



Samuel Whitbread Academy Application Pack

Science Technician





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INTRODUCTION

Welcome to Samuel Whitbread Academy and the Bedfordshire Schools Trust. Thank you for expressing an interest in our current vacancy.

We have collated this application pack to provide you with all the information you should need to enable you to apply for this role.

However, if you would like any further information or would like to make a visit to our academy, please contact:

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Samuel Whitbread Academy

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www.samuelwhitbread.org.uk



ABOUT BEST

The Bedfordshire Schools Trust (BEST) is a multi-academy trust providing exceptional education across our community of 11 schools and five nurseries.

Since forming in 2016, we have grown significantly into one of the largest trusts in the county. We now educate 8,000 children across the area, from nursery age to advanced level study, and have over 1,000 members of staff.

It is our aim to grow the BEST in everyone, and everything we do is driven by our values. We will:

- Always put children first
- Collaborate to support and compete to challenge
- Provide community-based provision
- Have the courage to be compassionate

Our aims can only be achieved if we recruit, retain and develop the highest quality workforce – and we want those we employ to be valued in the workplace.

As a single employer, we are able to offer all our staff a fantastic range of benefits, including an excellent working environment, opportunities for career development and training, and discounts and deals that will help save you money.

Full details can be found in our BEST People staff benefits brochure, available for download from our MyNewTerm careers page, or on our website at www.bestacademies.org.uk/jobs

The formative years of BEST have been a real success story – and we are looking forward to an exciting future, too.



ABOUT SAMUEL WHITBREAD ACADEMY

Samuel Whitbread Academy is a large, rural upper school with approximately 1,700 students including a Sixth Form approaching 450 students. The school is situated on the outskirts of the town of Shefford, in Bedfordshire, and has all the variety and energy of a fully comprehensive secondary school.

In our most recent Ofsted report (March 2023), we were judged as Good by inspectors. We are committed to continuing our journey to reach Outstanding and are constantly striving to develop our practice and raise outcomes.

The size of the Academy and membership of BEST means that opportunities available to staff are incredibly varied and wide-ranging. We have a growing reputation for developing an exciting and innovative culture of research within the Academy and believe high quality CPD for staff and a focus on workload and wellbeing results in confident, compassionate and happy staff who strive to do their BEST.



HOW TO APPLY

We use an application form, rather than asking for CVs, for most vacancies. This ensures all applicants present their information in the same standardised format and tell us only what we need to know.

Apply online via the MyNewTerm website at www.mynewterm.com before the closing date.

Closing date:	Midnight on Wednesday 2 nd September 2026
Interview date:	Anticipated to be week commencing Monday 7 th September 2026 (date and time to be confirmed)

BEST is an equal opportunities employer and we are committed to encouraging equality, diversity and inclusion among our workforce.

We are committed to safeguarding and promoting the welfare of children. All offers of employment will be subject to satisfactory pre-employment checks and references, including enhanced Disclosure and Barring Service (DBS) clearance.

Strictly no agencies.

We look forward to receiving your application.



JOB DESCRIPTION

Job Title	Science Technician
Based at	Samuel Whitbread Academy
Salary/Grade Range	NJC Scale 2C Points 4-5 pro rata (FTE £25,185.00 - £25,583.00 pro rata; actual £14,816.00 - £15,050.00 per annum. Pay award pending)
Responsible to	Senior Science Technician / Head of Science Department
Hours	25.00 hours per week (Monday, Tuesday, Thursday and Friday), term time only including 5 designated staff training days
Liaising with	Teaching/support staff and students

Purpose of Role

To provide technical and practical support to the Science Department. This role will involve preparing equipment and chemicals for practical lessons.

Duties and Responsibilities

- Working under the instruction/guidance of the Senior Science Technician/Teachers.
- Ensure that equipment, chemicals and specimens are prepared for practical lessons and examinations, including constructing and setting up equipment as required.
- To assist with in-house repairs of laboratory equipment when it is appropriate to do so.
- Prepare documentation required for lessons, as requested by Teachers. This may involve retrieving, manipulating and saving computer files and photocopying.
- Provide text books and laptops as booked by Teachers.
- Assist in providing resources needed for cover lessons.
- To assist in organising the distribution of exercise books, and to give out stationary as required.
- Ensure that Laboratories and the Prep Room are kept clean and tidy and that Laboratory safety regulations are met, including checking equipment for safety, cleaning and sterilising equipment and



apparatus and advising students on safety aspects of particular experiments.

- Communicate with teaching staff and the Senior Science Technician over the design and construction of apparatus, preparation of lessons; keep abreast of changes to requests.
- Assist the Senior Science Technician/Teachers in testing and refining experiments.
- Provide Teachers and students with minor resources as they may be needed during lessons.
- Under the guidance of the Senior Science Technician, dispose of chemicals, petri-dishes and biological specimens, observing appropriate safety and environmental considerations.
- Make up and ensure adequate supplies of standard solutions and other agents.
- Provide care for plants (and potentially animals) kept within the Science Department.
- Monitor supplies of stock and inform line manager when further supplies of apparatus or materials are required; check goods delivered against orders, if needed and store appropriately; assist in stock-taking and inventory checks.
- Assist the Senior Science Technician in creating purchase orders. Assist in buying in resources from local shops.
- Assist in entering records of poisons, inflammable liquids, alcohol and radio-active materials, in accordance with school policy and statutory requirements and ensure all materials are correctly labelled.
- Record breakages and loans, in accordance with school policy.
- Assist with department filing.
- Assist staff and students in the Laboratories, including demonstrating equipment and experiments as required.
- Deliver and collect equipment and chemicals around the Science Department.
- Clean equipment and return to its correct storage.
- Help to maintain a tidy working environment.
- Assist in end of year checks of the laboratories.
- Maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.

Please note, while every effort has been made to explain the duties and responsibilities of the post, each individual task undertaken may not be identified.

Employees will be expected to comply with any reasonable request from the BEST Principals to undertake work of a similar level that is not specified in this job description.



PERSON SPECIFICATION

Job Title: Science Technician

Attributes	Essential	Desirable
Education & Qualifications	- GCSE grade 4/C in Maths and English or equivalent qualification - Good standard of literacy and numeracy	- Degree in a Science based subject - A-Levels or equivalent in Science
Professional Experience	Experience of working with in a busy environment	- Experience of working in a laboratory - Experience of working as a Science Technician in a laboratory environment - Experience of working with scientific equipment and chemicals - Experience of working with children /young adults
Professional Knowledge, Skills and Understanding	- Ability and willingness to develop common laboratory skills - Knowledge and interest in Science - Able to plan and prioritise workload - Competent with Microsoft Office packages and photocopiers - Able to assist with planning Science activities - Willing to be trained in new laboratory techniques, if necessary	- Able to undertake filing - Ability to repair equipment - Further ICT skills - Ability to prepare solutions - Trained in some common laboratory techniques - Working understanding of health and safety in the laboratory
Personal Qualities	- Able to work with minimal supervision - Willing to work as a member of a team - Good interpersonal skills including the ability to communicate well with adults and young adults - Good attention to detail - Flexible approach - A commitment to equality principles and practices - Can work well in a busy environment	



Physical	• Ability to perform all the physical duties and responsibilities of the post.	
Other	• Willingness on rare occasions to adjust working arrangements • Willingness to acquire First Aid Qualification • Knowledge of relevant safeguarding/child protection • legislation and best practice in regulated activity • Value and respect the views and needs of children and young people • Appropriate DBS clearance (before the post is taken up)	

We are committed to the safeguarding and promotion of children's welfare and offers of employment are subject to DBS clearance

