



Urmston Grammar Job Description

Post: Science Technician (Physics)

Reporting to: Head of Subject & Curriculum Leader for Science

Responsible for: Provision and maintenance of practical resources to support teaching in KS3 Science and KS4&5 Physics.

Core Purpose

1. To be responsible to the Head of Physics and the Head of Science for servicing the needs of the School, of the teaching staff and of the Community Programme, and ensuring the proper use, maintenance, organisation and storage of materials and equipment in the science laboratories and physics preparation room.
2. To keep an up to date inventory of all equipment showing the number of each item held, together with its location, and to ensure that this information is presented in useable form to colleagues, including Science Teachers and other Science Technicians.
3. To ensure the equipment and materials are stored in a logical and organised way, so that it does not cause an obstruction to lessons or other activities in the laboratories.
4. To prepare apparatus and materials for lessons, as requested from the departmental staff and appropriate to the scheme of work.
5. Preparation of apparatus includes testing that the apparatus all works as expected.
6. To assist the Head of Department in ensuring that all materials or equipment put out for use in lessons complies with the current guidelines in relation to Health and Safety, and to report any concerns to the relevant Head of Department.
7. To prepare apparatus and materials for assessed practical work and “required practicals” having regard to the examination board’s material requirements, and the raising of requisitions to cover any shortfall.
8. To clear away apparatus and materials after use and to wash and clean glassware checking for breakages and losses before returning for storage. To draw to the attention of the Head of Department and Head of Science careless or improper use or return of apparatus or materials.
9. To oversee the storage and maintenance of apparatus and materials, and to make arrangements for repairs to apparatus when necessary. To report damage to or loss of apparatus to the Head of Department.
10. To play a role in lessons alongside the teacher in circumstances where such a presence is requested and would be helpful to the individual work of pupils.
11. When teachers are absent and where work has been set for a group of pupils, to provide support in the provision of materials and resources for the class.
12. To maintain the Stock Register and to check incoming stock against order forms and invoices, to mark, number, stamp and cover new stock as appropriate, and to enter it on stock lists, ensuring wherever possible the longevity and continued good condition of Departmental stock.



13. In liaison with the Head of Department, or the Radiation Protection Supervisor (if different), to ensure that appropriate leak tests are conducted annually on radioactive sources, and to ensure that storage of and record keeping for the use of sources is in line with CLEAPSS guidelines.
14. To maintain stocks of exercise paper and exercise books for Departmental use, to check, sort and store returned text books and examination papers and to maintain and catalogue DVDs and computer software under the management of the Head of Department.
15. To report damage to, or deficiencies in, laboratory fixtures and fittings to the Head of Department. To ensure laboratories are serviced, ensuring that sinks and benches are cleaned, glass bins emptied and consumable supplies replenished. To check the safety and distribution of laboratory furniture.
16. To oversee laboratory security during working hours.
17. To maintain First Aid boxes and to implement the School's Health and Safety policy, including the Health and Safety policy specific to the science faculty.
18. To make termly checks of all electrical apparatus, including the condition of plugs, cables, cable anchorage, and continuity and current capacity of earthing conductors. To repair or arrange for repair as necessary, and to keep a log of such checks and repairs. To exercise an oversight as well of equipment on each occasion it is issued.
19. To report any maintenance issues on the school's Site Manager.
20. To provide for the additional administrative and technical needs of the STEM Departments.
21. To support the provision of extracurricular activities relating to Physics and the other sciences in liaison with the Head of Department.

Other Duties:

22. Check upon and ensure the maintenance of storage facilities, including defrosting and cleaning of freezers and refrigerators - clear out and reorganise cupboards as necessary, disposing of obsolete stock or labelling it for later attention - carry out a full annual stock check against stock lists, including updating the inventories and then presenting them to the Head of Department.
23. To give any other general assistance as may be reasonably requested by Science staff or the Headteacher.

Please note that you will be working as part of a team of Science Technicians and you may be required to support the Chemistry or Biology Department as required by the Head of Science or Headteacher. All staff are expected to demonstrate consistently high standards of personal and professional conduct.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

This job description may be amended at any time by mutual agreement, but in any case will be subject to regular review. The post-holder will be subject to a full police and DBS check to satisfy child protection requirements. The post is exempt from the provisions of the Rehabilitation of Offenders Act 1974 and all convictions or cautions must be declared.