

AYLESBURY GRAMMAR SCHOOL

PHYSICS TECHNICIAN ROLE PROFILE



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| Job title | Physics Technician |
| Salary Range | Equivalent to Bucks Pay ISN 10-14 |
| Hours/Weeks | 30 hours per week/38 weeks per annum plus paid holidays |
| Responsible to | Principal Physics Technician |
| Responsible for | Intern or Trainee Technicians as appointed |

Role purpose

To manage supplies of materials and apparatus, set up equipment and clear laboratories in accordance with Health and Safety requirements.

Main duties and responsibilities

1. To assist the Principal Technician to ensure that adequate stocks of equipment, apparatus, materials, etc are available, undertake an annual stock check and check equipment deliveries, keeping appropriate records.
2. To prepare materials and equipment for class use (i.e. demonstrations, experiments, practical examinations and assessment).
3. To deliver apparatus, etc, to the appropriate classroom.
4. To clear equipment from laboratories at the end of lessons.
5. To store apparatus and ensure that the lab and preparation room is re-stocked with apparatus and materials.
6. To maintain and repair, when appropriate, equipment and report and keep records where necessary. To identify maintenance requirements
7. To ensure that all benches, work areas, machines, etc., are kept clean and tidy, and, where appropriate, in a good state of repair.
8. To ensure that work is undertaken in accordance with Health and Safety legislation currently prevailing. Also to ensure that safety checks are carried out on equipment, as and when required, and to keep records of all such tests.
9. To be responsible for the general security of equipment in laboratories, preparation rooms, stores, etc.
10. To provide assistance to pupils doing investigative work, and to ensure that appropriate apparatus is available at the required time.

11. To index/catalogue equipment/apparatus as necessary.

Other duties

12. To provide extra help to either the Chemistry or Biology Departments, at the request of the line manager.

13. To carry out any other duties that may reasonably be required by the Headmaster or the line manager.

Alterations

14. The Headmaster may alter this job description, after discussing any alterations with you and giving you reasonable notice of the alterations.

September 2016