

PHYSICS LABORATORY TECHNICIAN

Job Description

Responsible to: Head of Physics

Hours per week: 9.00 pm – 3.00 pm (27.5 hours per week) term time only + 5 training days

Salary Band 4 (Point 9-13 (£15,75-£16,491 at 27.5 hpw pro rata)

Task	Frequency
1. Set up apparatus, chemicals, worksheets, etc. ready for lessons, as listed on lesson checklists and ordered by staff at least 24 hours in advance.	Daily
2. Clear away resources after lessons.	Daily
3. Keep laboratories tidy by cleaning whiteboards, sinks, checking equipment cupboards, taking washing to the laundry.	Weekly
4. Inform the Head Physics of any issues relating to Health and Safety.	As necessary
5. Trialling new experiments / procedures.	As necessary
6. Photocopying resources for use in the Physics department, including exam papers.	As necessary
7. Maintain the filing systems for worksheets and other resources used in lessons.	As necessary
8. Dispose of waste safely, according to Health and Safety regulations.	As necessary
9. Maintain the safe storage of apparatus according to Health and Safety regulations.	Daily
10. Carry out weekly, half-termly and annual H&S checks of the Physics laboratories.	Weekly / half-termly / annual
11. Text books: monitor stocks, back and repair books as appropriate.	Annual
12. Carry out or arrange for repair of apparatus as appropriate.	As necessary
13. Participate fully in professional development activities.	Continuing
14. Make an active contribution to the policies and aspirations of the Physics department.	Continuing
15. Order new equipment / stock as required and maintain suitable records.	As necessary
16. Work with other Science technicians to assist each other at busy periods and to cover for each other during absence	Continuing

Person specification

Area	Essential	Desirable
Qualifications		<ul style="list-style-type: none">• appropriate qualification in Physics / Science (e.g. A level)
Skills and abilities	<ul style="list-style-type: none">• the ability to work as part of a team• show initiative• ability to prioritise and manage changing workloads and situations• excellent interpersonal skills• the ability to work and communicate with staff and pupils• good IT skills	
Experience		<ul style="list-style-type: none">• experience of working in a scientific environment or previous technician experience
Motivation	<ul style="list-style-type: none">• good self motivation and independent initiative• a commitment to excellence	

R J Griggs (Head of Physics) 12-May-2017