



# Sheldon School

BE KIND | BE BRAVE | BE THE BEST YOU



# Science Technician

## Candidate Pack

# Welcome

from the Headteacher



Dear Prospective Candidate,

Thank you for your interest in the post of Science Technician at Sheldon School. This role offers an exciting opportunity to make a meaningful contribution to the school's Science Faculty.

Sheldon School is a standalone academy serving approximately 1,550 students, making it one of the largest secondary schools in Wiltshire. We are a co-educational 11–18 school with a thriving sixth form and a strong reputation for positive relationships, comprehensive pastoral support, and a broad, enriching curriculum. Our most recent Ofsted inspection (March 2024) judged the school to be Good in all areas.

The school is set within an attractive parkland campus on the edge of the expanding market town of Chippenham, surrounded by beautiful countryside. There are excellent transport links by road and rail to both Bristol and London. Many staff enjoy living locally, while others commute easily from Swindon, Bath, or Bristol. The school is just five minutes from Junction 17 of the M4. The local area offers a wide range of cultural and leisure opportunities, alongside comparatively affordable housing.


Since taking up the role of Headteacher in 2023, I have been immensely proud of the progress we continue to make at Sheldon. We have established strong foundations for sustained, long-term improvement, particularly in teaching and learning, and in developing a culture rooted in collaboration and high expectations. We are fortunate to have a stable and committed staff body, meaning that permanent, full-time opportunities arise infrequently with only one such vacancy in the past three years. Sheldon School is an inclusive, forward-thinking, and supportive community. Our students are engaging, friendly, and full of character, and our staff are dedicated professionals who flourish in an environment that values both autonomy and teamwork.

We very much hope you will consider this important role. If you share our values and our commitment to excellence, we would be delighted to receive your application.

**Mr Peter Lynch**  
Headteacher



# Our Vision

A young girl with her hair in small buns, wearing a dark blue school uniform, is looking through a microscope. She is smiling slightly. Other students are visible in the background, also looking at the microscope. The scene is set in a classroom or laboratory.

To provide high-quality education, enrichment and pastoral care that improves the life chances of all students.

- Sheldon school is a family, where high quality relationships are at the heart of everything we do. We ensure that all students feel safe and cared for.
- We aim to ensure that every student can thrive regardless of social background, academic ability or special educational need.
- We recognise that education is more than what happens in the classroom and are rightly proud of the experiences students will receive through our extra-curricular offer, trips and visits.
- We pride ourselves on having the highest expectations of all students and staff.
- We are passionate about working together with parents and our wider community to ensure success for all our pupils.
- We are kind, brave and try our best at all times.

# Our Values

## BE KIND

We are thoughtful and considerate about how we treat ourselves and others. We always have good manners and we show gratitude towards others.

## BE BRAVE

We are confident and resilient learners who contribute in lessons. We don't make excuses and we accept that we make mistakes, but we learn from them.

## BE THE BEST YOU

We give 100% each and every day to be the best we can be. We believe that success comes through hard work.



# About the Role

## Science Technician

Over recent years, Sheldon has invested significantly in teaching and learning, curriculum development, and faculty leadership to ensure every student experiences high-quality provision. Our whole school systems spanning pastoral care, data, SEND, and behaviour, are designed to ensure that our employees can focus on what matters most: excellent teaching, strong outcomes, and a rich educational experience for every learner.

As a Science Technician at Sheldon, you will be part of a collaborative and forward thinking team, working closely with all colleagues in the school including, teaching and support staff to ensure students are engaged, challenged, and supported. You will play a key role in shaping the culture of your classroom and our wider community.

### What we are looking for

- Someone who has a strong interest in science, with a good general understanding of scientific principles
- Previous experience in a laboratory, school, or technical support role (desirable but not essential).
- Excellent organisational skills and attention to detail
- Ability to work independently as well as part of a team
- A proactive and flexible approach to support staff and students
- Good communication skills and a willingness to collaborate with teaching staff
- Aware of health and safety practices in a laboratory, environment (training will be provided)
- A commitment to safeguarding and promoting the welfare of young people

### Why join us?

- Be part of a school that values relationships, enrichment, and academic excellence.
- Have a chance to make a lasting impact on the lives of young people, leading a year group through their entire journey from Year 7 to Year 13.
- Work in a supportive environment where collaboration and care are at the heart of everything we do.
- Work alongside our amazing and engaging students who are respectful and friendly.
- Enjoy practical benefits such as dedicated parking and a cycle-to-work scheme.

# Job Description

## Science Technician

<b>Postholder:</b>	Science Technician
<b>Line Manager:</b>	Senior Science Technician
<b>Salary/Scale of Post:</b>	Grade E, Scale Points 6-8 (Currently £25,989-£26,824) full time equivalent. Actual starting salary is £7,249.96 per annum, based on 12 hours per week and 44.85 paid weeks.
<b>Hours of Work:</b>	12 Hours Per Week, Monday and Friday, 39 working weeks (78 working days)

### Post Purpose

The post holder will be responsible to the Senior Science Technician in providing an effective support service to the teaching staff of the Science faculty.

The information below is provided for the post holder to understand and appreciate the work content of the post. However, it should be noted that whilst every endeavour has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used below, in the assumption that all usual associated routines are included in the post description.

### Specific Duties

The Science Technician will be required to undertake the following activities:

- Take account of the Health & Safety risks associated with the tasks that need to be undertaken and use/wear the appropriate safety equipment.
- Assist the relevant teaching staff through the preparation and assembly of apparatus and materials for lessons, according to a predetermined programme.
- Construct apparatus, equipment and simple storage facilities.
- Advise teachers and student teachers on the use of equipment and materials, with particular emphasis on the health & safety aspects.
- Clear away apparatus and materials including cleaning apparatus and returning all equipment to safe storage.
- General maintenance of laboratory stored equipment and services.
- Collect live materials required to support lessons (e.g. worms, plants, soil and the like).
- Care of plants, and undertake any necessary propagation programme.
- Deliver practical equipment to science classrooms and collect equipment after the lesson.
- Maintain equipment in a serviceable condition, and undertake minor repairs.
- Exercise stock control of equipment and materials, including the maintenance of register and records.
- During the course of routine duties, monitor the general condition of the Science laboratories, preparation rooms and stores. Report any Health & Safety hazards that he/she cannot deal with to the Senior Science Technician or in his absence to the Head of Science, the Bursar or the Premises Maintenance Manager.
- Collect materials from local suppliers as required.
- Attend training courses identified as essential to meet the requirements of allocated tasks.



- Advise and make recommendations to the Senior Science Technician in respect of:
  - Equipment replacement and repair requirements.
  - The procurement of materials and equipment to replenish stocks for allocated tasks.
  - The need for services to be provided or repairs undertaken by an external contractor or the in-house Premises Maintenance team.
  - Lesson requests that do not meet the teacher's requirements and require updating.

## Other Duties

- Responsible for promoting and safeguarding the welfare of children and young people that you might come into contact with during the course of your day-to-day duties around the school site.
- To carry out any other reasonable instructions given by the Headteacher, the Head of the Science Faculty or the Senior Science Technician.
- All employees have responsibility to understand and abide by the obligations laid down in the school's equal opportunities policy.

## General Conditions

- All duties must be carried out complying with:
  - The Health & Safety at Work Act.
  - Acts of Parliament, statutory instruments and regulations, as well as other legal requirements.
  - The General Data Protection Regulation (GDPR).
  - Relevant nationally-agreed codes of practice.

Please note this is not an exhaustive list and can change over time.

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# Person Specification

## Science Technician

Essential    Desirable

Experience/Attributes		
Science to grade 4/C GCSE or equivalent level or Level 3 Certificate in Laboratory Technical Skills or Equivalent	X	
English and Maths to grade 4/C GCE or equivalent level	X	
A Levels or NVQ 3 in Laboratory and Associated Technical Activities (LATA) or NVQ3 for Laboratory Technicians in Education		X
Good ICT skills		X
Experience		
Able to work successfully in a team	X	
Some experience of working within a mainstream school, paid or voluntary		X
Knowledge of Health and Safety Legislation		X
A knowledge of National Curriculum requirements		X
A knowledge of COSHH & ESCC regulations in relation to the safe handling and storage of chemicals		X
Knowledge of safe working practices in relation to the handling of usage of hazardous equipment and tools		X
Skills and Attributes		
Good communication skills, written and oral	X	
Personable, professional, approachable and courteous at all times	X	
A quick learner	X	
Ability to demonstrate a proactive approach and show initiative	X	
Able to form and maintain professional relationships and boundaries with young people and adults	X	
Ability to keep accurate records and inventories	X	
Maintain a range of tools and equipment	X	
Prepare equipment and materials for lessons	X	
Well organised with the ability to manage own workload and that of others	X	
Ability to carry out risk assessments in relation to laboratory work	X	

# Person Specification

## Science Technician (continued)

	Essential	Desirable
<b>Personal Qualities</b>		
An interest in education	X	
Helpful and positive nature with a can-do attitude	X	
Flexible attitude to work and role when circumstances demand	X	
High levels of integrity	X	
Personable, professional, approachable and courteous at all times	X	
Ability to be flexible and have an adaptable attitude to work and role when circumstances demand	X	
Energy, enthusiasm, motivation and resilience	X	
Understands the importance of confidentiality with high levels of integrity	X	
Non-judgemental	X	
Good sense of humour	X	
<b>Safeguarding</b>		
Ability to demonstrate an understanding of safeguarding responsibilities	X	
<b>Other</b>		
Have an understanding of and be able to demonstrate a commitment to, Equal Opportunities and Diversity	X	

Please also note that where qualifications are required, employment is conditional on the verification of them. Qualifications (must be original documents) will be checked on the first day of appointment.

# How to Apply

Applications should be submitted directly via MyNewTerm, you can access our careers page using the following link.

<https://mynewterm.com/school/Sheldon-School/136632>

**Please note:** CVs will not be accepted. You must complete the application in full giving details of all employment, training, and gaps in employment since leaving school. Please ensure the closing date for applications is met, we cannot be held responsible for lost or late applications. Due to the large number of applications it is not always possible to respond to each application but we aim to respond within two weeks of the vacancy closing date.

## Safeguarding Statement

Sheldon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We particularly welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation, or religion.

Please note: Any position that involves working with children requires declaration of ALL convictions/cautions regardless of whether these are deemed as spent and a DBS check will be carried out before any employment commences.

In line with KCSIE 2025 and safer recruitment practices, the school will conduct an online search for all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.

References will be obtained before interview at shortlisting stage and may be used in the interview process. If previous employment has included working with children, then at least one referee must be from this employment regardless of whether this is the current or most recent employment. Any gaps in employment must be detailed and an explanation provided in the relevant section.



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