

## ERSKINE STEWART'S MELVILLE SCHOOLS



### PHYSICS TECHNICIAN

Stewart's Melville College is seeking to appoint a full-time, permanent Physics Technician to join the school from 8 August 2022.

ESMS is a vibrant, friendly and welcoming family of schools, set in beautiful grounds in the heart of Edinburgh. We are a diamond school combining a co-educational junior school and sixth form with single-sex senior schools. Our School has always been a pioneer of rounded education. Children's education is underpinned by our nine values: appreciation, commitment, confidence, enthusiasm, grace, integrity, kindness, respect and responsibility. From virtual reality headsets in the classroom to developing one of the first outdoor learning programmes in Scotland, we are always searching for new ways to develop the whole child.

The people that work for us are passionate, pioneering and strive for excellence in everything they do. We value the incredible contributions they make to school life, we invest in their careers and we support their ambitions so that they flourish professionally and personally.

This permanent, full time position is available from 12 August 2022. The salary range is £23,511 to £25,434 per annum which is the ESMS Support Staff F Salary Scales, and the salary appointment will be dependent upon relevant experience.

**The closing date is 12pm on Friday 27 May 2022. We anticipate interviews will take place week beginning 6 June 2022.**

### THE POST

#### **Basic Function**

The Physics Technician supports the teaching staff in the Physics Department and teachers of S1 & P7 Science and ensures that equipment is maintained and is available for use by teachers and students when required.

#### **Accountability**

The Physics Technician is directly accountable to the Head of Physics.

#### **Relationships**

The Physics Technician works closely with both staff and students in an enthusiastic manner in such a way as to promote the positive ethos of the department with regard to the use of practical work to improve teaching and learning in Physics.

## **RESPONSIBILITIES**

### Main duties

- To help teachers with their day-to-day work in providing them with the required equipment from the stores using a shared online ordering system
- To set up and dismantle apparatus (including ICT and interfacing equipment) in laboratories when appropriate
- To design, construct and modify equipment and apparatus for use in experiments
- To maintain and repair apparatus and equipment, to ensure it remains in good order and in a safe condition
- To maintain stock levels and complete purchase orders for final approval by the Head of Department
- To stay up to date on new developments and safety regulations, using new technology where appropriate
- To undertake any other relevant duties required by the Head of Department
- To work closely with the Head of Department in producing an annual departmental budget and monitoring expenditure.

### Routine duties

During the school term:

- To assist with the setting out, assembling, dismantling, clearing away and cleaning of demonstration and class apparatus and equipment in the laboratories
- To make regular safety checks on equipment, e.g. mains leads, Bunsen tubing
- To manage the Department's Radioactive sources in accordance with the most up to date regulations
- In conjunction with the Head of Department, write and review risk assessments for new and existing equipment and experiments
- To repair and maintain apparatus and equipment and construct new mechanical, electrical and electronic apparatus, including the use of soldering equipment
- To unpack and check apparatus, equipment and materials delivered to the Department
- To keep stock and breakage records and to indicate necessary replacements
- To assist the teaching staff and pupils in the use of apparatus and equipment during demonstrations and project work
- Safe Disposal of hazardous substances and electrical equipment
- To update classroom display materials

During the school holidays:

- To check and maintain apparatus and equipment, including liaison with the Estates Department in relation to statutory maintenance, examination and test requirements.
- To replenish materials
- To modify or construct equipment for use in experiments.

## EXPERIENCE, SKILLS AND ATTRIBUTES

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Previous Technician experience covering responsibilities detailed above, or suitable Physics diploma or degree</li> <li>• Demonstrable experience in similar roles including laboratory experience</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in an education environment</li> <li>• Previous Physics Technician experience</li> </ul>
<b>Skills/Abilities/Competencies</b>	<ul style="list-style-type: none"> <li>• Understands and can demonstrate experience of safe working in a laboratory environment</li> <li>• Proficient in the full Microsoft Office package, specifically Word and Excel</li> <li>• Excellent communication skills (orally and in writing)</li> <li>• Experience of building professional relationships with internal and external stakeholders (e.g. prospects and volunteers)</li> <li>• Excellent interpersonal and communication skills (orally and in writing), with an ability to handle sensitive and confidential information</li> <li>• Ability to use initiative, multi-task and prioritise own workload with good attention to detail</li> <li>• Strong planning and organisational skills with the ability to meet deadlines whilst working with conflicting demands</li> <li>• Independent, self-motivated and organised, with an ability to work as part of a team</li> </ul>	
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• High professional and personal standards</li> <li>• Workplace flexibility and a willingness to adapt to change with regards to how and when work is progressed</li> </ul>	<ul style="list-style-type: none"> <li>• Commitment to continuous professional development</li> </ul>

	<ul style="list-style-type: none"> <li>• Commitment to the ESMS values</li> </ul>	
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## THE DEPARTMENT

The Physics Department consists of three full-time teachers, one part-time teacher with a full-time, fully qualified technician in support. It is a well-resourced department with 4 teaching laboratories, 2 prep rooms, 2 storerooms and a technician's room.

Four laboratories are fitted with Promethean ActivPanel.

The department places great emphasis on pupils experiencing stimulating and purposeful practical work to complement the theoretical material. To this end, the department is well-equipped with a wide variety of physics apparatus.

All pupils study Science in S1 and teachers in the Physics Department take a share in this teaching. All pupils study Physics in S2 and a minimum of one science at National 5 level in S3 and S4. The department currently offers Higher Physics in S5 and Advanced Higher in Sixth Form. With Physics being a popular subject choice, the uptake of courses is high and the Department has an excellent record of results in external examinations.

## REMUNERATION AND OTHER CONSIDERATIONS

As an equal opportunities employer, ESMS is committed to the equal treatment of all current and prospective employees and does not condone discrimination on the basis of age, disability, sex, sexual orientation, pregnancy and maternity, race or ethnicity, religion or belief, gender identity, or marriage and civil partnership. We aspire to have a diverse and inclusive workplace and strongly encourage suitably qualified applicants from a wide range of backgrounds to apply and join ESMS.

<b>Role</b>	This is a full time, permanent role available from 8 August 2022.
<b>Hours of Work</b>	The hours of work are Monday to Friday, 8.30am to 4.30pm with 45 minutes unpaid for lunch, totaling a paid working week of 36.25 hours.
<b>Location</b>	The postholder will be based at Stewart's Melville College on Queensferry Road.
<b>Salary</b>	The salary will reflect qualifications and relevant experience. The starting salary will be from £23,511 to £25,434 per annum (ESMS Support Staff F Scales). Salaries are reviewed annually on 1 April.
<b>Holidays</b>	Annual holiday entitlement is 30 days annual leave plus 10 days statutory holiday at Christmas and Easter, when the Schools are closed. The Schools' holiday year runs from January to December.
<b>Pension</b>	The successful applicant will be enrolled automatically into the Merchant Company Stakeholder Pension Scheme.

**Staff Benefits**

Staff are offered a range of benefits including: use of the schools' swimming pool and fitness room, outside school hours and membership of the ESMS Discount and Benefits Scheme, including a range of discounts at 130,000 retail and entertainment locations. Staff with children at the Erskine Stewart's Melville Schools are entitled to a tuition fee discount of 50% from Nursery to Sixth Form.

**APPLICATION PROCEDURE**

Applicants must complete the Support Staff application form and Equal Opportunities Monitoring form to be considered for this position. Please note CVs and cover letters will not be accepted. Please submit both forms to [recruitment@esms.org.uk](mailto:recruitment@esms.org.uk) before the closing date.

Any enquiries should be directed to Laura McMurray at [recruitment@esms.org.uk](mailto:recruitment@esms.org.uk) or by phone on 0131 347 5867.

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