

## JOB DESCRIPTION

<b>Job Title:</b>	Physics Technician
<b>Department:</b>	Physics
<b>Faculty:</b>	Science
<b>Reports to (Job Title):</b>	Lead Technician (in consultation with the Head of Physics)
<b>Location:</b>	Rugby School Science Department

### JOB PURPOSE

To provide high quality technical support and advice within the Physics department.

### KEY RESPONSIBILITIES/ ACCOUNTABILITIES:

There must be frequent consultation with the lead technician and all Physics teaching staff.

Duties will include:

- The setting up and maintenance of apparatus and the preparation of chemicals for demonstrations and class experiments. This may involve the use of computers. These requests will be made in advance by individual teachers, with a reasonable deadline being set by the Lead Technician and Head of Physics.
- Assisting teachers with practical work within a lesson. The teacher will always be present with the class.
- The removal, cleaning, and storage of resources after class use. A register of broken and missing items must be kept.
- The trialling of new experiments before their use by, or in the presence of, students.
- Ensuring that all correct health and safety procedures are followed, under the guidance of the Lead Technician.
- Ensuring that no equipment or chemical leaves the Department without the consent of the Lead Technician.
- Maintaining the security, tidiness and safety of all Physics rooms. This includes locking up at the end of each day and maintaining lab benches. All rooms, including the prep room, must be kept locked when no member of the Department is inside.
- Maintaining the security of the building when the Building Manager is absent.
- Assisting in the maintenance, use and development of the Department's electronic and paper resources.
- Assisting with the organisation of Physics examinations.
- Assisting with the Physics Department's responsibilities outside lesson time. These include outreach activities, enrichment activities, parents' meetings and open days.

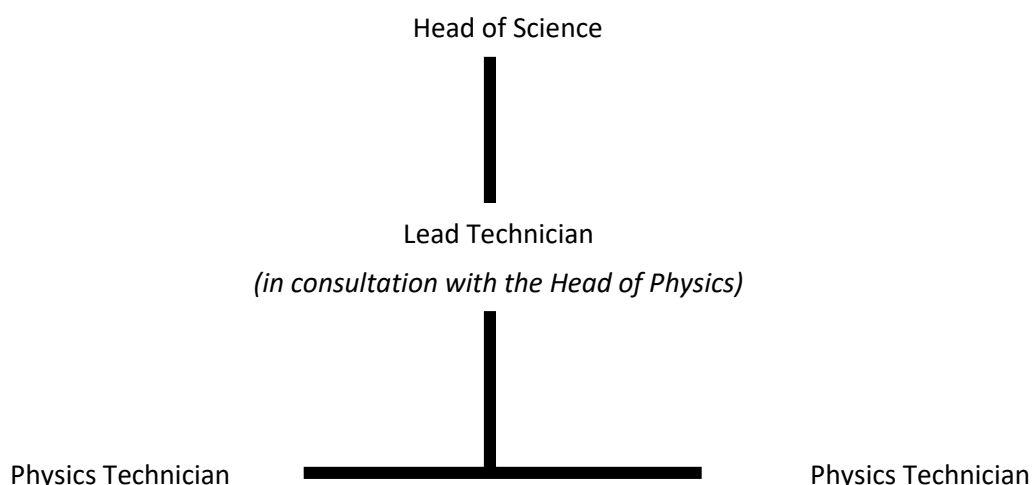
- Attending Department meetings and other meetings as required by the Lead Technician and Head of Physics.
- Conduct regular stock-taking.
- Conduct risk assessments for own work.
- Working as one team with all science technicians on cross-curricular events. These are managed by the Head of Science in consultation with the individual Heads of Department.
- Maintaining a good working relationship with all staff.
- Undertake any other reasonable duties assigned by the Lead Technician and Head of Physics. This may involve the requirement to work within both the Biology and Chemistry departments in the event of staff absence.

All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

#### RELATIONSHIPS

Internal	External
Teachers	Visitors (occasional)
Other technicians	External speakers (occasional)
Pupils	Parents (occasional)

#### ORGANISATIONAL CHART



## PERSON SPECIFICATION

	Essential	Desirable	Method of assessment
<b>Qualifications</b>	GCSE, or equivalent, at grade C or above in Physics.  AS/A2, or equivalent, in Physics.	Science degree.	Production of the applicant's certificates.  Discussion at interview. Independent verification of qualifications.
<b>Experience</b>	An awareness of health and safety issues in a laboratory.  Good level of numeracy and literacy.  Experience of being able to multi-task and prioritise effectively.	Experience of working in a similar role and in a similar environment.  Self-motivated, fast learner.	Contents of the application form.  Interview.  Professional references.
<b>Skills</b>	Able to communicate and work effectively with a range of people: teachers, technicians, pupils and visitors.  The ability to work alone or as part of a team. The ability to meet deadlines.	Good practical and technical skills and the ability to plan your own workload.  An analytical mind, accuracy and attention to detail. Strong problem-solving skills.	Contents of the application form.  Interview.  Professional references.
<b>Knowledge</b>	Knowledge of basic PC use, for example Microsoft Word, Microsoft Excel and the internet.	Use of computers and the ability to adapt to new packages.	Contents of the application form.  Interview.  Professional references.
<b>Personal competencies and qualities</b>	Highly organised  Team Worker	Flexible  Shows Initiative	Contents of the application form.  Interview.  Professional references.