



# HEREFORD CATHEDRAL SCHOOL

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CANDIDATE INFORMATION

PART-TIME OR FULL-TIME

Physics Technician

01432 363500 | [HEREFORDCS.COM](http://HEREFORDCS.COM)





# SCIENCE AT HEREFORD CATHEDRAL SCHOOL

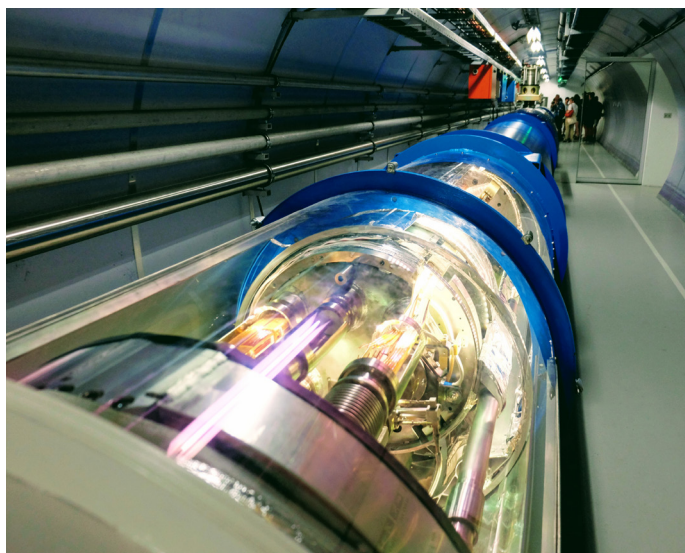
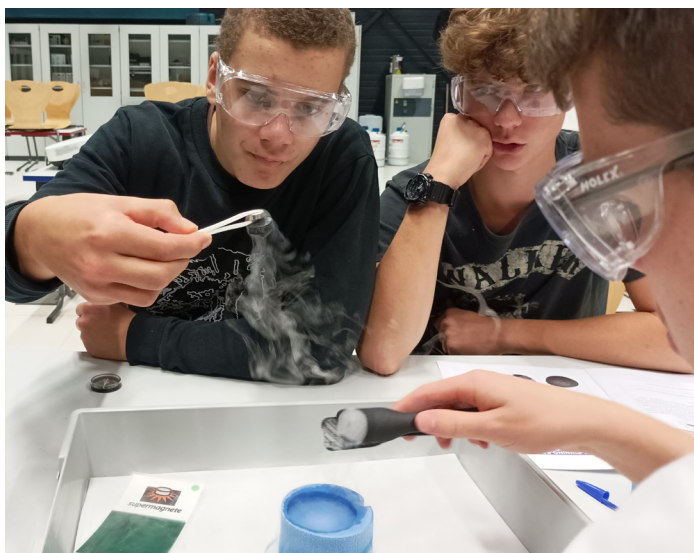
Science is a very successful and well-resourced faculty, comprising ten teaching staff and three experienced lab technicians. Biology, Physics and Chemistry all have dedicated laboratories with individual departmental prep-rooms.

There is a collegial approach within the faculty, with all members contributing to the development of programmes of study. Each member of staff is expected to offer an open-door policy when it comes to supporting our students beyond the classroom, and to provide stimulating, imaginative teaching spaces which encourage an interest and enthusiasm for our subject.

In Year 7, all pupils follow a combined science course comprising aspects of all three sciences. In Year 8 and Year 9, pupils are taught the three separate sciences by subject specialists. In the Spring term of Year 9 we start the GCSE course, following the AQA specification. Approximately 50% of pupils study the sciences separately, leading to the award of three GCSE qualifications. The remaining students follow a Combined Science course (Trilogy), resulting in the award of two GCSE qualifications.



Outside of lessons, there are myriad opportunities for our pupils to engage with science, including such activities as Chemistry Club, Science Society, the Biomedical Society, STEM Club and Dissection Club, to name a few. Pupils also gain regular success in Olympiads and competitions. We celebrate National Science and Engineering Week, and offer a number of science trips, including the biennial trip to CERN laboratories, the Biology Think Tank in Birmingham and a Forensics Day in Bristol. We regularly attend live lectures, conferences and museums, and run a number of outreach events for local schools.



# J O B   D E S C R I P T I O N :

## P H Y S I C S   T E C H N I C I A N

**Post title:** Physics Technician

**Salary:** £12,819-£20,726 (£23,368 -£25,907 FTE) depending on work pattern

**Hours/weeks:** 24 - 35 hours per week, term time only (36 weeks per year)

**Start date:** ASAP

**Location:** Hereford Cathedral School, Old Deanery, Cathedral Close, Hereford HR1 2NG

## O P P O R T U N I T Y

Hereford Cathedral School seeks to appoint a Science Technician (Physics). We are looking for a skilled technician to assist the Head of Physics and teachers in the organisation, preparation and maintenance of resources and equipment for the science department.

We are looking for someone with good knowledge of the subject and the ability to form excellent working relationships. A willingness to support and manage own workload is essential. Our technicians play a key role in providing an outstanding education to our pupils.

## O U R   O F F E R

- A highly talented and supportive staff and governing body
- Pension scheme through NEST
- Free lunch provided in term time
- Employee Assistance Programme
- Cycle to Work scheme
- Opportunity to join a wonderful team of people
- A beautiful place to work in the most idyllic settings
- And finally, the chance to work with outstanding students

## R E P O R T I N G   L I N E S

The post holder reports to the Head of Physics.

## A C C O U N T A B I L I T I E S

- Provides all the required technical support to enable to Physics laboratories to function effectively whilst adhering to correct procedure and Health and Safety (H&S) guidelines.
- Supervise stock control, the ordering of materials and oversee the department materials budget and petty cash in consultation with Head of Physics.

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SCHOOL'S YOUTUBE CHANNEL

# THE ROLE: PHYSICS TECHNICIAN

## RESPONSIBILITIES

- Putting out equipment for class practical work and demonstrations; cleaning and returning it to storage students that supports the subject areas, in line with National Teaching Standards
- Working with the department teaching staff to develop new practical work and demonstrations when new coursework or new exam questions are introduced. This task can often involve independent research.
- Trialling practical's to produce reliable and precise data, in readiness for lesson use and for those to be carried out in practical assessments. Supplying trialled results to teaching staff and exam board if necessary
- Advising teaching staff during A Level and GCSE practical assessments regarding procedural issues, organisation and layout of equipment for forthcoming practical's
- Organising the efficient and safe storage of apparatus and chemicals including labelling and use of hazard symbols
- Maintaining equipment in good working order, either by repairing it or arranging a specialist repair
- Ensure the smooth day to day running of computers together with associated electronic physics equipment and audio visual resources
- Responsible for the periodic safety checks of equipment in the laboratory
- To undertake appropriate administrative duties to support the operational needs of the department or wider school
- Complying with H&S regulations as advised by professional bodies and by Head of Department
- Ordering of routine equipment and supplies, checking deliveries and invoices for payment
- Maintaining records and expenditure of departmental budget and for advising the Head of Department if the allocated budget is likely to be overspent
- Undertake whole school duties as outlined annually

# THE ROLE: PHYSICS TECHNICIAN

## Particular H&S Responsibilities:

- Extensive use of 250 pieces of equipment including a Geiger counter.
- Dealing with radioactive material, hazardous chemicals, powerful magnets, soldering irons, high voltage power supplies.
- Need for vigilance at all times when pupils are present.
- To record and maintain accurate records of data required for the Control of Substances Hazardous to Health (COSHH) regulations and risk assessments for the safe use of any equipment or materials.
- Physically fit to be able to move heavy equipment.
- Use of standard office equipment.

## Whole School Responsibilities:

- Safeguard and promote the general well-being of pupils and to be a role model for pupils at all times
- To adhere to all the School's Policies
- To carry out any additional task reasonably required by the Headmaster
- You may also be required to undertake such other comparable duties as the School requires from time to time

It is not possible to present a definitive list of responsibilities for the role as it will be developed around the skills and experiences of the successful candidate.

## PERSON SPECIFICATION

	Essential Criteria	Desirable Criteria
<b>Qualifications</b>	<p>Completed a broad education including GCSE grade C and above in English Language and Maths (or equivalent)</p> <p>Completed a relevant Science qualification such as 'A' Level (or equivalent)</p>	<p>Science Degree (or equivalent)</p> <p>Hold a recognised IT qualification</p> <p>Other relevant professional qualifications</p>
<b>Experience and knowledge</b>	<p>Previous relevant experience of working in a laboratory</p> <p>Knowledge of laboratory health and safety issues</p>	<p>Experience of working within an education environment</p> <p>Strong scientific grounding</p> <p>Experience of maintaining and monitoring budgets</p>
<b>Skills and abilities</b>	<p>Good level of knowledge and understanding of Physics and different areas within the subject</p> <p>Ability to maintain a range of tools and equipment</p> <p>Good ICT skills – confident in the use of Word, Excel, email and internet</p> <p>The ability to articulate and communicate clearly in a professional manner</p> <p>Effective organisational and time management skills.</p> <p>Able to remain calm under pressure, work to deadlines and manage competing priorities.</p> <p>Strong interpersonal skills, including the ability to relate well to children and adults on all levels.</p>	
<b>Aptitude</b>	<p>Naturally self-motivated and able to use initiative to ensure tasks are completed</p> <p>Naturally demonstrates a 'can do' helpful attitude</p>	

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PERSON SPECIFICATION		
	Essential Criteria	Desirable Criteria
Circumstances	Able to work flexibly and adjust working hours from time to time to assist with public examination plus support for wider school functions as required	F
Safeguarding Children, Young People and Vulnerable Adults	Understands their role in the context of safeguarding children, young people and vulnerable adults  Ability to form and maintain appropriate relationships and personal boundaries with children and young people	
Equal Opportunities	Understanding of the requirements of Equality and Diversity	

### Purpose of this Job Description:

Hereford Cathedral School considers this document as a “snapshot” of the job. It aims to provide a clear guide at the time of writing to all that is involved about the requirements of the job. It will also be used to communicate expectations about performance and will be used to monitor effective performance.

The job description above is not exhaustive and may, occasionally, be reasonably amended by the Headmaster.

### HOW TO APPLY

An application form and information pack may be downloaded from the school website: [www.herefordcs.com/job-vacancies](http://www.herefordcs.com/job-vacancies)

**Completed applications should be accompanied by a covering letter and sent to Mrs Cath Knowles, Hereford Cathedral School, Old Deanery, The Cathedral Close, Hereford HR1 2NG or to [recruitment@herefordcs.com](mailto:recruitment@herefordcs.com)**

The closing date for applications is **10am on Friday 28 March 2025**

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all members of staff and volunteers to share this commitment. Appointments are subject to enhanced DBS clearance and satisfactory employment references and other safer recruitment checks. Further information on the School’s safeguarding can be found on [the school website](#).**

Hereford Cathedral School is committed to being an equal opportunity employer and is determined to ensure that no applicant or employee receives less favourable treatment on the grounds of gender, age, disability, religion, belief, sexual orientation, marital status, or race, or is disadvantaged by conditions or requirements which cannot be shown to be justifiable.

The School retains the right to interview suitable applicants and appoint before the deadline.