



Apprentice Physics Technician

Job Description

Responsible to:	Senior Technician and Head of Science
Hours of Employment:	30 hrs per week (9-3.30 or similar to be present in the school day, 20-minute paid break, and 30-minute unpaid lunch break) 38 weeks per year (term time only)

Key responsibilities:

- To liaise with relevant staff/suppliers in the preparation of apparatus required from laboratories whilst complying with school operating procedures, CLEAPSS, HASAWA and COSHH;
- To assist in the day-to-day running of the Physics Department, carrying out tasks as reasonably requested by the Head of Physics;
- To assist in classroom practical activities when possible, if requested by member of staff;
- To develop knowledge of the department's specialised equipment/ICT;
- To contribute to the team ethos amongst the other school technicians;
- To complete occasional photocopying, organisation and maintenance of paper resources i.e., filing systems and past paper systems, including occasional secure storage of exam material.

Responsibility of Caring for Laboratories:

- Maintain, clean and clear work-bench surfaces within the Physics Department;
- Clean student sinks within the Physics Department as necessary;
- Maintain the gas taps within the Physics Department;
- Ensure Gas / Electricity is turned off in the Physics Department at the end of the day;
- Report damage via premisesteam@tbgs.torbay.sch.uk.

Responsibility for Department Equipment:

- Ensure that equipment is in the required place at beginning of the required lessons and removed as soon as possible at the end of the lesson;
- To maintain and repair Physics equipment when necessary;
- To research and advise Head of Physics of newly designed equipment/resources;

- Assist with the assembling, testing, and possible manufacturing of equipment for the sixth-form individual practical experiment requirements, and to assist in the setting up of the examination.
- Arrange safe storage and custody of equipment.
- Design and manufacture equipment when necessary.

Health and Safety Requirements:

- Regularly check for updates with regard to School procedures, Local Government, HASAWA, CLEAPSS and COSHH;
- Ensure that any necessary PPE is available for student / staff use whenever required with regard to School procedures, Local Government, HASAWA, CLEAPSS and COSHH;
- Compile Risk Assessments conforming with regard to School procedures, Local Government, HASAWA, CLEAPSS and COSHH;
- Store, maintain and dispose of all Physics resources conforming to School procedures, Local Government, HASAWA, CLEAPSS and COSHH;
- Monthly check of Radiation sources;
- Annual Leak check of radiation sources.

IT Support:

- Research and trial new ICT equipment i.e. Data Logging software and sensors;
- Be available to assist with lessons which require ICT equipment;
- Assist with general ICT / network administration work;
- Resource, maintain and troubleshoot software / hardware.

Account / Budgeting / Ordering Oversight:

- Completion of order forms;
- Keeping a running total of Physics Department budget;
- Check all delivery notes and invoices on receipt of equipment;
- Keep paper/electronic copies of all paperwork corresponding to all Physics orders.

Support staff occasionally are asked to support the cover of lessons in the event of teacher absence. This requires:

- Registering student attendance;
- Instructing students and managing the resources for the work left by teacher;
- Supervising and supporting the students' completion of the work and managing behaviour as necessary, in line with school policies.

Wider School Responsibilities:

- To contribute to the science departments' lunchtime activities;
- Be part of a weekly lunchtime duty patrol rota for support staff;

- Learn how to use the school observatory and encourage staff/student use, liaising with the Torbay Astronomical Society as necessary;
- Any other appropriate tasks, as required by senior staff for the effective day-to-day operations of the school.

Person Specification

Assessed through original certificates, application form, interview and references.

Qualifications and training	Essential	Desirable
Level 2 (GCSE Equivalent) English and Maths	✓	
Science-related qualifications including the minimum of at least GCSE Science (and preferably A Level but not essential)	✓	
First Aid		✓
Experience (or willingness to learn)		
Working in a science-related or practical field		✓
Understanding of the education sector		✓
Knowledge of relevant policies, codes of practice and an awareness of relevant legislation		✓
Basic skills, characteristics and competences		
Awareness of and commitment to the safeguarding and welfare of children	✓	
Ability and willingness to communicate on a day-to-day basis with staff and students	✓	
Strong IT skills	✓	
Ability to manage multiple tasks, and prioritise workload to deadlines	✓	
A willingness to get involved in the various experiences of school life	✓	
The skill and/or an interest in learning how to use the school observatory and engage students in its use	✓	
Personal qualities		
Efficient and hard working	✓	
Excellent organisation skills and attention to detail and accuracy	✓	
Good team player	✓	
Flexibility, initiative and resilience	✓	
Willingness to learn and develop new skills	✓	
Pragmatic and a problem-solver	✓	
Ability to seek and act on advice	✓	
High expectations of self and others	✓	