Logo, company name

Description automatically generated

**OUR VALUES**  
We enrich through a broad and varied curriculum

**Job Description**

|  |  |
| --- | --- |
| **Job Title:** | Physics Technician |
| **Job Type:** | Technician |
| **Contract type:** | 08.00 – 16.30 term time only + INSET days + 1 week |
| **Location:** | Tormead Senior School, Cranley Rd, Guildford GU1 2JD |
| **Department:** | Physics |
| **Salary:** | Competitive / depending on experience |
| **Line Manager:** | Mr P Wilkinson, Head of Physics |

|  |  |  |
| --- | --- | --- |
| **Job Summary** | | |
| The Physics Technician supports the teaching of Physics by ensuring materials and equipment are set out in the laboratory at the start of lessons and safely cleared away after lessons. The Physics Technician works closely with the Head of Physics, Physics Teachers and other Science Technicians to maintain and develop the rich, high standard of Physics provision at Tormead.  The successful candidate will be/have:   * An interest in science and technical matters * willing to, and have an aptitude for, undertaking minor electrical (low voltage) and mechanical repairs and constructing demonstration apparatus * Good time management and organisational skills * enjoy working as a part of a team and being part of the life of a school | | |
| **Main Responsibilities** | | |
| The Physics Technician is responsible for:   * planning equipment and material usage and availability on a minimum of a week-ahead basis with teachers. * ordering materials and consumables for Physics practical lessons * putting out materials and equipment for lessons * clearing equipment and materials after practical lessons, including safe disposal of waste, washing glassware and returning equipment to its store. * ensuring risk assessments are in place and up to date for Physics practical activities * ensuring the Physics Laboratories and Physics Technician’s Preparation Room is kept in a safe and tidy state. * ensuring there are stocks of stationery, board pens and board cleaning cloth in the Physics Laboratories * ensuring Physics equipment is maintained in a clean and safe condition. This is includes, but is not limited to: inspecting equipment for signs of damage before and after use, putting out electrical equipment for routine Portable Appliance Testing. * Photocopying of resources and scanning test and examination scripts * Keep records of, and control expenditure of the allocated Physics budget * Act as the designated Radiation Protection Supervisor (training will be provided) * Assist teachers to support pupils in practical lessons   The Physics Technician is expected to undertake and keep up to date First Aid training. | | |
| **Other Duties** | | |
| The Physics Technician is welcome to and encouraged to support and take part in Science Departments’ and whole-school activities, e.g. Accompanying school visits and trips, supporting the Duke of Edinburgh’s Award scheme and taking part in School House activities. | | |
| **Key Relationships** | | |
| Internal:  Physics Teachers and other teachers delivering Physics lessons  Other Science Technicians  Other Science Teachers and Heads of Department  Facilities Management and Premises staff  Cleaning Staff  Accounts Staff  External:  Materials and Equipment suppliers  Technicians are encouraged to join and participate in associations for School Science Technicians | | |
| **Person Specification** | **Essential** | **Desirable** |
| **Education / Qualifications / Training** |  |  |
| Relevant Degree or equivalent  A Level in Physics |  | X  X |
| **Experience** |  |  |
| Experience of working in a school science department |  | X |
| **Skills / Characteristics** |  |  |
| Planning and organisation  Eye for detail  Ability to support and call on others as part of a team  IT skills required: e-mail, filing structures, spreadsheets and word-processing apps, supporting the teacher in delivering lessons online when needed |  |  |
| **Safeguarding** | | |
| To promote and safeguard the welfare of children and young persons for whom the Physics Technician is responsible, or with whom he/she comes into contact with, and to adhere to and ensure compliance with Tormead’s Safeguarding Policy at all times.  If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, any concerns must be reported to the school’s Designated Safeguarding Lead (DSL) in accordance with Tormead’s policies and procedures. | | |