



**Position:** Science Technician

**Salary/Hours:** Single Status Grade 4, Points 9-10 currently £24404 - £24790 per annum pro rata (actual salary £21400.43 - £21738.92). 37 hours per week, term-time only plus 5 extra days in the holiday periods. Full time or part time with flexible working hours considered

**Closing Date:** 9am Thursday 12<sup>th</sup> December 2024

**Interview Date:** w/b Monday 16<sup>th</sup> December 2024



Dear Candidate,

Thank you for your interest in joining us at Bexhill Academy. We are a happy and supportive team where wellbeing matters.

Bexhill Academy part of the Attwood Academies Trust, is a larger than average 11-16 mixed school serving the coastal town of Bexhill-On-Sea, East Sussex, with currently just over 1500 students on roll. A seaside town renowned for the De La Warr Pavilion and being the home to the first British motor race! Working at Bexhill Academy, whether as support staff, an ECT or as a teacher of many years, is an opportunity for you to work with some extraordinary and inspiring students and staff. The Bexhill community is a very special place and we are privileged to be working in a state-of-the-art building with modern facilities throughout.

Following our success in recent years, we have become over-subscribed with over 400 applications for the 300 places offered in September 2023. Consequently, year on year we have been expanding our teaching staff to accommodate our increasing numbers.

At Bexhill Academy, we encourage students to aim high and we support them in pursuing their dreams. We offer challenge to all abilities stretching the minds of the most able to become enquiring and independent thinkers, yet offering support to those who find their studies more challenging.

We offer a number of excellent staff benefits for our employees. These include;

Cycle to Work Scheme, A comprehensive Employee Assistance Programme (EAP), Fitness class, Wellbeing weeks. We are partnered with Mulberry Multi Academy Trust in London (excellent CPD opportunities). We encourage and support tangible Leadership courses e.g. NPQ, an extra 2 days added to October half term and Benenden Healthcare. As you can see there is so much on offer for you at Bexhill Academy.

If you are a well-qualified and enthusiastic person seeking to work in a dynamic, modern school, if you are passionate working in a team and having the highest of standards.

We look forward to meeting you,



Dr Craig Neal

Headteacher

## Job Advert

**Bexhill Academy is seeking** a Science Technician to complement the work of our existing Technician Team.

The successful candidate will be able to demonstrate the following:

- A passion for working within education to drive forward improvements for students
- Flexibility, reliability, calmness under pressure and enthusiasm to work with the Parents, Pupils and Staff of Bexhill Academy
- Attention to detail
- Able to manage resources effectively
- Organisational skills
- General level of physical fitness
- Able to use own initiative and work confidently on their own
- Be confident in ensuring the safety of all people on site, including themselves

**Closing Date: 9am 12<sup>th</sup> December 2024**

**Interview: Interviews will be scheduled as applications are received. Should a suitable candidate be found then the deadline for applications may close early.**

Pre-Application enquiries are encouraged. Please contact Sean Ritson, the Lead STEAM Technician on:  
[sean.ritson@bexhillacademy.org](mailto:sean.ritson@bexhillacademy.org)

Please see our website [www.bexhillacademy.org](http://www.bexhillacademy.org) under 'about us' and then 'vacancies' for more details. Please note that we do not accept CVs or approaches from agencies. Completed Bexhill Academy Support Staff application forms should be sent to [academyhr@bexhillacademy.org](mailto:academyhr@bexhillacademy.org)

Bexhill Academy is committed to safeguarding and promoting the welfare of children and young children, therefore all positions are subject to an Enhanced Disclosure and Barring Service check (DBS).

## Job Description

### Principal Accountabilities:

Under the direction of the Lead STEAM Technician and the Senior Science Technician, day to day you will be responsible for ensuring that all resources, technician staffing, and appropriate measures are taken to ensure that lessons in the Science departments can be undertaken to an excellent standard and that student learning can flourish.

### Key responsibilities include but are not limited to;

- Coordinating the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department.
- To ensure the maintenance of a healthy and safe working environment.
- Actively contributing to the assessment, monitoring and review of both health & safety procedures and information resources.
- Keeping up to date with current procedures and practices through continuing professional development.
- Providing technical advice and support on health & safety issues to teaching and trainee technical staff.
- Ensuring the safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards.
- Ensuring the healthy and safe storage and accessibility of equipment and materials.
- To carry out health & safety and risk assessments relating to laboratory work and apply COSHH regulations and assessments.
- To assist the senior technician with the day to day organisation and development of trainee staff to ensure that essential performance standards are achieved.
- To contribute to the design, development and maintenance of specialist resources (including plants) and/or long term projects.
- To support the senior technician in ensuring the availability of suitable materials and equipment. Keeping up to date records of stock.
- Under the overall guidance of the senior technician, to ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.
- To assist in practical classes.
- To set up data logging equipment.

**Other Specific Duties:**

- To take part in the academy's staff development programme
- To contribute positively to the school ethos.
- To communicate effectively with colleagues, the parents of students as appropriate
- Where appropriate, to communicate and cooperate with persons or bodies outside of the school
- To follow agreed policies for communications in the academy
- To play a full part in the life of the academy, to support its distinctive aim and to encourage staff and students to follow this example
- To continue personal development as agreed
- To comply with the academy's health and safety policy and undertake risk assessment as appropriate

**Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.**

**Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.**

**Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.**

**The academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.**

**The job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.**

**The Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

**The successful applicant will be subject to an Enhanced DBS check**

## Person Specification

Criteria	Essential	Desirable
<b>Qualifications</b>	To GCSE or equivalent	Appropriate additional qualifications
<b>Experience</b>	<ul style="list-style-type: none"> <li>Experience of working in a professional environment.</li> </ul>	<ul style="list-style-type: none"> <li>Previous experience of working as a Science/Laboratory Technician</li> <li>Awareness of Health &amp; Safety Policies and procedures</li> <li>Ability to work within a large and diverse educational environment</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>Good understanding of Health and Safety issues</li> <li>Strong Science knowledge</li> </ul>	
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>Commitment to work on own initiative and to work flexibly to meet deadlines</li> <li>Able to communicate clearly with excellent interpersonal skills with adults and young people</li> <li>Reliable with good time management skills</li> <li>Able to be positive and enthusiastic and sympathetic to the needs of others</li> <li>Excellent ICT and organisational skills</li> <li>Can remain calm when responding to unplanned situations with co-operation and professionalism</li> <li>To have a positive attitude to personal development and training and seek out training opportunities to enhance the role to meet the Academy objectives</li> <li>Confident in working as part of a team and independently</li> </ul>	



## **Personal Qualities**

- Suitable to work with children
- Excellent communication skills, both oral and written
- Resilience and stamina when faced with busy and demanding situations
- Confidence to hold firm with staff, students and third parties when challenged in order to maintain Academy standards
- Ability to work under pressure, meet deadlines, and establish positive relationships with students, staff and outside agencies
- A forward-thinking approach
- Ability to be reflective and self-critical
- An excellent professional role model (e.g. maintaining an excellent personal attendance & punctuality record)
- Maintain confidentiality and adhere to GDPR
- To be hardworking and committed to the vision of the Academy
- To have a willingness to learn and develop new skills
- To have the ability to work with initiative

## **Our School**

### **Creating the Best Opportunities for All**

At Bexhill Academy, we strive to create equal opportunities for all our students, ensuring that they have access to the best resources and support to thrive academically and personally. Our inclusive approach celebrates diversity, fostering an environment where students from all backgrounds can learn from one another and develop essential life skills such as empathy, tolerance, and respect. We provide a variety of academic pathways and personalized support systems, tailoring our educational approach to meet the unique needs and aspirations of each student. By nurturing their individual strengths and talents, we equip our students with the skills and knowledge needed to succeed in an ever-changing world.

It's important for us to recognise that the little things matter. Smart uniform, manners, kindness, and punctuality are something we promote within our academy as we feel this embeds a deep sense of pride and self-respect within our students.

In conclusion, Bexhill Academy is dedicated to providing an exceptional educational experience that combines academic excellence, personal growth, and a supportive community. We foster a culture of aspiration, challenge our students to reach their full potential, and create equal opportunities for all. Join us at Bexhill Academy, where we believe in the power of education to transform lives and shape a brighter future.

## **Wellbeing**

We understand that well-being is paramount to academic success. Our school offers a comprehensive well-being program for staff and students that focuses on building resilience, promoting a healthy lifestyle, and equipping us all with the tools to manage stress and navigate challenges. Through a range of extra-curricular activities, student leadership opportunities, and community service initiatives, we actively encourage personal growth, self-discovery, and the development of essential life skills. Our dedicated well-being team provides guidance and support, ensuring that staff and students have access to the resources they need to flourish both inside and outside of the academy.