



Job Description

Job title: Science Technician (Physics)
Reports to: Head of Department - Science
Location: The Hundred of Hoo Academy

The job description is not intended to be an exhaustive list of responsibilities, but should accurately represent your professional contribution to The Hundred of Hoo Academy.

Job purpose

To organise and maintain the smooth running of the Physics Department as directed by the Head of Department assisted by the Senior Technician.

Main duties and responsibilities

- Daily preparation of equipment and materials for Physics lessons as requested by teaching staff.
- Maintain stock levels of equipment and consumables in laboratories and prep rooms.
- Submit orders for new equipment to the senior technician for purchase after researching for the best price with suppliers. Obtain some consumables by local purchase (with petty cash).
- Daily clearing away of equipment and materials from lessons.
- Washing of any glassware used in lessons.
- Cleaning and maintenance of equipment in laboratories and prep rooms.
- Repairs of breakages where possible
- Modification and construction of apparatus.
- Setting up demonstrations as required by teaching staff.
- Awareness of risk assessment and health and safety matters in all areas.
- Maintaining and updating records of the SOWs, experiments and worksheets.
- Photocopying, printing and laminating as requested. Filing of new resource material.
- Maintaining a clear and tidy working area in the prep room and workshops.
- Any other reasonable demands that may occur that are necessary to enable the teaching staff to deliver the curriculum effectively.

General

- You will be required to attend relevant training courses and meetings.
- You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.

Person Specification

Qualifications

- 'A' level standard science subjects
- Degree in a science related subject

Experience

- Have previously worked in a science environment for a minimum of 2 years
- General understanding of IT
- A reasonable knowledge of health and safety practice

Skills

- Good interpersonal and communication skills
- Ability to work independently and as as part of a team
- Ability to work accurately with attention to detail

Personal Attributes

- Calm under pressure
- Takes pride in their work
- Good team worker
- Flexible approach
- Willingness to undertake additional training (on occasion outside of normal working hours)

Safeguarding of students and Duty of care

All staff, regardless of role, level of seniority and location, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment. We must collectively create an environment where children feel safe to learn, play, and grow. Children should feel comfortable in their surroundings and know that they can approach any responsible adult with any problems or concerns.

All staff must be able to identify any children who are at risk of harm, and know the characteristics of abuse or neglect. If you suspect or confirm harm then it's essential you know what actions to take.

Annual safeguarding training is offered to all staff at Leigh Academies Trust, and it is the staff member's responsibility to be aware of the most up to date guidance documented in the [Keeping Children Safe in Education document \(Department of Education\)](#).

Notes

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed. This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and may be subject to modification or amendment at any time after consultation with the holder of the post.

The duties may be varied to meet the changing demands of the academy/business unit at the reasonable discretion of the Principal/Director. This job description does not form part of the contract of employment. It describes the way the post-holder is expected and required to perform and complete the particular duties as set out in the foregoing.

