

Buxton Community School



WELCOME TO BUXTON COMMUNITY SCHOOL



Welcome to our school, part of the Embark Federation.

We are proud to be part of a family of 29 schools across Derbyshire who believe that by working together we can create schools that stand out at the heart of their communities. Our Trust is guided by four core values – Family, Integrity, Teamwork and Success – which underpin everything we do and shape the experiences of both our students and staff.

At Buxton Community School, we are ambitious for every young person and every member of staff. We believe education should be academically rigorous, personally enriching and genuinely transformative. Our shared purpose across Embark is simple but powerful: Love Learning, Love Life.

Situated in the heart of the Peak District, Buxton Community School is a thriving and ambitious 11–18 secondary school serving over 900 students. As a key educational provider within our community, we are committed to delivering exceptional teaching, outstanding pastoral care and a broad curriculum that enables every young person to thrive from Key Stage 3 through to Sixth Form.

Our culture is built on high expectations, positive relationships and a commitment to ensuring that every student feels valued, supported and challenged. Through our core values of Ready, Respectful and Safe, we foster an environment where students develop confidence, character and the skills needed to succeed both in school and beyond.

In recent years, the school has undergone significant transformation. Strong leadership, a relentless focus on improvement and a commitment to educational excellence have resulted in sustained improvements in teaching, learning and student outcomes. We are proud of the progress we have made and excited about the next stage of our journey.

We are equally committed to creating a positive working environment for our staff. Staff wellbeing is a genuine priority, and we have deliberately structured our systems to support workload reduction, professional growth and a healthy work-life balance. This includes providing additional non-contact time above national expectations and investing in high-quality professional development at every stage of a colleague's career.

As we continue to strengthen our school, we are seeking colleagues who are passionate about their subject, committed to educational excellence and motivated by making a difference to the lives of young people. We are looking for individuals who bring energy, positivity and ambition; professionals who want to be part of a supportive team that is determined to provide the very best educational experience for every student.

If you share our values, ambition and belief that every child deserves an exceptional education, we would be delighted to receive your application and welcome you to the Buxton Community School community.

We want the best for our staff and young people, and we will not let it get more complicated than that.

Mrs Sam Jones

Headteacher

Buxton Community School

The Role

An exciting opportunity has arisen for a Curriculum Support Technician to join our school team. You will be based within the Science department and will need to be flexible to provide support where required.

Your main duties will include preparing equipment and the lab for practical lessons-ensuring that health and safety is adhered to at all times, maintaining chemical and equipment stores-making sure that everything is stored securely and safely and that supplies remain topped up.

At times you may be asked to provide practical support in the lab throughout the lesson- you will need to be comfortable in this situation, organised and professional.

The right candidate will have lab-based experience- this may have been from working in a similar role or could be from a lab-based university course. You will be very organised and punctual, be able to communicate effectively and work well individually and as part of a team. You will also possess the ability to remain calm under pressure and always maintain attention to detail. Knowledge of health and safety, safe storage of chemicals and good lab practice is essential. Ideally you will possess a first aid certificate or be willing to go through with the course if the school requires it.

The post is term time only, 32.5 hours per week. Mon – Fri.

Grade 6 (FTE £25,989 - £26,458)

Actual Salary - £19,547

If you are interested in applying, please apply via My New Term.

The deadline for applications is Wednesday 15th July 2026

If you are short-listed for interview, you will be contacted in advance to discuss arrangements for the interview. Unfortunately, if you have not been contacted prior to the interview day, your application has not been successful on this occasion.

Buxton Community School is committed to safeguarding and the process of safer recruitment. As a result, this post is subject to an enhanced Disclosure and Barring Service check, and all shortlisted candidates will be expected to prove their identity at interview. The successful candidate will be expected to show original copies of qualifications and further proof of their identity.

Job Description

Job Title	Curriculum Support Technician		
Department	Science	Responsible for:	N/A
Level/ Salary Range	Grade 6	Reports to:	Curriculum Lead – Science
Hours per week	32.5	Weeks per annum:	39

Purpose of the role:

The purpose of the role is to provide the day-to-day technical support to enable the smooth running of practical activities in Science lessons and to maintain a safe working environment in the Science classrooms.

Post holders will work within their core area but will form part of a pool of technicians, who will provide support cross subject support when required in the other areas

Key Responsibilities

Stock

- Responsible for monitoring supplies of stock and ordering further supplies of resources or materials are required; check goods delivered against orders and storing appropriately; carry out stock taking and inventory checks.
- Maintenance of stock records.
- To undertake recognised training as necessary in accordance with a planned programme of development for the post to enable the post holder to work in areas outside their specialism.
- Issue and receive goods and materials.
- Where necessary compile and maintain a catalogue/inventory of equipment.
- Issue and receive equipment maintaining booking system necessary, checking goods both in and out.
- Indexing of goods and materials

General Duties

- The administration of minor repairs, maintenance and modifications to equipment, making arrangements for major repairs to be carried out as necessary.
- Ensure that a preventative maintenance programme is adhered to so helping maintain safe working practices and conditions.
- Maintain the tidiness and cleanliness of the work areas relative to the service area.

- Prepare materials and equipment to support the various activities.
- Set up equipment in rooms for demonstration purposes as required.
- Operation of special machinery/tools specific to work area.
- Be able to adapt to changing demands of the school curriculum
- Prepare standard materials, chemicals, solutions, equipment and other learning resources for the preparation of samples, operation of equipment and the collection of data, and advise on basic materials and techniques.
- To operate established and new technology-based equipment.
- To specialise within the post holder's areas of qualifications/experience but also be prepared to work across the curriculum as required in the areas listed on the accompanying list.
- To work to a planned programme of work as agreed with the Head of Department.
- Complete photocopying as necessary.
- Assisting with displays on walls and coursework for moderators.
- Assist with the ordering, logging and laminating of textbooks and resources.
- Assist with the preparation for extracurricular events.

Science

- To support in the preparation and set up equipment and materials ready for use in accordance with manufacturers' instructions and the requirements of teaching staff.
- To prepare and make teaching aids and demonstration models for use in the teaching areas.
- To put away equipment and materials, dispose of used materials and chemicals in a safe manner and to maintain hygiene and safety standards in the laboratory and preparation areas.
- To undertake basic maintenance and cleaning of equipment and to assist in organising its servicing and repair as required and in accordance with manufacturers' instructions.
- To operate a safe and secure system for the storage and racking of equipment and materials, ensuring that they are maintained in good condition and are readily available for issue.
- To maintain appropriate records, statistics and filing systems in accordance with stated requirements.
- To ensure that all subject related teaching areas meet safety regulations (i.e. COSHH) including checking equipment for safety, cleaning and advising students on safety aspects of particular practical work.

- Assist with technical support in other departments as arranged in negotiation with the Senior Science Technician to cover for absence or to provide specialist expertise.
- Contribute to the smooth running of the Science Department as a whole.

Other

- Post holder is expected to attend and participate in regular meetings, training and other learning activities as required.
- Post holder is required to be flexible in their approach to the work across subject areas as required.
- Carry out any other duties as directed by the Headteacher/Line Manager commensurate with the general level of responsibility of the post.
- Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a busy and growing school which requires flexibility in all its employees.
- To comply with the requirements of Health and Safety, other relevant legislation and school documentation and to understand and comply with the school's Equal Opportunities Policy.
- All staff are expected to be courteous to colleagues and students and provide a welcoming environment to parents and other visitors.
- Responsibility for safeguarding of all young people.

Note: The Headteacher has a responsibility to revise and amend all job descriptions, as necessary. This will normally be by consultation and agreement with the post holder and, to this end, all job descriptions will be kept under regular mutual review.

Person Specification

EDUCATION/EXPERIENCE

- GCSE English and Maths, grade A* - C or equivalent
- A broad understanding of school Science
- Knowledge of basic food hygiene good practice
- Evidence of and commitment to continuing professional development
- Experience working in a educational setting

KNOWLEDGE AND SKILLS

- A broad knowledge and understanding of school science
- Understanding of COSHH regulations and related procedures.
- Experience of using IT effectively.
- Good literacy and numeracy skills.
- Understand and fully comply with the requirements of good Health and Safety practices and policies.
- To be proficient or willing to learn to use any relevant equipment at the school to provide technical support during lesson time.
- Appropriate first aid training or willing to undertake appropriate training.
- Experience of working in laboratory, catering or workshop environment.

ATTRIBUTES

- Resilience, the ability to work under pressure and meet deadlines
- Excellent communication skills
- Excellent interpersonal skills and ability to establish and maintain excellent working relationships with others.
- Enthusiastic, hardworking and dedicated
- A genuine passion for supporting young people
- The ability to adapt to new situations as they arise
- The ability to form strong working relationships with students and adults