



# Guilsborough Academy

*Guilsborough Multi Academy Trust*



# Science Technician

## *Candidate Information Pack*

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# Letter from the Principal

Thank you for expressing interest in our Academy, particularly regarding the exciting new position of Science Technician.

I understand the significance of making informed decisions when considering a new opportunity. To help you learn more about us, I encourage you to visit our website at <https://www.guilsborough.northants.sch.uk/> where you can access a wealth of information, including recent newsletters.

For those considering applying, we will be offering tours to provide a first-hand experience of the academy and its values. If you would like to schedule a tour, please reach out to our HR department at [hr@guilsborough.northants.sch.uk](mailto:hr@guilsborough.northants.sch.uk).

Our Ofsted report, available [here](#), outlines our clear behaviour system and effective safeguarding processes.

While many of our staff members have longstanding tenures, I became the Principal of Guilsborough in September 2020 and was warmly welcomed. The supportive atmosphere among colleagues in their dedication to our students has been a highlight. Positive messages from parents/carers, showcased on our website, further attest to our commitment to ensuring students consistently achieve their potential. Colleagues who have been with us for an extended period often cite the students, their fellow colleagues, and the available training and career development opportunities as reasons for their continued commitment.

I firmly believe that by attracting exceptional staff, prioritising their well-being, and fostering an environment conducive to their growth, we can continue to provide our students with the high-quality education they deserve.

If you believe that Guilsborough Academy aligns with your aspirations, we welcome your application.

Best wishes for the future.

**Simon Frazer**  
**Principal of Guilsborough Academy**



# About Us



At Guilsborough Academy, learning is designed to be both enjoyable and academically challenging - a belief reflected in our positive culture, excellent teaching and the high aspirations of our students. We place learning at the heart of everything we do and encourage curiosity, resilience and a genuine love of learning, helping students to become confident, independent and reflective learners.

As an inclusive 11–19 community, we educate students of all abilities and from a wide range of backgrounds. We value diversity, celebrate success in all its forms and provide carefully tailored support to ensure that every individual is able to thrive and fulfil their potential, both academically and personally.

Alongside strong academic outcomes, we offer a broad programme of enrichment and personal development opportunities that support students to grow beyond the classroom. This is complemented by an excellent careers programme, including our CEIAG award, which ensures students are well informed, ambitious and well prepared for their next steps in education, employment or training.

We work hard to promote and support student and staff wellbeing and are proud to be a Carnegie Gold Standard Accredited organisation for mental health for both students and staff. We are also pleased to have signed the DfE Education Staff Wellbeing Charter, a sector-wide commitment to protect and promote the mental health and wellbeing of everyone working in education. This recognition reflects our strong safeguarding culture and our commitment to creating a safe, nurturing and supportive environment in which everyone feels valued, respected and able to succeed.



**Guilsborough Academy**

*Guilsborough Multi Academy Trust*



**SCHOOL  
MENTAL  
HEALTH  
AWARD**

2024-27

# Advert

## Contract Type:

- Permanent
- 25 hours per week, 39 weeks per year (term time, plus 5 training days)
- We can offer flexibility regarding the days on which these hours are worked to support the successful candidate's needs. However, availability to work Fridays from 8:30am to 4:00pm is an essential requirement of the role.

## Salary:

- Grade F, Point 6.
- £25,989 FTE, Actual salary £15,087
- £1,000 Welcome Bonus \*

*\*Terms and conditions apply*

## Start date:

- As soon as possible

## How to apply:

Please apply via our My New Term Platform [here](#)

*Guilsborough Academy is committed to safeguarding and promoting the welfare of children and young people, we expect all our staff and volunteers to share this commitment. All appointments are subject to an enhanced DBS check and by completing this application form, you confirm that you have read the DBS Code of Practice and the Safeguarding & Child Protection Policy which is available on our website. An enhanced DBS check, two satisfactory references, identity and medical checks are mandatory for all posts within Guilsborough Multi Academy Trust. Our Safeguarding and Child*

*Situated in the idyllic Northamptonshire countryside, Guilsborough Academy is a supportive and friendly school which aims to fulfil our mission statement: learning without limits. We are easily accessible from the M1/M6 and A14 in just five minutes, offer outstanding professional development entitlement and provide superb resources.*

# Science Technician

We have an exciting opportunity for an enthusiastic and innovative Science Technician to join our excellent Science Department, to provide technical support and preparation to teaching staff and pupils to contribute towards achieving outstanding teaching and learning.

Main responsibilities are to support the teaching of science by preparing and distributing practical materials to the appropriate laboratories. Clear, clean and store used practical materials with due regard to health and safety. The successful candidate may be assisting students in practical sessions when required and participate in devising and developing new practical's and demonstrations.

Experience in a similar role is desirable, but full training will be provided.

Are you intrigued? Do you have the drive and determination to contribute to the further wider development of our Academy? Do you want to work for an organisation that has the wellbeing of staff and students at its heart, alongside fantastic employee benefits? If so, we would be delighted to hear from you.

Visits to the Academy are warmly welcomed. To come and see us in action, please contact our HR team to arrange a suitable time on [hr@guilsborough.northants.sch.uk](mailto:hr@guilsborough.northants.sch.uk) or 01604 740641.

# Applications

## **My New Term**

Guilsborough Academy uses My New Term for all internal and external recruitment. We only accept applications submitted via My New Term and cannot consider applications submitted in any other format.

## **The use of AI in Applications**

AI tools may be used to support drafting (e.g. clarity/spellcheck), but your application must accurately reflect your own experience and must not include AI-generated false or exaggerated claims. We may test understanding at interview/assessment. Misuse or excessive use of AI in application may affect shortlisting.

## **Application Windows**

We occasionally close vacancies early in the event that we receive a high volume of applications. Interviews may begin soon after receipt of applications for shortlisted candidates, therefore we recommend that you apply early.

Equally, if we do not receive sufficient applications to generate a large enough field, we may extend the application period. Candidates will be kept informed if this is the case.

## **Online searches**

As part of our rigorous Safer Recruitment process, Guilsborough Academy has adopted the practice of online searches including Social Media for external shortlisted candidates. The purpose of the search is to enable us to fulfil our duty under Keeping Children Safe in Education and is part of our due diligence to identify any incidents or issues that have happened, and are publicly available online, which we may need to discuss with you during interview. Therefore, if you are shortlisted for a role, an appropriate online search will be undertaken on your name(s).

Consent to an online search is included in the Guilsborough Academy application form. Searches are based on publicly available information, therefore where your profiles are private or are locked, no further search will be required on these pages. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

Guilsborough Multi Academy Trust is passionate about its values of Respect, Aspiration, Responsibility and Equality. We are committed to an inclusive workforce that represents many different cultures, backgrounds and viewpoints.

Our community is predicated on mutual respect through tolerance, trust and honesty. We have high aspirations for all and develop resilience to overcome any obstacles which might stand in our way. We take responsibility for our actions to ensure we are working positively together. We appreciate others by the strength of character they show and seek equality for all.



# Job Description

|                             |                           |
|-----------------------------|---------------------------|
| <b>Post Title</b>           | Science Technician        |
| <b>Reports To</b>           | Senior Science Technician |
| <b>Salary</b>               | Grade F point 6           |
| <b>Hours</b>                | 25 hours per week         |
| <b>Contract Type</b>        | Permanent                 |
| <b>Preferred Start Date</b> | As soon as possible       |

## RESPONSIBILITIES OF THE JOB

### Key Responsibilities:

- The preparation of materials and equipment for science lessons.
- Maintaining science laboratories and preparation rooms and their equipment, and services in good order.
- General duties in support of the teachers in the Science Department.
- The precise duties would be determined by the Director of science consistent with the main areas of responsibility set out above. Some examples of the kind of duties which may be required are set out below.

### Preparation of science materials and equipment. For example:

- Carry out risk assessments for technical activities
- Disposing of waste materials
- Collecting apparatus and chemicals from storage
- Preparing necessary solutions
- Checking individual components in and out for class use
- Arranging for apparatus including worksheets, books and audio-visual aids to be available, in rooms, for lessons
- Preparing experiments, setting up apparatus and equipment for demonstrations and practical lessons as requested by teaching staff

- Preparation of chemicals and solutions
- Liaising with staff over use of equipment and stock
- Advise staff of any problems, including safety aspects
- Assisting with collection and cataloguing of sundry worksheets, books, audio-visual aids and materials
- Returning apparatus, etc. and chemicals to storage as soon as practicable
- Repairing damages or arranging for this to be done
- Constructing apparatus and equipment.
- Routine maintenance of science laboratories and preparation rooms, their equipment and services:
- Maintaining laboratory clean and tidy in conjunction with the teacher in charge of the room
- Storing materials tidily
- Keeping equipment clean
- Cleaning of goggles
- Cleaning of safety screens, fume cupboards and other items.
- Carrying out safety checks on equipment, e.g. Bunsen tubing etc

Maintaining the stocks of science chemicals and equipment, for example:

- Taking stock of chemicals, consumables, stationery, books and breakable items
- Advise Senior Technician/Head of Subject on stock replacement needs

The job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

#### Other Responsibilities

- To carry out any other reasonable duties as requested by the Principal / Line Manager in line with the duties commensurate with the post.

#### Personal Development

- Undertake appropriate & regular training / development to maintain knowledge & improve practice.
- Participate in regular performance management.
- Complete all required mandatory training.

**General:**

- The below responsibilities are subject to the general duties and responsibilities contained in the written statement of conditions of employment (the contract of employment).
- To promote and safeguard the welfare of young and vulnerable people.
- To be aware of, and assume the appropriate level of responsibility for, safeguarding and promoting the welfare of children and to report any concerns in accordance with the academy's safeguarding policies
- To supervise students at break and lunch times as part of the duties rota
- Become a First Aid team member and support students & staff with first aid support as required.
- To be aware of, and work in accordance with the academy's child protection policies and procedures, and to raise any concerns relating to such procedures which may be noted in the course of duty.
- To be aware of and adhere to applicable rules, regulations, legislation and procedures including the academy's Equality Policy and Code of Conduct and national regulations such as GDPR, Data Protection and Health and Safety.
- To attend relevant meetings and training sessions in line with their employment contract.
- All members of staff are required to participate in the academy's appraisal scheme.

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so constructed.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at least once a year and it may be subject to modification at any time after consultation with the post holder.

*Guilsborough Academy is committed to safeguarding and promoting the welfare of children and young people. All appointments made within Guilsborough Multi Academy Trust are subject to an enhanced DBS check, receipt of two satisfactory references, identity and medical checks within Guilsborough Multi Academy Trust. Our Safeguarding and Child Protection policy is available [here](#).*

*We are also committed to meeting the requirements of disability discrimination and other legislation. In making your application, it is essential you disclose whether you have any pending charges, convictions, bind-overs or cautions and, if so, for which offences. This post will be exempt from the provisions of Section 4 (2) of the Rehabilitation of Offenders Act 1974. Therefore, applicants are not entitled to withhold information about convictions which for other purposes are 'spent' under the provision of the Act. If a pending charge, conviction, bind-over or caution has been recorded against you, this will not necessarily debar you from consideration for this appointment. For further information please read out Recruitment of Ex-offenders policy which can be found [here](#).*

This job description will be reviewed and updated periodically to ensure that it relates to the job performed, or to incorporate any proposed changes. This procedure will be conducted by the Principal / Line Manager in consultation with the post holder. In these circumstances, it will be the aim to reach agreement on reasonable changes but if agreement is not possible, management reserves the right to make changes to the job description following consultation.

**Signed:**

**Date:**

# Person Specification

## Essential Criteria

- Good standard of education including GCSE (or equivalent) Grade 4/C or above in English, Maths and Science.
- Willingness to undertake relevant training and professional development.
- Experience of working in an organised environment where attention to detail is required.
- Experience of following health and safety procedures.
- Awareness of health and safety requirements within a working environment.
- Understanding of safeguarding responsibilities when working with children and young people.
- Excellent organisational and time management skills.
- Effective verbal and written communication skills.
- Ability to carry out the physical aspects of the role, including moving equipment and resources safely.
- Some knowledge and understanding of science and their subjects
- Ability to work as part of a team
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Motivation to work with children and young people
- Good IT skills, including Microsoft Office applications.
- Adaptable and able to work independently when required

## Desireable Criteria

- Experience of working with children and young people
- Experience of maintaining accurate records and stock levels.
- Understanding of basic scientific principles and laboratory practices.
- Ability to prepare and organise equipment and materials efficiently.
- Ability to support practical demonstrations and investigations.
- Understanding of COSHH regulations and laboratory risk management.
- Knowledge of safe storage and handling of chemicals.
- First Aid qualification or willingness to obtain one.
- Experience working within an educational setting.
- Science-related qualification (A-Level, BTEC, NVQ or equivalent).

**Signed:**

**Date:**

# Rewarding and Supporting Our Employees



We value our staff, and we are very aware that the positive contribution of all staff is a significant factor in the success and long-term sustainability of our academy. Without the energy, drive and enthusiasm of our staff, the academy would not be in the successful place it is today or as prepared to face new challenges in the future. We are committed to developing well-being initiatives to support all our staff and are able to offer:

- Carnegie Gold Standard Accredited organisation for mental health for both students and staff.
- A dedicated staff Wellbeing Committee who deliver standards under the DfE Wellbeing Charter.
- £500 Refer a Friend payment scheme, plus a welcome bonus for your friend\*.
- A £1,000 welcome bonus to all new employees employed on a permanent contract\*.
- Access to trained staff Mental Health First Aiders.
- A developmental and supportive culture for continued professional development.
- A stunning rural location.
- HR Services on site.
- Eye Tests.
- Free annual Flu Vaccinations for all staff.
- Access to 24/7 telephone counselling service for staff & their immediate family via Health Assured.
- Free access to our Fitness Suite.
- Our in-house catering firm, Innovate, offer a healthy range of food at both break and lunch-time.
- Free lunch if undertaking an evening duty.
- Free and secure car parking on site.
- PTA. We have a very active PTA group that all staff can get involved in if they wish.
- Employee Benefits Scheme.



\*Terms and Conditions apply.



# Contact Us

## Visit us:

Guilsborough Academy  
West Haddon Road  
Guilsborough  
Northampton  
NN6 8QE

## Call us:

01604 740641

## Email us:

[info@guilsborough.northants.sch.uk](mailto:info@guilsborough.northants.sch.uk)

## Visit our website:

<https://www.guilsborough.northants.sch.uk/>

## Follow us on our Social Media

