



South Wilts Grammar School Job description

Post: Science Technician (Physics)

Responsible to: Head of Science and Senior Science Technician

All employees are expected to uphold the following professional attributes:

- To carry out duties as set out in the Pay and Conditions Document and subject to any amendments due to Government legislation
- To uphold the academy's principles, ethos and policies
- To communicate effectively with students, colleagues, parents and carers, conveying timely and relevant information where necessary
- To evaluate your performance and be committed to improving your practice through appropriate professional development
- To act upon advice and feedback and be open to coaching and mentoring
- Engage with continuing professional development
- To know the current legal requirements, national and local policies and guidance on the safeguarding and promotion of the well-being of children and young people

Key Responsibilities of the role include:

Teaching Support:

- Providing apparatus and other resources for experimental work requested and clearing away apparatus after each lesson.
- Liaising with teaching staff to discuss timetables, equipment requirements and co-ordinate work plans in order to ensure efficient use of resources.
- Providing in-class support for staff and pupils during practical lessons and giving technical advice where necessary.
- Being available during lesson times in case extra equipment is required for a teacher.
- Setting up equipment for science data logging experiments.
- Organising use of visualisers and other audio-visual aids or equipment as needed.
- Running trials of experiments prior to classes to provide sample results and adapting written instructions accordingly.
- Demonstrating any new techniques to teaching staff.
- Ensuring all health and safety procedures are understood and followed correctly.
- Providing materials & offering support for Science Club.
- Providing materials & setting up for and assisting with Junior School visits.

General Support:

- Providing materials required by classes during a teacher's absence and helping cover supervisors with any technical problems.
- Providing apparatus and other materials for special occasions, such as open evenings.
- Obtaining materials from other departments when required.
- Local/online purchasing in school time, sourcing suppliers using best value principles.
- Creating and maintaining appropriate classroom and corridor displays within the physics block.
- Ensuring displays & archives of work are GDPR compliant
- Keeping up to date with developments and changes in requirements and regulations and communicating appropriate information to colleagues.

Maintenance of Equipment and Materials:

- Assisting in preparation and assembly of apparatus, materials and other resources
- Constructing, maintaining and repairing equipment and laboratory apparatus. This will involve wiring and soldering.
- Informing the Senior Technician if outside repairs, maintenance or replacement are required.
- Organising storage of equipment and other resources.
- Clearing and cleaning apparatus and materials at the end of sessions, and returning to storage.
- Keeping check on the state and sufficiency of basic apparatus requirements in laboratory.
- Monitoring issue and collection of A'Level Physics textbooks.
- Undertaking regular checks of equipment to ensure they are in good working order.
- Carrying out monthly inspection and annual leak checks for radioactive sources.
- Installing, testing and calibrating existing and new equipment.
- Maintaining stocks of paper, exercise books and any required stationary supplies within the Physics laboratories.

Maintenance of Rooms:

- Maintaining a standard of good cleanliness and tidiness throughout the physics laboratories and prep room, eg clean work benches, glassware, sinks etc. to ensure a safe orderly working environment
- Ensuring gas and water taps are turned off, and electrical connections safe
- Maintaining fittings and services in serviceable condition
- Reporting faults or damage to Maintenance Officer

N.B

The post-holder may be required to perform duties other than those given above under the direction of the line manager/supervisor and/or Headteacher. These may vary from time to time without changing the general level of responsibility.

Such variations would not justify the re-evaluation of a post.

SOUTH WILTS GRAMMAR SCHOOL

Science Technician

Person Specification

	Essential	Desirable
Skills and Abilities		
• Enthusiasm and excellent sense of humour	✓	
• Ability to work well under pressure and prioritise workloads	✓	
• Excellent time management and organisation	✓	
• Strong ICT skills	✓	
• High level interpersonal and communication skills	✓	
• Ability to work on own initiative	✓	
• Ability to work as a member of an effective team	✓	
• Patience and flexibility, and an ability to motivate and encourage	✓	
• Experience with data entry and accuracy of record-keeping	✓	
Education, Training and Professional qualifications		
• High level of numeracy and literacy	✓	
• A Level Science		✓
• Willingness to undertake training as necessary	✓	
Knowledge and Experience		
• Knowledge of SIMS		✓
• Working knowledge of MS Outlook, Word, Excel and Powerpoint and willing to improve	✓	
• Experience working in a school environment		✓
• Experience of working in a lab environment		✓
• Knowledge of CLEAPPS /COSHH		✓