THE WALLACE HIGH SCHOOL
TEMPORARY PART TIME PHYSICS TECHNICIAN

From 4 January 2027 for the duration of the permanent postholder's maternity leave

JOB DESCRIPTION

HOURS OF WORK: 20 hours per week, term time (38 weeks)
8.30am – 12.30pm, Monday to Friday

SALARY: NJC SCP 17-20 (£31,022 - £32,597) pro rata

GENERAL INFORMATION

The Wallace High School is a co-educational, voluntary grammar school founded in 1880. The annual intake of pupils into Year 8 is 170 and there are over 300 students in the Sixth Form. Wallace students achieve very high standards in external examinations and avail of a range of co-curricular and extra-curricular opportunities facilitated by the staff of the school with the vast majority progressing to university. Our staff work as a team; our aim is each to make a difference in the lives of our young people. We offer three Sciences at GCSE and A 'level- Biology, Chemistry and Physics. The 3 Departments work independently, each have their own Head of Department, but colleagues support and help one another, and our students, as required, across Departments.

Job Purpose:

To assist all teaching staff in providing pupils with a relevant and effective learning experience and ensure high levels of achievement in the subject area.

Person Specification:

- Excellent organisational skills
- Ability to work effectively in a team and alone
- An interest in the subject
- Interest in and willingness to work with young people
- A flexible and person-centred approach
- A willingness to continue to learn and develop based on the needs of the school.

Main Duties:

1. Preparation of resources for all classes including the setting up, testing, demonstrating and dismantling of suitable resources as per agreed schemes of work.

2. Collect, clean and store equipment and materials in designated storage areas.

3. Ensure items are maintained in a state of 'ready for use and noting what needs to be ordered/replaced /repaired, reporting any unsafe equipment to Head of Department.

4. Dispose of used materials in a safe and approved manner.

5. Ensure that mandatory and/or statutory checks of materials and equipment are carried out by qualified personnel.

6. Ensure no unauthorised person has unsupervised access to equipment and materials when not in use.

7. Advise on health and safety issues in relation to the use of equipment.

8. Administrative tasks associated with the area of work.

9. Maintenance of an inventory/records of departmental resources.

10. Assistance in the ordering/purchasing, receiving, checking, storing and distribution of resources.

11. The management of any preparation areas or rooms.

12. Term time contracts will include the days that teaching staff are working in school, i.e. Baker Days and Staff Development Days. The Head of Department will allocate work for Technicians on these days and/or agree for the time to be used for the completion of professional development modules.

13. Technicians will be expected to work in classrooms once the equipment has been set up, to support the work of the teachers and the learning of the students.

14. An annual inventory of resources is to be kept and updated in June of each year. The Technician will be responsible for the regular update of any Risk Assessment specific to the work of the subject and advise the Head of Department accordingly.

15. Technicians will routinely support one another, cover for one another during absence (as deemed suitable and safe by the Senior Teacher Line Manager) and actively support the induction of new Technicians.

16. Any other duties as required.

Recruitment Criteria:

Essential:

- Minimum GCSE A*-C in Mathematics and English Language or level 2 equivalent
- GCSE Grade A*-C in GCSE Science or other level 2 equivalent
- Good ICT skills.

The Board of Governors reserves the right to enhance the essential criteria for the purposes of shortlisting as necessary.

APPLICATIONS

It is preferred that application forms are emailed in Word format to recruit@wallacehigh.net. An acknowledgement will be sent by return of email. Applicants should ensure that they indicate clearly on their application form how they meet the criteria.

The closing date for receipt of application forms is **12.00 noon on Wednesday, 18 November 2026.**

Fair Employment and Treatment (NI) Order 1998

EQUAL OPPORTUNITY STATEMENT TO ALL EMPLOYEES

The policy of the Board of Governors is to provide equal opportunities for all job applicants and employees.

All appointments and promotions are made on merit. The School does not directly or indirectly discriminate on grounds of religious belief, political opinion, race, gender, sexuality, marital status or disability.

To ensure that selection procedures are consistent and seen to be fair by all employees and job applicants, job descriptions and personnel specifications are used; the main duties and necessary requirements for any vacant post are clearly defined.

All vacancies are advertised. All applicants are initially required to complete an application form which, where applicable, is accompanied by a request for a voluntary unsigned statement on community background for the collection of equal-opportunity data. This request form is not included as part of the formal application but is retained separately and has no influence on any employment decision. Where short-listing is appropriate to the filling of the vacancy, interviews are offered on the basis of job-related criteria; written assessments, with reasons for acceptance or rejection, are retained for a period of one year on each individual interviewed.

The School maintains a neutral working environment in which no employee, pupil or visitor should feel embarrassed, threatened or intimidated because of his/her religious belief, political opinion, race, gender, sexuality, marital status or disability. The display by an

employee or pupil of flags, emblems, posters or graffiti or the circulation of any material or any activity whatsoever likely to give offence or cause apprehension among particular groups is therefore prohibited. All members of the school, staff and pupils alike, are expected to contribute positively to the maintenance of good community relations. Employment contracts make clear that any break of equal-opportunity practice is regarded as a disciplinary offence.

The Board commits itself to keep under review the operation of its equal-opportunity policy, as specified in Article 55 of the Order, to take account of changing circumstances, adopting, where necessary, appropriate affirmative action measures to ensure the provision of equality of opportunity and fair participation for all sections of the community.