



JOB DESCRIPTION

University College School (UCS) is one of the top independent schools in the UK. Operating as three linked schools at separate sites in Hampstead, it educates 1100 students from age 3 to 18. The main aims of the school are the pursuit of academic excellence with a strong ethos of independent thought and individual judgment. For further information about UCS, refer to our website www.ucs.org.uk

1 JOB DETAILS

Job Title:	Physics Technician (term-time)
Hours:	8.30am – 4.30pm, Monday-Friday inclusive. Some flexibility to hours based on the needs of the School would also be useful.
Contract:	Permanent, 35 hours per week, part-time position. 34 working weeks per academic year during the School's term-time plus 4 weeks annual leave.
Start date:	8 th January 2018
Location:	Senior School, Frognal, Hampstead

2 JOB PURPOSE

To work with Senior Physics Technician to support the teaching activities of the Physics and wider Science Department.

3 DIMENSIONS

The Physics Technician reports functionally to the Senior Physics Technician who reports to the Head of Physics, with the Director of Operations having overall responsibility for all support staff.

The position requires a strong working relationship with senior technician, the teachers and pupils within the Physics department. In addition, a good relationship is required with the wider Science department's staff and pupils.

4 KEY RESULT AREAS

Under the Health and Safety at Work Act 1974 we all have a responsibility to ensure a safe working environment for everyone who comes within our working environment. All staff are required to take a proactive role in ensuring this.

- 4.1 Working with Senior Technician in preparation and delivery of class practicals and demonstrations, delivery to Labs and set up as requested by teaching staff. Ensuring that all equipment collected, and lab equipment tidied up, following any practical work. Practical equipment checked, cleaned, and tidied up before next use and stored neatly.
- 4.2 Assisting, as applicable, with the implementation of the required Health and Safety procedures.
- 4.3 To construct simple, basic apparatus or to modify/improve existing apparatus as required. The ability to use hand and power tools and do basic woodworking and soldering would be beneficial.
- 4.4 Maintain IT equipment and software used in Physics experiments assisting pupils and teachers as required.
- 4.5 Purchasing of materials from local suppliers.
- 4.6 Assisting, as required, with technical support in the Biology and Chemistry Departments.
- 4.7 To undertake other tasks related to the position as they arise i.e. to preparation for occasional Chemistry practicals in Physics Labs.
- 4.8 Liaise with Senior Technician or the maintenance departments for any repairs required in the department.
- 4.9 Carry out any other reasonable tasks requested by departmental staff e.g. organising posters and signage, photocopying, providing exercise books and paper as appropriate in the department.
- 4.10 Assist with any other duties as required by the school, at the discretion of the Head of Physics.

5 REQUIREMENTS FOR THE POSITION

- 5.1 A degree of flexibility is required in working hours e.g. willingness to occasionally work after the teaching day, to ensure preparations are complete in good time. A willingness to provide support to other science departments is also required.
- 5.2 Science background and/or experience in a laboratory environment would be advantageous.
- 5.3 Experience with MS Office and other common IT programs would be useful.
- 5.4 Experience in the educational field and/or working with young people.

5.5 The ability to work independently in a tidy and organised way with little supervision.

5.6 Proven organisational skills – plans, organises, prioritises in a productive manner.

5.7 Excellent communication and interpersonal skills.

Desirable Qualities

- a) Technician experience in a Physics teaching laboratory would be highly desirable.
- b) The ability to undertake basic fault-finding work on electrical equipment.
- c) The ability to use hand and power tools and do basic woodworking and soldering would be beneficial.

6 TERMS

The salary for the post will be pro rata £25,000- £27,500 per annum dependent on background and skills. For example, £25,000 FTE per annum * (34 working weeks + 4 weeks' annual leave)/52 = £18,269 per annum.

Benefits include a contributory staff pension scheme and lunches are provided.

7 APPLICATIONS

Further details and application forms available from www.ucs.org.uk or from the HR Department on 020 7433 2147 and recruitment@ucs.org.uk

Applications close: 5pm Wednesday 4th October 2017

Interviews are expected to take place w/c 9 October 2017

UCS is fully committed to the safeguarding of children. All applicants for this post must be prepared to undergo child protection screening.