



JOB DESCRIPTION

PHYSICS TECHNICIAN

BOYS' DIVISION

MAIN PURPOSE OF JOB:

To work under the direction of the Head of Physics by providing technical support to the Science Department to enable the delivery of high quality teaching and learning.

MAIN DUTIES:

- To assemble and test apparatus for class experiments and demonstrations as required by members of the teaching staff and subsequently to attend to the clearing up, cleaning and storage in an efficient manner.
- To assist with the responsibility for the storage and security of departmental equipment, for the ordering of apparatus and materials (under the direction of the Head of Department) and for the maintenance of records of departmental stock.
- To undertake minor repairs, routine testing and the maintenance of equipment.
- To ensure the departmental laboratories are maintained in a tidy and organised manner at all times and to maintain stock of equipment and resources in individual labs.
- To assist in the construction of new apparatus as required.
- To develop and research new experimental routines as requested by the Head of Department.
- To provide support for pupils in learning activities as directed by the Head of Department and teaching staff.
- To assist with the co-ordination and organisation of the department's text book stock.
- To support provision for extra-curricular activities, i.e. the provision of the resources for clubs and societies.
- To support the arrangements for specific events in terms of resources required.
- To assist in maintaining a log under the Health and Safety at Work Act, showing when individual pieces of apparatus and safety equipment are due for their regular tests or replacement. To apply the COSSH regulations within the workings of the department.
- To comply with and promote the Foundation's Health and Safety Policies and Procedures and maintain a safe environment for pupils, staff and visitors ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.
- To be familiar with relevant policies and procedures and to take responsibility for promoting and safeguarding the welfare of the children and young people in School.
- Carry out any other reasonable duties as may be required from time to time within the context of the post.



PERSON SPECIFICATION

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EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
5 GCSEs (or equivalent qualification) at grade C or above. At least one in a science subject.	Essential	Application Form
A level (or equivalent qualification) in Physics.	Desirable	Application Form
Further Education or training courses related to Physics.	Desirable	Application Form
KNOWLEDGE/EXPERIENCE	ESSENTIAL/ DESIRABLE	EVIDENCE
Proven experience of working in a laboratory.	Essential	Application Form & Interview & References
Proven experience as a school science technician.	Desirable	Application Form & Interview & References
Knowledge of physics, biology and chemistry.	Desirable	Application Form & Interview
Able to demonstrate up-to-date knowledge of maintaining a healthy and safe working environment.	Essential	Application Form & Interview
Proficient in the use of Microsoft packages, especially Excel and Word for record keeping.	Essential	Application Form & Interview
Able to carry out Health and Safety risk assessments.	Desirable	Application Form & Interview
Experience in the use of dataloggers and setting up computer equipment.	Essential	Application Form & Interview
Able to make minor repairs to a variety of equipment.	Essential	Application Form & Interview
Experience of working with precision tools.	Desirable	Application Form & Interview

PERSONAL SKILLS AND ATTRIBUTES	ESSENTIAL/ DESIRABLE	EVIDENCE
Good written and verbal communication skills.	Essential	Application Form & Interview & References
Excellent time-management skills, able to prioritise with a flexible approach to the working day.	Essential	Application Form & Interview
Evidence of planning work and carrying out duties using own initiative and without close supervision.	Essential	Interview & References
Able to work to deadlines.	Essential	Application Form & Interview & References
Evidence of sharing workspace with colleagues and working as part of a team.	Essential	Interview & References
Well-organised and able to maintain a tidy workplace.	Essential	Interview & References
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	Essential	Interview & References



BOLTON
SCHOOL

TERMS AND CONDITIONS

PHYSICS TECHNICIAN

BOYS' DIVISION

SALARY
<p>The starting salary will be between point 06 and point 07 (£25,481 and £25,740) on the Bolton School Support Staff Salary Scale, dependent on experience. Pro rata, this will equate to between £4,155.36 and £4,197.60 per annum.</p>
HOURS OF WORK
<p>7 hours per week, worked over one day during term time. In addition, 2 days (14 hours) will be worked during the school holidays. These days will be determined by the Head/Line Manager and may include INSET days, the day of the entrance examination, or other school holiday periods to meet the needs of the Division or Department. The total days worked over an academic year equates to 37.</p> <p>The normal hours of attendance will be 8.30am until 4.30pm with 1 hour unpaid lunch break.</p>
HOLIDAY
<p>All school holidays, except as described above.</p>
LINE MANAGEMENT
<p>Head of Physics</p>
PENSION
<p>The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution but as a minimum all members will be required to contribute 6% of their gross earnings and the School will contribute 10%. There is the option to join the Group Personal Pension Scheme on a salary exchange basis.</p> <p>If you choose not to join the Group Personal Pension scheme and you fall into the category of "eligible worker" you will be automatically enrolled into the School's alternative pension scheme, arranged via the Peoples Pension. The minimum employee contribution is 5% of "qualifying earnings" and the School will contribute 5%. Further details are available upon appointment.</p>
OTHER BENEFITS
<ul style="list-style-type: none">• Lunches will be provided free of charge on campus.• Free parking on site and an easily accessible campus with strong transport links (including being on a direct bus route).• Life Assurance cover up until the age of 65.• Access to a free Employee Assistance Programme.• Training and development opportunities will be offered.• Where appropriate fee remission arrangements will be offered for children to attend the Primary and Senior School.• In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.• Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils.

- Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.
- Ride to Work Scheme available.
- Electric Car Scheme available.
- Warm and friendly community.

An online search will be carried out on candidates who are shortlisted for interview. The search will be completed by a member of staff who is not directly involved in the recruitment process and will be based on information publicly available. The purpose of the check is to help identify any incidents or issues that have happened, and are publicly available online. Any information found that could potentially impact safeguarding or reputation will be passed to the hiring manager who will discuss any concerns with the candidate at interview before a decision is made regarding suitability.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked.

After the appointment is made the successful candidate will be required to complete a medical questionnaire, a check of the Children's Barred List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a six month probationary period.