



Saint Edmund Arrowsmith

Catholic Academy

Science & Design Technology Technician Recruitment Pack



Pope Francis

Catholic Multi Academy Trust

Enabling schools, aspiration and
faith to flourish by:

Uplifting Hearts, Inspiring Minds

Why Choose Our School?



Saint Edmund Arrowsmith
Catholic Academy



Dear Candidate,

Thank you for your interest in the position of **Science & Design Technology Technician**. As Acting Headteacher for Saint Edmund Arrowsmith, I want our pupils to be known, valued and loved. My vision is that we will become the number one school of choice in the local community, underpinned by our faith. **Our exceptional curriculum will provide pupils with powerful academic knowledge and character development**, so they are prepared for their next steps, able to 'Live life to the full'.

Teaching will be consistently excellent in every classroom, and our teachers will be supported to continuously improve their pedagogy through evidence-based research, so they have the most impact on our pupils. Saint Edmund Arrowsmith Catholic Academy will be an over-subscribed school that pupils enjoy attending. We will have positive relationships with our parents, as we share the responsibility of educating their children, recognising that they are the primary educators.

Our pupils will understand what it means to live a life of faith and will be courageous in championing the common good both in school and the wider community. They will live out our values of Love, Inspiration, Empowerment and joy daily with both energy and passion. **We set high aspirations for ourselves and our pupils and expect exemplary behaviour from all.** Our school will be calm, orderly, welcoming and our pupils will be polite. There will be a strong culture of pastoral care and pupils will be encouraged to be the best versions of themselves.

Saint Edmund Arrowsmith Catholic Academy will be a school where pupils not only achieve well, but one in which they are opportunities for all that extend beyond the curriculum. Our extended curriculum will develop the whole person so that they become socially responsible adults able to cope with all that life throws at them.

Finally, our school will be an inclusive one, welcoming children of all abilities and backgrounds. Where children with SEND and those from disadvantaged background are supported to reach their full potential. A school where our entire community (pupils, staff, parents, and carers) flourish. **If you wish to join me on our journey, I welcome your application.**

Mrs C. McKenna

Headteacher, Saint Edmund Arrowsmith Catholic Academy



Dear Candidate,

Thank you for your interest in our Trust. We currently have four secondary schools (including an associate member) and four primary schools with a number of schools set to join the Trust this year.

We are at an exciting turning point in our development journey. The recent White Paper has provided clarity to schools across the country and reinforced the centrality of Trusts within our educational landscape.

At the same time, the launch of the Archdiocese of Liverpool's Academisation Strategy means that we will be growing significantly. This provides a real opportunity for our Trust to build its capacity and help our schools provide the best possible Catholic education for every child in the school

Our Trust is committed to supporting schools to provide the best possible Catholic education which:

- enables pupils to grow in their love of God and their neighbour in an environment rich in worship
- recognises the uniqueness of each child by being highly inclusive
- focuses on every child becoming a reader and confident with numbers
- secures high attendance to enable all to flourish and secure high outcomes
- has a well-qualified and motivated team of adults in which the unique contribution of each is recognised and that staff are developed professionally and empowered
- is outward facing and a place where the joy of the Gospel is lived out
- enables children to learn in safe, clean, warm and well-maintained buildings with modern ICT facilities
- is in a financially robust position that is monitored carefully, thus ensuring limited resources have the highest impact for all

We have a distinct approach in trying to work towards this goal. We understand that each school is unique and has its own distinctive community to serve with its own priorities. At the same time, we are a Trust and being part of a Trust family will help bring about school improvement in so many different ways but especially by collaboration. Our model is not a transactional one or one of entitlement but one of accompaniment, support and challenge within a family of schools.

Warm regards,

A handwritten signature in black ink that reads "Andrew Dawson".

Andrew Dawson, CEO of Pope Francis Catholic Multi Academy Trust

Why Choose Our School?



Saint Edmund Arrowsmith
Catholic Academy

Our School Vision

At Saint Edmund Arrowsmith Catholic Academy, our mission is to become the number one school of choice in the local area. It will be a school characterised first and foremost by our faith and strength of our Catholic community. We will be recognised for having an exceptional curriculum that provides pupils with powerful academic knowledge and the character development they need to really 'Live life to the full'.



Our School Values

Love, inspiration, Empowerment and joy

"The tangible sense of community among the staff illustrates the rapid growth in confidence that the overwhelming majority have in the direction that the school is moving." CSI, 2023

Our vision for St Edmund Arrowsmith Catholic Academy is that we create a community that is united through our determination to overcome the barriers to learning that our young people face; we aim to do this by living our life based on Gospel values.

We believe that every individual is unique and was created in the eyes of God. We hope that by providing each pupil with a high-quality educational experience, which draws its distinctive character from the life and teachings of Jesus, the principles of the Gospel and Catholic tradition, that we can provide them with the support and encouragement they need to grow into the best versions of themselves.

This aim is born from our mission statement, 'I have come in order that they may have life, life in all its fullness' John 10:10.



About The Role



Saint Edmund Arrowsmith
Catholic Academy



The Role

Are you passionate about supporting young people in their educational journey? Do you want to be part of a community-centric Catholic school, helping us to continue to build excellence?

To continue to enhance our provision, we are seeking a dedicated and inspiring **Science & Design Technology Technician** to join our welcoming and faith-filled community, with high-quality CPD and opportunities for professional development.

If you are a committed, calm, and highly motivated individual, join us in our mission to inspire and guide the next generation in faith and knowledge, by providing the best operational support possible to our school community.

This is a pivotal role in providing technical support to the Science & Technology Departments in order to enhance the teaching and learning experience of students.

The technician will be responsible for preparing materials, maintaining tools and equipment, ensuring health and safety compliance, and supporting practical lessons. They will provide curriculum and resource support in Technology, including providing support to staff and pupils.



Job Description



Saint Edmund Arrowsmith
Catholic Academy

Job Purpose

To provide high-quality technical and practical support across the Science and Design Technology departments, ensuring that equipment, materials, laboratories, workshops, and learning environments are prepared, maintained, and operated safely and efficiently to enhance teaching and learning. The postholder will support staff and pupils by preparing resources, maintaining equipment, and promoting safe, engaging, and effective practical learning experiences.

Post Title: Science & Design Technology Technician

Pay Scale: Grade E, SCP 7-11

Contract: Permanent, term time plus 3 weeks

Hours: 36 per week

Start Date: As soon as possible

Key Responsibilities

Curriculum & Practical Support

- Prepare, set up, and clear away equipment and materials for practical lessons across Science (Biology, Chemistry, Physics) and Design Technology.
- Support practical lessons by assisting staff and pupils, providing technical guidance and ensuring resources are ready and effective.
- Construct, test, and maintain teaching apparatus, demonstration equipment, and specialist resources.
- Demonstrate the safe use of tools, machinery, and equipment where required.
- Support delivery of curriculum activities, enabling high-quality teaching and learning experiences.

Examination Support

- Prepare practical examination materials for GCSE Science and Design Technology examinations.
- Support the administration of practical assessments in accordance with awarding body regulations.
- Ensure examination equipment and materials meet specification requirements.

Laboratory & Workshop Management

- Maintain organised, clean, and safe laboratory and workshop environments.
- Ability to move and transport equipment and materials safely.
- Ability to undertake manual handling activities in accordance with training and risk assessments.
- Ensure practical resources are available, accessible, and fit for purpose.
- Carry out routine maintenance, cleaning, calibration, and repair of equipment and tools.
- Undertake periodic deep cleaning of specialist areas and equipment (e.g. ovens, fridges, storage areas).
- Support displays, exhibitions, open evenings, and departmental events.

ICT & Technical Support

- Support the use and maintenance of technical equipment, including computers, machinery, CAD/CAM systems, 3D printers, and audiovisual equipment.
- Assist staff and pupils with basic troubleshooting of equipment and digital tools.
- Support preparation and installation of software and digital learning resources where required.



Health & Safety

- Ensure all activities comply with relevant health and safety legislation and school policies.
- Carry out regular safety checks on equipment, machinery, and working environments.
- Safely store, handle, and dispose of chemicals, tools, and hazardous materials in line with COSHH and CLEAPSS guidance.
- Maintain up-to-date knowledge of CLEAPSS guidance and ensure departmental practices remain compliant with current recommendations.
- Attend relevant CLEAPSS and health and safety training as required.
- Maintain risk assessments, COSHH records, and safety documentation.
- Promote safe working practices and support teachers in ensuring pupil safety during practical activities.
- Ensure secure storage and appropriate access controls for chemicals, tools, machinery and hazardous substances.
- Respond appropriately to accidents and incidents within laboratories and workshops.
- Maintain awareness of emergency procedures including fire evacuation, lockdown and first aid arrangements.

Equipment & Resource Management

- Maintain inventory systems for equipment, consumables, and stock levels.
- Prepare requisitions and assist with ordering supplies under guidance.
- Liaise with suppliers and report any repairs, faults, or maintenance concerns.
- Ensure correct storage and organisation of materials, tools, and resources.
- Monitor departmental stock budgets and provide information to Curriculum Leaders regarding expenditure and future purchasing requirements.
- Seek value for money and support procurement processes in accordance with school financial procedures.

Administrative Duties

- Maintain accurate records of stock, maintenance schedules, and safety checks.
- Provide general administrative and clerical support (e.g. photocopying, laminating, preparing teaching resources).
- Support preparation for examinations, assessments, and practical activities.

Support for Pupils & Staff

- Support pupils in accessing learning activities under teacher guidance.
- Promote independence, inclusion, and positive learning behaviours.
- Establish positive working relationships and act as a role model for students.
- Support teachers in maintaining a purposeful and productive learning environment.

Wider School Responsibilities

- Contribute to the Catholic ethos and mission of the academy.
- Attend training, meetings, and professional development activities.
- Support trips, enrichment activities, and wider school events where appropriate.
- Undertake additional duties appropriate to the grade as directed by senior staff.
- Support STEM clubs, competitions, enrichment activities and curriculum enhancement projects where appropriate.
- Assist with events promoting Science, Engineering and Design Technology.
- Promote sustainable working practices including recycling, waste reduction and environmentally responsible disposal of materials and chemicals.



Applicants must meet all of the essential requirements for this post.

Essential

- ☐ GCSEs (or equivalent) including English, Maths, and Science.
- ☐ Experience working in a technical, educational, laboratory, or workshop environment.
- ☐ Knowledge of health and safety procedures relevant to Science and Design Technology.
- ☐ Strong organisational skills and ability to prioritise workload.
- ☐ Ability to work independently and as part of a team.
- ☐ Good communication skills and ability to support staff and pupils effectively.
- ☐ Ability to work safely in a laboratory and workshop environment.
- ☐ Good ICT skills.
- ☐ Ability to maintain accurate records and inventories.

Desirable

- ☐ Relevant technical qualification (e.g. Science technician, engineering, DT, ICT).
- ☐ Experience in a school setting.
- ☐ Knowledge of COSHH and CLEAPSS guidance.
- ☐ First Aid qualification.
- ☐ Experience supporting GCSE and A Level practical examinations.
- ☐ Experience using CAD/CAM equipment and laser cutters.
- ☐ Experience working within a Catholic school or academy.

Safeguarding & Ethos

- ☐ The postholder will be expected to:
- ☐ Uphold safeguarding responsibilities and promote pupil welfare at all times.
- ☐ Support and promote the values and Catholic ethos of Saint Edmund Arrowsmith Catholic Academy.
- ☐ Maintain high standards of professional conduct, respect, and inclusion.
- ☐ Be vigilant in safeguarding and promoting the welfare of children and young people.
- ☐ Report any safeguarding concerns in accordance with school policies and procedures.
- ☐ Maintain appropriate professional boundaries with pupils at all times.
- ☐ Support the distinctive Catholic ethos, values and mission of the Academy and contribute positively to the spiritual, moral and social development of pupils.

Whilst every effort has been made to outline the key duties and responsibilities of the role, it is not an exclusive list. The duties and responsibilities of the role may vary from time to time, commensurate with and without changing the general character or the level of responsibility entailed and would not in itself justify a reconsideration of the grading of the post.

If you have any feedback on the application process and how we can make it more accessible, please let us know via info@pfcmat.org.

What Can We Offer You?



Proud to be part of

Pope Francis
Catholic Multi Academy Trust

What We Offer For All Staff

We recognise that **employee wellbeing and work-life balance are essential** to thriving in the workplace. The Trust places a high value on providing a range of benefits for all colleagues, beyond the essentials of receiving professional recognition, networking and CPD, commensurate financial reward and job satisfaction.

Please take a look at our website and social media channels to get a real sense of the support that we provide to all our employees, including our full staff benefits package: www.pfcmat.org/Staff-Benefits-Package/

All our schools will be delighted to have informal conversations with potential candidates before the closing date. We look forward to receiving your application.



Application Process



Saint Edmund Arrowsmith
Catholic Academy



How to apply

To apply for this post, please use our website 'Vacancies' page to find each document to be completed and submitted alongside your cover letter.

This will include:

- ✱ CES Application Form
- ✱ CES Consent to Obtain References CES
- ✱ Recruitment Monitoring Form
- ✱ Covering letter stating how your skills and experience meet the job description and person specification.

**Closing Date: Friday 14th August 2026,
9am**

Interviews: Wednesday 19th August 2026

Completed applications should be clearly marked with the post title and returned electronically to our Office Manager, Miss L Worthington at jobs@seaca.pfcmat.org.

We reserve the right to make an appointment before the closing date. Candidates are therefore encouraged to apply as soon as possible.

Pope Francis CMAT and Saint Edmund Arrowsmith Catholic Academy are committed to safeguarding children and young people, and we can expect all staff and volunteers to share this commitment.

Please see our Child Protection and Safeguarding Policy here: stedmundarrowsmithcatholicacademy.org/Policies/

This post is subject to satisfactory references which will be requested prior to interview, an enhanced Disclosure and Barring Service (DBS) check, medical check, evidence of qualifications plus verification of the right to work in the UK.