



WREKIN

PHYSICS TECHNICIAN: JOB DESCRIPTION

Required for September 2026

30 hours per week, term time only

Summary of role:

To provide technical and administrative support to the Physics Department, ensuring the effective preparation of materials and equipment for Physics lessons, maintenance of equipment, resources and facilities to support high-quality teaching and learning. A good (working) knowledge of A level Physics is therefore essential for this post. The postholder will promote safe working practices and ensure compliance with relevant health and safety regulations, including those relating to radioactive sources.

Specific duties and responsibilities include:

Classroom assistance

- Preparation and assembly of equipment for practical lessons
- Delivery of equipment to teaching laboratories
- Clearing of used equipment from Physics laboratories and returning equipment to the prep room promptly
- Cleaning of glassware and other dirty equipment
- Returning cleaned apparatus to storage either in the prep room or laboratories, as appropriate
- Local purchase of miscellaneous small items for use in practical lessons
- Trialling previously untried experiments, including preparing and producing specimen results for GCSE and A level practical assessments
- Constructing or modifying apparatus as necessary for use in practical lessons
- Providing technical support to experienced and trainee Physics teachers
- Assisting in practical lessons when required, including doing demonstrations, and helping to resolve technical issues
- Advising on health and safety for lessons in which chemicals or equipment to be used are less familiar to the teacher
- Supervise the use of radioactive sources within the department when required, ensuring appropriate procedures are followed for their issue, use and return
- Keeping up to date with developments in practical science
- Keeping up to date with health and safety requirements (with CLEAPSS training courses available)

Maintenance

- Carrying out health and safety checks on laboratories, prep rooms and stores
- Carrying out safety checks, including PAT testing electrical equipment, testing fume cupboards, first-aid kits, pressure vessels and the condition of Bunsen burner tubing, eye protection, glassware and chemicals that deteriorate [CLEAPSS courses are available for many of these]
- Carrying out half-termly checks on emergency stop systems in Physics laboratories and emergency eye-wash stations
- Carrying out and arranging for maintenance and repair of resources as appropriate, to ensure equipment is in good working order
- Clearing up minor spillages and breakages during practical lessons
- For radioactive sources:
 - Maintain the department radiation folder and associated records, including for the use of sources by the department and staff training records
 - Complete monthly checks to confirm sources are present
 - Coordinate and record the annual radiation inventory
- Keeping the prep room and storage areas tidy and in good working order
- Cleaning sinks and bench surfaces in Physics laboratories
- Disposing of waste materials in an appropriate and safe manner
- Ensuring prep room is locked at the end of each working day
- Stocktaking of equipment (annually)
- Complete the annual audit and inspection of radioactive sources (alongside the Head of Physics)
- Support the department in maintaining compliance with radiation safety requirements
- Promote safe working practices within the department

Administration

- Answering the departmental telephone and taking appropriate action
- Photocopying, collating and organising worksheets, exam papers and required practical booklets, as needed
- Keeping good records of textbooks issued to pupils and collected in
- Ordering equipment, books and revision guides as directed by the Head of Physics (or the Head of Science); checking orders and invoices received and keeping good financial records
- Restocking stationery supplies as needed
- Liaising with and supporting other technician colleagues as appropriate
- Keeping records and managing departmental stock, budgets and loaned resources

Person specification

Essential:

- Laboratory experience (beyond own schooling)
- A-level Physics (or equivalent scientific qualification) and an interest in practical science

- Good organisational and record-keeping skills
- Good knowledge of health and safety for laboratory scenarios
- Good communication skills in order to liaise with teachers, pupils and other support staff
- Ability to work on own initiative to facilitate the role of the teaching staff and to keep prep and storage rooms in good order
- Competent IT skills

Desirable:

- A sense of humour
- Experience with Physics technical support within an educational environment
- Prior experience of dealing with orders and invoices and keeping financial records
- A flexible and helpful approach to support in other areas of the school, especially within the other departments within science, should the need arise
- Radiation Protection Supervisor (RPS) training or a willingness to undertake this training

Safeguarding

Wrekin College is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo an enhanced DBS check and participate in safeguarding training.

Review

This job description will be reviewed regularly and may be amended at any time after consultation with the postholder.

General

Wrekin Old Hall Trust Ltd is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

We encourage early application for this role and reserve the right to interview before the closing date.

How to apply:

Please download and complete a school application form which is available on our school website <https://www.wrekincollege.com/the-wrekin-college-story/the-team/vacancies>

Due to safer recruitment practices, we are only able to accept CVs as supporting information.

Closing Date: 8th July 2026