



INFORMATION FOR APPLICANTS

Science Technician

Scale 4 (Points 7-11)

**£22,989 - £24,503 actual salary per annum
(£26,403 - £28,142 FTE)**

37 hours per week

(Mon-Thu 8am-4pm & Fri 8am-3:30pm)

Term Time Only Plus INSET Days (39 weeks)



Dear Candidate



Welcome to All Saints Academy Dunstable.

As I enter into my tenth year as Principal I feel extremely proud to have worked with the local community in transforming this Academy. When I joined in 2015 the Academy was in a category of Serious Weaknesses, and although the improvement journey has not always been smooth, our most recent Ofsted in November 2024 has judged that Personal Development is **Outstanding**, and Behaviour, Sixth Form and Leadership are all **Good**. Historically exam results have been below national average however the recent upward trajectory fills us with confidence that the Quality of Education will soon also reach a good standard.

The following extract from our recent Ofsted report demonstrates how the Academy's strong Christian ethos is driving improvements:

"Pupils enjoy attending All Saints Academy Dunstable. It provides an exceptional range of opportunities that raise pupils' aspirations, develop their character, and broaden their interests.

The school's ethos is at the heart of its exemplary approach to developing pupils' personal qualities and their sense of right and wrong. Pupils fully understand the importance of diversity and respect for all. They embody this in how they treat each other around school. Pupils look out for and help one another. This is because the school is exceptionally inclusive in its culture and approach to teaching difference. It ensures, for instance, that all pupils, including those who are disadvantaged, participate in the rich 'electives' offer, trips and visits."

In December 2024 we had a SIAMS inspection which was again very positive about the work of the Academy and the following strengths were noted:

"The school community greatly value the school's vision, with its focus on dignity and aspiration. It is an appropriate Christian response to the complex context of the school.

Leaders work tirelessly to ensure that the school vision is made real through their strategic and day-to-day decisions. As a result, both adults and students flourish. The meticulous mapping of collective worship alongside the curriculum ensures that students' spiritual and character development are given priority. This enables them to develop as reflective and well-considered young people.

All Saints Academy is a community where adults and students treat each other with dignity and kindness. This means that students, particularly those who are vulnerable, have a fulfilling time at the school.

Students know that their voices are heard by adults at the school. As a result, they grow into a quiet assurance, which enables them to discuss issues with dignity and good humour.”

We now need to ensure that all areas of Academy life become Outstanding. We are highly ambitious for everyone and fundamentally believe students should not have ceilings placed on their ability. We welcome teachers and associate staff who believe in having the highest academic expectations for all our students.

If you feel you want to be part of our journey to be an outstanding academy and have a genuine desire to make a difference to children’s outcomes, then please apply for this post. We firmly believe that visiting a school is key to deciding whether you should apply for the role, so please wherever possible contact the school to make an appointment to look around.

I look forward to meeting you.

Yours sincerely

Liz Furber
Executive Principal

INFORMATION ABOUT THIS VACANCY

At All Saints Academy our vision is “Living Well Together with **Dignity, Faith** and **Hope**”. We strive for excellence in all that we do, enabling our students to transform their lives and to hope for happy and successful futures. Our vision translates into our everyday practice and our values are particularly relevant in ensuring all in our community are encouraged to strive for excellence.

We are seeking to appoint a conscientious and dedicated Science Technician to join the academy. The successful candidate will be responsible for preparing and maintaining science equipment for practical based lessons. They will have a good understanding of science subjects and ideally already in a Science Technician post or similar role. They will have excellent organisational skills as responsibilities include maintaining equipment, setting up experiments, ordering and maintaining budgets and more.

All Saints Academy is a fantastic school in which to work, with exemplary relationships at all levels. All staff and students are valued highly. We have a first class commitment to developing individuals and working with others to reach their full potential.

ACADEMY FACILITIES

We are proud of our building and facilities. Our classrooms are bright, our corridors wide and spacious, and our learning environment is calm. You will see an abundance of colour, high ceilings and lots of natural light. All classrooms are equipped with an Interactive Whiteboard.

Across the Academy as a whole, the accommodation includes:

- Five Science labs
- Six Maths classrooms
- Five English classrooms and a Lecture Theatre
- Four Humanities classrooms
- Further rooms for the teaching of Business Studies and ICT
- A Modern Library with 30 computers
- A Modern Hall with tiered seating
- Specialist rooms for each of Art, Dance, Drama, Food, Media and Music and a Recording Studio
- An amazing Sports Hall and a Sports Exercise Room
- 3G All Weather Pitch and Multi Use Games Area
- The Inclusion Bungalow
- Management Suite
- Spacious staff room
- Separate Departmental staff workrooms

BENEFITS

Benefits of working at the academy include:

 Training & support	 Generous pension schemes (TPS & LGPS)
 Free Car Parking	 Access to Occupational Health Services (where required)
 Free access to the gym	 Staff social committee
 Employee Assistance Programme	 Regular staff well-being initiatives

JOB DESCRIPTION

SCIENCE TECHNICIAN

Responsible to:

Head of Science

Hours/Weeks:

37 hours per week, 8am – 4pm Monday – Thursday and 8am – 3:30pm on a Friday. Term time only plus INSET days.

Core purpose:

To maintain and prepare equipment and materials in the Science Department ensuring a safe and secure environment, effective use of resources and enabling high quality teaching and learning. To provide technical support to staff and pupils on the safe use of chemicals. To ensure work areas are tidy, arrange apparatus and equipment as appropriate.

Job description:

The job description will be reviewed regularly with the post holder, to reflect or anticipate changes in the job, commensurate with the salary and area of responsibility.

Specific Responsibilities:

- **Equipment maintenance:** ensure the departmental equipment is maintained. Ensuring that teachers have scientific equipment and instruments which are fully functioning. This includes organisation of and preparing and setting up equipment for experiments and conducting routine maintenance activities.
- **Experiment assistance:** assisting teachers in a non-teaching capacity in carrying out experiments by scheduling and monitoring the preparation and organisation of materials, chemicals and specimens.
- **Safety protocols:** train colleagues in relation to safety protocols and guidelines in the laboratory, ensuring that all activities are conducted in a safe and compliant manner. Responsible for proper handling, storage and disposal of hazardous materials. To ensure safe disposal of chemicals and broken equipment.
- **Stock:** manage laboratory supplies, keep track of stock levels, ensure the ordering of necessary items and maintain records of equipment and consumables within the expectations of the academy financial handbook and budget requirements. To maintain stationery and exercise books across all prep rooms.
- **Documentation:** ensure the appropriate documentation of experimental procedures, results, and observations accurately. To assist in the preparation of reports and presentations. This is a key role in the event of an accident due to the use of chemicals or equipment in the area. To maintain appropriate records, statistics, and filing systems in accordance with stated requirements.

- Quality control: responsible for leading on quality control and assurance processes, ensuring adherence to established standards and protocols (e.g. CLEAPSS). To conduct full risk assessments using CLEAPSS guidelines on all chemicals and equipment being used and apply confidently to the handling and disposal of components being used.
- Collaborative work: collaborate with teachers, and other staff in the academy to support scientific preparation, classroom demonstrations and educational activities.
- Budget: support teachers with their requisition needs, in line with departmental budget. This includes the management and resolution of issues linked to unreasonable requests or timelines from teaching staff. To liaise with the Head of Science in preparation for the ordering of equipment and to always ensure best value of public funds.
- Health and Safety: to liaise with the Site Manager regarding Science Laboratory Maintenance, Upgrades and Risk Assessments. To support the first aid rota on a weekly basis across the Academy and to keep a record of first aid box usage and supplies – plasters, wipes etc.
- Stock: responsible for annual stock take and deep clean of the Science Prep Room.
- Curriculum: keep up to date with curriculum developments within the areas of the post holder's responsibility.

General duties and responsibilities:

- To ensure textbooks are in good repair
- To file information as necessary
- To photocopy documents
- To source materials needed for timetabled lessons
- To attend and participate in relevant meetings as required
- To assist with school trips and visits, if required
- To support the weekly first-aid rota for the Academy
- To book any room changes and communicate with team for practical's to go ahead i.e. laboratory-classroom swap or when gas isn't working in a certain laboratory
- To source materials for science fair, lunch time clubs
- To log and notify problems in any laboratories to site team
- To ensure all amenities are switched off after they are used in all laboratories after the practical is finished
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support differences and ensure equal opportunities for all
- Play a full part in the life of the Academy community, supporting its mission and ethos, to include Electives and duties.
- Appreciate and support the role of other professionals
- Participate in training and other learning activities and performance development as required
- To support, uphold and contribute to the development of the Academy's Equality policies and practices in respect of both employment issues and the delivery of services to the community.

- Be aware of the school’s duty of care in relation to staff, students and visitors and to comply with the health and safety policy at all times
- Establish and maintain positive, constructive and professional working relationships with staff, visitors, students, parents and other professionals of the school
- Be aware of and comply with the code of conduct, regulations and policies of the school
- Develop self within the post, undertaking training/appraisal as appropriate to ensure that relevant knowledge and skills are updated in order to support school development
- Uphold the high standards of the Academy in all communications
- Promote the Academy’s policies.
- Undertake any additional duties or reasonable requests required by the Executive Principal or his/her representative
- To carry out all duties with due regard to the policies of the Academy

I confirm that I have read and I understand my new job description.

This job description does not form part of the contract of employment. It describes the way the post holder is expected and required to perform and complete the particular duties as set out in the foregoing paragraphs. The job description will be reviewed at least once a year and it may be subjected to modification or amendment at any time after consultation with the holder of the post.

..... Post holder Date	
..... Line Manager Date Position

Safeguarding

Because of the nature of this job, it will be necessary for an enhanced criminal record disclosure to be undertaken. Therefore it is essential that any pending charges, convictions, bind-overs or cautions are disclosed. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders 1974 (exemptions) (amendments) order 1986. Therefore applicants are not allowed to withhold information about convictions which for other purposes are ‘spent’ under the provision of the Act. And in the event of employment being taken up, any failure to disclose such convictions will result in dismissal or disciplinary action by the school. The fact that a pending charge, conviction, bind-overs or caution has been recorded against you will not necessarily debar you from consideration for this appointment. Teachers and Associate Staff are accountable for the way in which they exercise authority, manage risk, use resources and protect students from discrimination and avoidable harm. All staff, whether paid or voluntary, have a duty to keep young people safe and to protect them from physical harm. When an individual accepts a role that involves working with children and young people they need to understand and acknowledge that the responsibilities and trust are inherent in that role.

PERSON SPECIFICATION

Science Technician

	Essential	Desirable
Education/Qualifications	<ul style="list-style-type: none"> • At least five A*-C/9-5 GCSEs including English, Maths and Science (or equivalent) • Knowledge of COSHH and CLEAPS guidelines 	<ul style="list-style-type: none"> • First Aid trained • Additional relevant professional qualifications in either Biology, Chemistry or Physics
Experience	<ul style="list-style-type: none"> • Experience of managing resources, materials, and equipment including their maintenance and compliance with relevant Health and Safety at Work provision • Experience of working in a school environment as a Science Technician 	<ul style="list-style-type: none"> •
Knowledge, Skills and Aptitudes	<ul style="list-style-type: none"> • Scientific knowledge: strong understanding of scientific principles and concepts relevant to the specific field of science being supported. This may include knowledge of biology, chemistry, physics, or other scientific disciplines • Proficiency in performing laboratory techniques, such as conducting experiments, using scientific equipment, handling chemicals, and following safety protocols. • Ability to analyse and interpret scientific data accurately, using appropriate methods and software. • Excellent IT skills including word and excel with a willingness to learn new school systems • Ability to develop constructive working relationships with others • Strong verbal and written communication skills. Ability to convey complex scientific information clearly and concisely 	<ul style="list-style-type: none"> • Sound knowledge of the National Curriculum requirements

	<ul style="list-style-type: none"> • Ability to plan and organise workload to meet conflicting work demands and deadlines • Attention to detail is crucial for recording and documenting experimental procedures and results accurately • Knowledge of child protection and comprehensive understanding of health and safety regulations and protocols within a laboratory setting • Adherence to proper safety procedures and protocols to ensure a safe working environment for all • Experience of managing a budget and successfully, managing public funds and in particular managing the expectations of more senior staff in relation to available finance or budgets. 	
Personal Qualities	<ul style="list-style-type: none"> • Resilience and optimism; willing to go the extra mile in the busy life of the school • Team-working abilities • Initiative, drive and commitment to ongoing improvement • Ability to multitask and to meet deadlines • Ability to remain calm under pressure • A desire to keep skills and knowledge up to date • Commitment to safeguarding and child protection • Understanding of the requirements of data protection and disclosure of information 	
Motivation	<ul style="list-style-type: none"> • Willingness to undertake further training as appropriate 	<ul style="list-style-type: none"> • An understanding of the Academy's ethos
Other	<ul style="list-style-type: none"> • Commitment to safeguarding the welfare of young people in the Academy • A satisfactory Enhanced Disclosure from the DBS • Willingness to adjust working arrangements to meet day to day service demands with flexibility 	

TIMELINE FOR RECRUITMENT PROCESS

Closing date for applications: Monday 13th April 2026 at 9:00am

Interviews: As soon as possible

Start Date: As soon as possible

HOW TO APPLY

Please apply by completing the online application form via MyNewTerm. Please note we do not accept CVs or applications submitted through email. Applications will be shortlisted throughout the process and we may interview and close the advert early if we are in a position to recruit a suitable candidate. We therefore encourage interested candidates to apply early.

REFERENCES & PRE-EMPLOYMENT CHECKS

We will seek references for candidates after the shortlisting process which may include approaching previous employers for information to verify particular experience or qualifications.

The first referee should normally be your present or most recent employer. If you are currently working in education this should be your Headteacher or equivalent person. Please ensure your referees are aware of your application as references will be obtained prior to interview where applicable.

In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

In accordance with our statutory obligations under Keeping Children Safe in Education we are required to conduct an online search as part of our due diligence on shortlisted candidates. This may help identify any incidents or issues that have happened, and are publicly available online, which we may want to explore further with you. Further information on online searches can be found in paragraph 225 of Keeping Children Safe in Education.

CONDITIONAL OFFER – PRE-EMPLOYMENT CHECKS

Any offer to a successful candidate will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least 2 satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Satisfactory Enhanced DBS with Children's Barred List Disclosure
- Section 128 check (where required)
- Prohibition Check (where required)
- Verification of professional status such as QTS Status, NPQH (where required)
- Completion of Employee Health Declaration
- Satisfactory completion of the 6-month probationary period
- Where the successful candidate has worked or been resident overseas in the previous 10 years, such checks and confirmations as may be required in accordance with statutory guidance