

Job Description

Technician (Physics and Engineering)

Responsible to: Head of Faculty (Natural Sciences)

Job Purpose: To provide high quality technical and administrative support to staff and students, specifically in relation to Physics and Engineering.

Key Duties:

Professional Responsibilities:

- Ensure the Physics and Engineering laboratories and storage areas are kept in a clean, safe and ready state, including:
 - Ensuring equipment is maintained regularly and kept in good working order
 - Materials and equipment are stored safely
 - Preparing for practical lessons and clearing away afterwards
 - Ensuring the safe disposal of materials
- Maintain high standards of health and safety, including risk assessments, COSHH assessments, PUWER compliance, PPE management, hazardous substance storage, and equipment inspections.
- Develop and construct simple mechanical, electrical or electronic apparatus for use in practical lessons
- Support Mechanical Engineering practical lessons, including materials, manufacturing, CNC machining, CAD/CAM, hydraulics, pneumatics, and mechanical assembly.
- Prepare and maintain equipment for material testing, hardness testing, beam deflection, spring testing, and engineering measurement/metrology.
- Support Electrical and Electronic Engineering activities, including PCB manufacture, circuit construction, soldering, breadboarding, and fault finding.
- Maintain and calibrate electronic test equipment, such as oscilloscopes, signal generators, power supplies, multi-meters, and sensors.
- Manage Engineering Chemistry practical lessons, including PCB etching, corrosion testing, electrochemical processes, and safe chemical handling.
- Ensure safe chemical management through COSHH compliance, Safety Data Sheets (SDS), chemical storage, disposal, spill procedures, and stock control.
- Assemble, test, calibrate, and maintain engineering apparatus to ensure reliable and repeatable practical experiments.
- Manage workshops and laboratories, including equipment servicing, preventative maintenance, calibration records, stock management, and ordering specialist materials.
- Support the Radiation Protection Supervisor (Schools) in carrying out their role
- Provide technical support to staff & students during practical lessons and assist students with project work
- Provide supervisory cover for teaching staff absence within the curriculum area, if required

Quality:

- Participate in professional development reviews and staff development activities
- Contribute to college and departmental self-assessment/planning

Responsibilities of all staff:

- Promote high expectations of students in and outside the classroom; and promote and safeguard their welfare
- Carry out administrative duties relevant to the post, including maintaining records and providing information/data
- Work within college guidelines and promote college values
- Give due consideration to Health & Safety and Equality & Diversity issues within all activities
- Maintain confidentiality regarding sensitive or personal information
- Carry out other duties as reasonably required by the Principal.

This job description is provided to assist the post-holder in knowing what their main duties are. These duties may be changed as the requirements of the job change.

July 2026