PHYSICS LABORATORY TECHNICIAN - JOB DESCRIPTION

Job Title: Physics Laboratory Technician

Place of Work: Elizabeth College, Upper School, The Grange, St Peter Port

Employer: Bursar, Elizabeth College (on behalf of the College Board of Directors)

Responsible to: Head of Physics Department Elizabeth College, who will assign daily duties and general routine tasks

Principle Function: Preparation of specific lesson materials for designated areas of the department

Hours of Work/ Holidays: 35 hours per week, 39 weeks (38 weeks term time only + INSET week per year) based on 0800-1600 but flexible hours by discussion

Pay: To be advised. Subsidised health insurance optional. May be pensionable.

Main Duties & Responsibilities (this list is not inclusive and may be reasonably varied as appropriate by the Bursar/ Head of Physics):

The information provided below is intended to serve as a guide to the main responsibilities and general duties associated with this appointment and cannot be assumed to be definitive. Clearly, the specific responsibilities and duties of a particular Laboratory Technician will depend on the knowledge and training of the individual, but a science background would be desirable but not essential.

Daily Duties to include

- Preparation of specific lesson materials for designated areas of the department.
- Setting up and dismantling of apparatus and equipment for demonstration and practical lessons, as requested and detailed by teaching staff.
- Checking individual components in and out of laboratories after each lesson for damage and quantity.
- Local purchase of sundry items needed by the department.
- Wiping work surfaces after lessons if necessary in preparation for the next lesson.
- Repairing minor damage to apparatus or arranging for repairs of a more extensive nature.
- Constructing simple apparatus.
- Opening laboratories in the morning and ensuring all is well (heat, light, board markers and white board, etc).
- Delivering requests for photocopying to the reprographic centre, and the eventual collection of these photocopies.
**Routine Duties** to include

- Tracking the specific storage place of apparatus by use of a computer, and maintaining records of such.
- Care of textbooks.
- Keeping petty cash accounts up to date.
- Assisting the Head of Physics in the preparation of an annual budget.
- Checking all electrical equipment with the Electrical Safety Test Unit and keeping records of faults found.
- Up-dating the general stock record system.
- Writing equipment orders, and checking apparatus on arrival.
- Being familiar with the use of computers to assist in the daily work of the department.
- Advise staff of problems especially of a Health and Safety nature.
- Co-operating with, and assisting, the other technicians from time to time.
- Other straightforward tasks, not listed here, which occasionally may be required for the efficient running of the department.

**H&S Duties** to include

- Responsible for Faculty PAT and keeping PAT records
- Ensuring that all COSSH information is up to date and circulated as necessary.
- Ensuring that all equipment is kept maintained and serviceable.

Please note that job descriptions may be reviewed and subsequently amended or modified to reflect the changing needs of the school.

September 2015