



## Appointment of Science Technician (Physics)

---

### Purpose of the Role

This role involves working as part of a small team to facilitate the provision of practical work in the school. This will be achieved by servicing school laboratories and providing support to teaching staff and pupils. Although this role will be primarily based within the Physics Department, all technicians are expected to be competent across Science and Technology and will be expected to provide assistance and support to other departments where and when necessary.

### Duties and Responsibilities

#### Maintaining Health and Safety within the Physics Department.

- **Be aware of, and comply with, all legislation and school guidance on Child Protection, GDPR, UNCRC, The Schools (Safety and Supervision of Pupils) (Scotland) Regulations 1990, and additional as advised.**
- Ensure that they are familiar with all Science specific current legislation and guidance relating to the safe operation of the department and the practical work provided.
- Attend RPS training when available.
- Carry out risk assessments on practical tasks requested by staff and communicate requirements as appropriate.
- Ensure all equipment is verified as safe before any use.
- Isolate any equipment or facilities that are not safe for use and initiate the use of competent contractors for repair if they cannot be repaired internally.
- Maintain any necessary records to confirm that appropriate Health & Safety requirements have been met.

#### Maintaining and supplying practical equipment to classrooms.

- The department has an extensive catalogue of practical equipment. It will be essential for the applicant to ensure that all of this is kept in working order, catalogued, properly stored, and available for use where and when required.
- They must be familiar with the use of all equipment before it will be needed in a laboratory.
- Follow a booking system to ensure that the correct equipment is in full working order and is supplied to laboratories when required.

- Set up said equipment and demonstrating its use where necessary.
- Collect, check, and return equipment to stores after use.
- Investigate, suggest, and trial additional practical tasks to best demonstrate key learning objectives in any lesson.

#### Administrative and Clerical Tasks to Support Teaching Staff

- Attend departmental meetings as required.
- On a day-to-day basis the technician must ensure labs, corridors, and shared areas are kept in a functional condition, are hazard free, and are a safe working environment. They must liaise with the Department and Facilities should any issues arise.
- Use the documented “order of teaching” to ensure that photocopying requests are submitted, and all workbooks and test papers are available in advance of requirements.
- Maintain a list of stock levels and equipment that must be repaired or replaced externally.
- Assist with provision of external repairs and placing orders, checking deliveries and invoices, and updating stock level records as appropriate.

#### Promoting Physics

- Be aware of current developments in Physics and in the delivery of the Physics curriculum.
- Advise the department of suitable enrichment activities or opportunities and potential challenges or threats.
- Prepare and maintain work exhibitions and displays.
- Liaise with Marketing to promote the operation of the Department using reports, pictures, or videos of suitable activities.
- Attend occasional enrichment activities out with the school day eg Open Morning.

#### Supporting other Science and Technology Technicians.

- In addition to the Physics curriculum, Physics staff help to provide a Science Labs class to S1. All responsibilities, as detailed above, will apply equally to Physics and the Science Labs provision.
- Technicians within school may be asked to help and support each other when necessary eg cover for staff absences or during assessed assignment components.
- Any other technician related duties as may be required within the school, as designated by the Rector and your normal Head of Department