



COCKBURN
MULTI-ACADEMY TRUST
TRANSFORMATION TO EXCELLENCE



We're Hiring

Recruitment Booklet Science Technician

COCKBURN SCHOOL 
Specialist status in the Performing Arts Learning for Life

COCKBURN JOHN CHARLES ACADEMY 
Learning for Life

COCKBURN LAURENCE CALVERT ACADEMY 
Learning for Life

COCKBURN INGRAM ROAD ACADEMY 
Learning for Life

FOOTSTEPS
to success



MIDDLETON PRIMARY SCHOOL



COCKBURN REACH ACADEMY 
Learning for Life

 **MINDFUL EMPLOYER**



0113 271 9962



recruitment@cockburnmat.org



www.cockburnmat.org

Job Description

Post:	Science Technician
Required:	September 2026
Pay scale and salary:	BC3 SCP 7-11
Contract Type:	Permanent
Hours of work:	Full time, 37 hours per week term time only plus 10 additional training days

Reporting to: Subject Leader of Science

Overall purpose of the post:

The Science Technician would be expected to organise, deliver and develop technical services to the science department in order to support the teaching of a range of science subjects.

Maintaining the delivery of technical services, including:

- Ensuring the maintenance of a system for notification of practical requests, with appropriate notice periods and feedback to teachers on availability, co-ordinating requirements for lessons
- Preparation, assembly, setting up and testing of materials, components, apparatus, tools and equipment and ensuring their retrieval and clearing away after use
- Overseeing and / or carrying out demonstrations when required
- Ensuring the requirements for practical examinations / assessments are met, including attending practical examination previews if appropriate
- Providing technical advice and assistance to teachers, technicians and students, including assistance in practical classes where appropriate
- Constructing and / or modifying simple apparatus using basic workshop skills
- Ensuring the maintenance and repair of apparatus and equipment either by staff or contractors, including annual insulation and earth bond testing of mains electrical equipment and annual monitoring of fume cupboards as required by COSHH legislation
- Maintaining accurate records of all maintenance, repair and testing carried out
- Locking up laboratories and stores and securing equipment when not in use
- Contributing to the systems for determining, monitoring and maintaining stock levels of apparatus, equipment, chemicals and other materials to meet the needs of science
- Arranging the collection of specimens for curriculum purposes
- Ensuring correct use and simple maintenance of audio visual aids specific to the science department
- Maintaining and ordering science consumables electronically (civica)

Assisting teaching staff in identifying needs generated by the curriculum including:

- Participating in the development of the science department's practical and technical facilities to meet teaching / learning needs
- Identifying equipment needs in consultation with teaching staff and participating in the selection of new items; advising on best-value suppliers
- Maintaining awareness of recent scientific and educational developments; advising teaching staff of the technical requirements raised by the curriculum and identifying in conjunction with teaching staff the technical support needs generated by curriculum development
- Providing administrative support for the Subject Leader to administer science specialist status as directed
- Assisting with reprographics needs for the department for science assessments

Ensuring compliance with the health and safety regulations, among others, matters relating to COSHH, Health and Safety at Work Acts, Electricity at Work Regulations. Ensuring compliance with the Authority's regulations and departmental policies, including:

- Contributing to the monitoring systems for the safe storage of equipment, apparatus and materials, including chemicals
- Arranging for the disposal of waste laboratory materials, including chemical and biological waste
- Ensuring satisfactory maintenance of laboratories, storage rooms and preparation rooms and liaison on safety and relevant legal requirements
- Ensuring that apparatus, equipment and tools are appropriately maintained and issued
- Provision of advice and assistance to staff on safe working practices and problems relating to health and safety, in particular on the use of apparatus and equipment
- Ensuring that standardised risk assessments are available and that all staff are aware of their location; maintaining a resource bank of safety information
- When trained, first aid treatment of minor laboratory injuries and maintenance of first aid equipment in laboratory areas

This job description may be subject to change, following consultation between the post holder and the Academy/School.

Person Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

QUALIFICATIONS	Essential	Desirable	MOA
Grade C or above in both English and Maths, or equivalent	*		A/Q
A recognised qualification in Science at A Level or above		*	A/Q
A sound work knowledge of Health and Safety Regulations (COSHH)	*		A/Q/S
KNOWLEDGE/SKILLS	Essential	Desirable	MOA
Strong administration skills	*		A/R/S
Awareness of standard procedures e.g. titrations and making up standard solutions	*		A/R/S
Confident basic user of ICT	*		A/R/S
Good planning and organisational skills and a flexible approach to the management of work (the ability to prepare all levels of chemistry/biology/physics practical following the COSHH regulations)	*		A/R/S
Excellent communication skills both written and oral and the ability to communicate effectively with staff and students	*		A/R/S
EXPERIENCE	Essential	Desirable	MOA
Experience of working in a school environment		*	A/R/S
Previous technical science / laboratory experience, i.e. management of stock control and keeping records	*		A/R/S
PERSONAL QUALITIES	Essential	Desirable	MOA
Ability to work as part of a team, on own initiative and with resilience	*		A/R/S
Self-motivating with the ability to multi-task	*		A/R/S

Good interpersonal skills and the ability to enthuse and motivate others	*		A/R/S
Willingness to undertake first aid training	*		S
Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.			
This role is subject to a six-month probationary period and satisfactory enhanced DBS check. As one organisation Cockburn Multi-academy Trust expects all its employees to work across any academy within the trust as and when required.			
Cockburn MAT is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage, or civil partnership.			
METHOD OF ASSESSMENT (MOA)	A =	Application Form	
	Q =	Qualification	
	R =	References	
	S =	Selection Process	

COCKBURN

CAREER PATHWAYS

What job roles am I interested in?

Pastoral

Safeguarding Officer, Family Support Worker, Early Intervention Therapeutic Worker, Attendance Outreach Worker, Outreach Co-ordinator, Early Intervention Worker Assistant SENCO, Head of Year

Facilities

Cleaner, Cleaning Supervisor, Caretaker, Caretaker, Site Manager, Premises Assistant, General Kitchen Assistant, Senior Catering Assistant, Catering Supervisor, Catering Manager

Data/technical support

Reprographics, Data Assistant, Data Manager, Trust Data and MIS Officer, IT Technician, Senior IT Technician, IT Manager

Operational

Receptionist, Administrator, Office Manager, School Business Manager, Personal Assistant to Head of School/ Executive Headteacher, Exams Officer, Finance Assistant, Finance Officer, Trainee Accountant, Finance Manager, HR Manager, Head of HR, Deputy Chief Operating Officer, Chief Operating Officer

Classroom support

Midday Supervisor, Before/After School Club Assistant, Playworker, Nursery Assistant Child and Family Practitioner Behaviour & Learning Inclusion Practitioner, Teaching Assistant, Learning Mentor, Cover Supervisor, HLTA, DT/Art/Food/Science Technician LRC Coordinator

Routes into teaching

QTS, QTLS, PGCE, SCITT, School Direct Teach First, Teaching Apprenticeship, Straight to Teaching

What career path should I take?

Ongoing training and development

PDD Days, annual updates, staff briefings, departmental specific training, away days

What qualifications do I need to reach my goal?

GCSEs, A Levels, NVQs, diploma, foundation degree, PGCE, QTS, ECT, Level 3 TA, CIPD, accountancy, H&S, NEBOSH, computing and IT, apprenticeship

Annual appraisal

CPD, training and development, career aspiration conversations, succession planning

Training for new starters...

Staff induction, statutory training including child protection and safeguarding, online safety, data protection, school policies, behaviour management

What internal training may there be available?

Shadowing, acting up, secondments, mentor support, volunteering, associate roles

How do I find out more about job roles?

Job adverts/website, line manager, careers officer, departmental heads, teacher training lead, HR

Smart clinic resources

Self-care and personal development

National College resources

Teaching and learning, pedagogy. SEND, admin, finance, staffing, recruitment, facilities, H&S

Our values and ethos

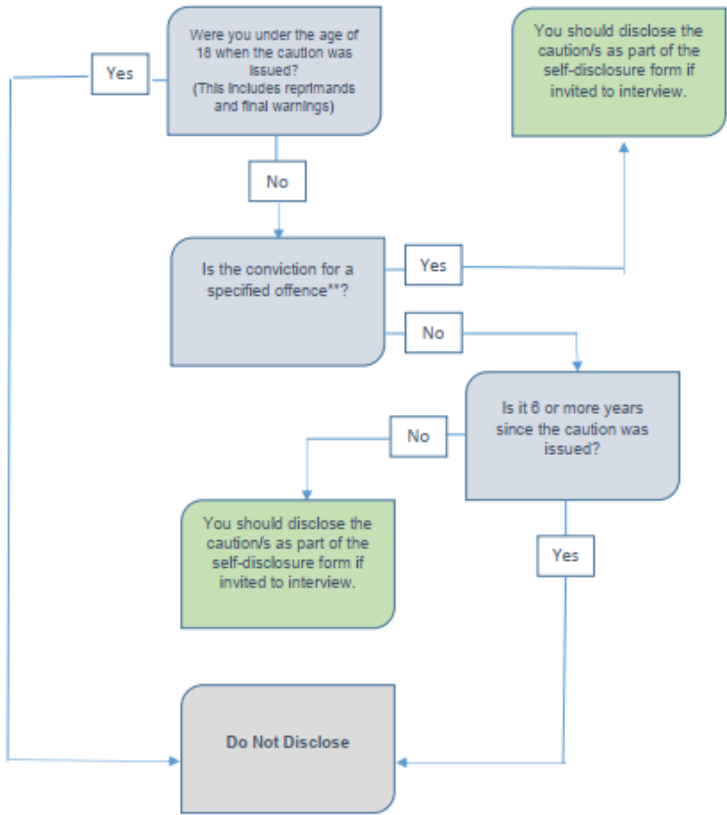
Equality, diversity and inclusion, high quality professional development, internal coaching and individual CPD rewarding jobs, lifelong learning, growth mindset, work life balance, flexibility

SUPPORT STAFF



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Disclosure of a Caution
(this includes reprimands and final warnings)



**<https://www.gov.uk/government/publications/dba-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

Disclosure of a Conviction
Please work this through for each conviction you have separately even if they were part of the same legal proceedings

*https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/935747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf

**<https://www.gov.uk/government/publications/dba-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

