Physics Department and, as required by Head of Science, for Science Department.
- Deal with invoices and order resources, equipment and check deliveries.
- Responsible for setting up spreadsheets or similar systems on computer, used in the management and control of resources, including books, files and paper resources.
- Keep and make available record of timetable/room changes.

### **Maintenance:**

- Responsible for the maintenance and minor repair of equipment, ensuring all materials and laboratories remain in a clean and safe working condition and reporting any faults to appropriate persons.
- Responsible for ensuring the maintenance of Departmental photocopier.

### **Equipment and Resources:**

- Responsible for the organisation and safe storage of equipment and materials and the safe disposal of waste material, including hazardous resources.
- In consultation with teaching staff, responsible for the design, development and maintenance of specialist resources.

### **Co-curricular programme:**

- Responsible in consultation with Head of Science, for organising, resourcing and maintaining paper work for extra curricular activities.
- Keep records of external speakers and liaise to arrange visits as appropriate.

**Liaison with outside agencies:**

- In conjunction with Head of Science, arrange visits to and from other schools. Assist in organising trips and visits for students.

**Health and Safety:**

- Responsible for the promotion and observance of a healthy and safe working environment.
- Responsible for routine checks on apparatus and materials and the instruction of others on safety issues, e.g. fume cupboard testing, PAT testing.
- Give technical advice and support to teaching staff and students.
- To work according to Health and Safety regulations being aware for your own safety and the safety of others.

**Departmental Communication:**

- Attend meetings, briefings as appropriate and liaise with other technicians and other school departments, eg maintenance, in order to communicate information and complete tasks.

**Promotion of the Department and the Subject:**

- Assist with the production of displays and photoboards and assist to prepare for Open Days and other events organised by the Department.

**In service education and training:**

- Responsible for keeping up to date with current procedures and practices through continuing professional development where appropriate.

**General**

- To work according to the School's policies and procedures.
- To work according to the School's Health and Safety policy
- To undertake any other duties that may be necessary from time to time as may be reasonably requested.



## Additional Information

Ratcliffe College is an independent Roman Catholic day and boarding school founded by the Institute of Charity (known as the Rosminians) in 1847. The School is located just off the A46 at Ratcliffe-on-the-Wreake and is situated in beautiful grounds. There are 850 students ranging from age 3 to age 18. There are around 100 boarding students and approximately 150 students in the Sixth Form. There are over 300 members of staff.

The Science Department consists of twelve teachers, supported by three technicians. A recent school reorganisation has meant that Science is now part of the Faculty of Theoretical and Applied Sciences, to include the Food Technology Department. The Faculty is led by the Head of Science and there is a Head of Department for each subject area. The department is housed in a separate building and consists of six specialist laboratories, four prep rooms and one general teaching room. Facilities and resources for teaching and project work are good and the department receives a generous allowance for the purchase of books and equipment. The teaching resources include:

- Data projectors and interactive whiteboards installed in all laboratories and classrooms.
- Extensive computer software, lab-based computers and data logging equipment.
- Access to internet via school networked computers.
- An excellent provision of apparatus.
- Ample textbooks and reading materials for use at each level.
- Biology pond and conservation area for ecology studies at all levels.

### The terms related to this post are:

**Hours:** Monday to Friday, 8.30am to 2.00 (Term time, 34 weeks) with 30 minutes lunch break each day (a total of 25 hours per week)

**Salary:** £9,949 per annum including holiday pay (£19,000 FTE)

**Holidays:** 5.6 weeks pro rata included in above salary  
Holidays must be taken during School holiday times

### Additional benefits:

- Free lunches
- Free parking
- Free beverages throughout the day
- Membership of the Ratcliffe College Support Staff Pension Plan
- After qualifying period, staff discount on School Fees

There will be a three-month probationary period with the position, during which time one week's notice may be given by either party. This post is subject to the terms and conditions of employment for Support Staff.

***Ratcliffe College is committed to safeguarding and promoting the welfare of children, therefore before a permanent appointment is made Child Protection screening, checks with past employers and Criminal Record Bureau screening must be satisfactorily completed.***

[www.ratcliffecollege.com](http://www.ratcliffecollege.com)