



Job Description

Senior Science Technician

The Job Description is not intended to be an exhaustive list of responsibilities but should accurately represent your contribution to Monmouth School for Girls. Your Job Description should be reviewed every two years as part of the Appraisal Process.

Working Hours: 37½ hours per week, Monday to Friday 8.15am to 4.15pm (½ hour lunch break) throughout the year

Responsible to: The Bursar (through the Head of Science)

Summary of the Role:

To assist the Head of Science with the safe and efficient running and general organisation of the Science Department

To co-ordinate and represent those general activities and needs of the other Science Department technical staff which are unrelated to their specialist work.

To act as the line manager for the other technicians and the Laboratory Assistant.

Main Duties and responsibilities

1. Co-ordinate and represent those general activities and needs of the other Science Department technical staff which are unrelated to their specialist work.
2. Co-ordinate and initiate Health and Safety matters as directed by the Head of Science.
3. Liaise with the schools Health and Safety Officer with regards to fire safety in the Science Department.
4. In liaison with the Head of Science and both the Estates and Housekeeping Managers, endeavour to ensure that a high standard of maintenance, cleanliness and domestic issues prevails within the Department.
5. Liaise with IT support when problems develop within the Science Department
6. Co-ordinate and monitor security matters when outside contractors are working within the Science Building.
7. Conduct appraisals for the other technicians and the Laboratory Assistant as required by the School.
8. Assume responsibility for visitors.
9. Assume responsibility for the photocopier and printers within the Science Department

The Senior Technician does not direct the work of the other laboratory technicians; they are responsible to the Bursar through their relevant Department Head and then the Head of Science.

Line Manager to the Laboratory Assistant:

1. Proper employment and sound management of the Laboratory Assistant
2. Detaching the Laboratory Assistant to science departments as required. Once there, the relevant laboratory technician will specifically task the post holder.
3. Liaising with relevant laboratory technicians to ensure that they all receive adequate help from the Laboratory Assistant.

Most of the Laboratory Assistant's work is for the Chemistry Department. That said, the post holder is available to assist both teaching staff and technicians in all departments. To that end, when working for a particular department the Laboratory Assistant is tasked by the Head of that department, through the relevant technician.

You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.

Person Specification

Senior Science Technician

<i>Essential</i>	<i>Desirable</i>
Qualifications	
<ul style="list-style-type: none"> Minimum Maths & English at GCSE, Grade C or equivalent 	<ul style="list-style-type: none"> HNC/HND/ONC qualification in relevant subject NVQ Level 3 in Laboratory and Associated Technical Activities (LATA)/Laboratory Technicians or Level 3 Certificate in Laboratory Skills
Experience	
<ul style="list-style-type: none"> Previous work in a laboratory environment 	<ul style="list-style-type: none"> Previous work in a school Previous work with young people
Skills	
<ul style="list-style-type: none"> Proficient in the use of Microsoft Word and Excel Good Interpersonal skills Ability to work independently Ability to work accurately with attention to detail Good knowledge of basic subject(s) 	<ul style="list-style-type: none"> Proficient with use of Databases An all-round knowledge of Biology, Chemistry and Physics
Personal Attributes	
<ul style="list-style-type: none"> Calm under pressure Takes pride in their work 	
Other Factors	
<ul style="list-style-type: none"> Flexible approach Willingness to undertake additional training (on occasion outside normal working hours) 	



Job Description

Physics Technician

The Job Description is not intended to be an exhaustive list of responsibilities but should accurately represent your contribution to Monmouth School for Girls. Your Job Description should be reviewed every two years as part of the Appraisal Process.

Working Hours: 37½ hours per week, Monday to Friday 8.15am to 4.15pm (½ hour lunch break) throughout the year

Responsible to: The Bursar (through the Head of Physics then the Head of Science)

Summary of the Role:

To ensure the smooth and efficient running of the Physics Department.
To provide general assistance to the Physics teaching staff.

Main Duties and responsibilities

1. Prepare necessary Physics equipment and set up apparatus for demonstrations and practical lessons required for Years 7-13.
2. Collect and return equipment for practicals from storage in a timely manner to minimise disruption to lessons.
3. Construct and prepare any necessary materials for Physics department use.
4. Prepare for, set up and assist with A level core practical assessments.
5. Assist in the development and trials of experimental work within new teaching schemes.
6. Assess experiments, class practicals and demonstrations for appropriate hazards or risks, in conjunction with the Physics teachers.
7. Provide risk assessments and appropriate Hazcards for each practical lesson.
8. Liaise with the Monmouth Prep School Science teachers over availability and provision of any specialist equipment as required.
9. Prepare and trial Physics equipment for extracurricular activities and special events (Open Days).
10. Take stock of consumables and breakable items.
11. Order replacements for routine stock within the agreed budget, keeping careful financial records and checking goods on arrival.
12. In consultations with the Head of department, research, cost, purchase, make and commission new equipment, books and stock.
13. Manage the allocation of all Physics textbooks for pupils, including preparing books for issue, monitoring returns, requesting charges and maintaining stock levels.
14. Check and maintain first aid and safety equipment.
15. Assist with the appraisal, development and use of computing resources, including setting up data-logging experiments.
16. Keep safety records and undertake fume cupboard flow tests with Chemistry technician.
17. Advise and assist on electrical safety in all departments.
18. Keep essential records of Radioactive Sources including inventory, record of use, up to date with legislations and carry out termly visual and yearly leakage checks for safety.
19. Maintain the Physics department in a clean and tidy fashion in conjunction with the teaching and cleaning staff.
20. Oversee the work of the Laboratory Assistant when that person is required to work within the Physics Department.
21. Plan school holiday working to ensure laboratories are fully equipped, any repairs to damaged equipment are carried out and administration systems are updated in readiness for the new term.

22. Ensure that all Government, CLEAPSS and guidance emails etc, are passed onto the relevant technicians and teaching staff.

You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.

Person Specification

Physics Technician

<i>Essential</i>	<i>Desirable</i>
Qualifications	
<ul style="list-style-type: none"> Minimum Maths & English at GCSE, Grade C or equivalent 	<ul style="list-style-type: none"> HNC/HND/ONC Physics qualification NVQ Level 3 in Laboratory and Associated Technical Activities (LATA)/Laboratory Technicians or Level 3 Certificate in Laboratory Skills
Experience	
<ul style="list-style-type: none"> Previous work in a laboratory environment 	<ul style="list-style-type: none"> Previous work in a school Previous work with young people
Skills	
<ul style="list-style-type: none"> Proficient in the use of Microsoft Word and Excel Good Interpersonal skills Ability to work independently Ability to work accurately with attention to detail Good knowledge of basic Physics 	<ul style="list-style-type: none"> Proficient with use of Databases An all-round knowledge of Biology, Chemistry and Physics
Personal Attributes	
<ul style="list-style-type: none"> Calm under pressure Takes pride in their work 	
Other Factors	
<ul style="list-style-type: none"> Flexible approach Willingness to undertake additional training (on occasion outside normal working hours) 	