



**Acorn**  
Education Trust



# Science Technician

Clarendon Academy

# Welcome from Sara Edwards

*Acorn Education Trust CEO*

**Thank you for your interest in one of our vacancies, I hope the information enclosed in this pack inspires you to apply.**

Acorn Education Trust was established in 2014 to provide a local solution to a national strategy. We now serve 21 settings: 16 Primary Schools, 3 Secondary Schools and 2 nurseries.

Our mission is to 'prepare young people for their world in their time' and this sits at the heart of all we do. We strive for excellent leadership, excellent teaching and excellent learning. Our vision is to transform lives through education.

In every Acorn School, you will see:

- A** Active and visible leadership
- C** Care, support and challenge
- O** Opportunities for all
- R** Readiness to reach out
- N** Needs of all are paramount

Every Headteacher focuses on leading teaching and learning in their school. Central teams manage the business element of the Trust which allows us to share resources, improve IT and estates infrastructure and invest in school to school support. We are therefore able to direct as much money as possible into teaching and learning thus improving the life chances of all our young people.

Whatever role you are applying for, whether in a school or as part of the central team, we hope you can align with our vision and values, have the determination to succeed and are up for a challenge. In turn, we will provide you with a comprehensive and supportive induction programme, professional development and a career with Acorn.

We hope this information pack provides you with a flavour of working within our Trust and we look forward to receiving your application.

*Sara Edwards*

# About Clarendon Academy

*Respect, determination and excellence*

Clarendon Academy is a thriving co-educational, non-denominational secondary school and sixth form, educating young people between the ages of 11 and 18 years. Located in the bustling town of Trowbridge, Wiltshire, our school has a strong reputation in the local community, and beyond, for being a school with high standards of teaching and learning.

We pride ourselves on being a centre of excellence and a place where young, enthusiastic children enter in Year 7 and leave us at the end of Year 13 as fully rounded young adults. Our staff aim for every lesson, every day, to be exceptional. To support this, we ensure that all staff receive regular training so they can continue to develop their craft. Our curriculum is enhanced by the strong pastoral support offered by all staff. We care deeply about our students and work tirelessly to ensure they feel that they belong and can achieve their dreams.

In June 2023 we retained our 'Good' Ofsted rating and were praised for our high-quality, well sequenced curriculum and for our staff, who not only have good subject knowledge but also know our pupils exceptionally well.

In 2018 we joined Acorn Education Trust, which has provided exciting opportunities to improve local education and draw on collective experience. We work closely with other schools within the Trust and the central team to help us continue to grow from strength to strength.

We look forward to welcoming you to our school.

Craig Turze  
*Headteacher*

For more information, please visit our website: [www.clarendonacademy.com](http://www.clarendonacademy.com)

# Job description

<b>Job title</b>	Science Technician
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<b>Reporting to</b>	Class Teacher/ Head of Science / Headteacher
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## Main purpose

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The Science Technician will undertake Science support duties in order to provide a technical service to staff and students in Science lessons and maintain a high standard of effective classroom teaching and learning at all times. This includes providing and maintaining science equipment and resources for demonstration, class practical work, assessments and examinations, and working with staff across the department to facilitate high-quality teaching and learning in Physics, Chemistry and Biology.

## Duties and responsibilities

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- Observe Health & Safety regulations fully and identify possible risks
- Day-to-day running of classroom, laboratories and workshops, including general maintenance of storage and preparation areas and equipment ensuring they are safe and clean for staff and students
- Ordering of materials required for Science lessons
- Stock management: ordering, collection, rotation
- Ensuring equipment is in good/safe working order, repairing as necessary or advising on repairs to be made;
- Resource management (books, magazines and worksheets etc)
- General support of both staff and students in lessons
- Preparation of materials
- Completing other related tasks, as required by the Science Department

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# Person specification

Criteria	Essential
Qualifications and Training	<ul style="list-style-type: none"> <li>• GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English, Maths and Science;</li> <li>• First-aid training, or willingness to complete it.</li> </ul>
Experience	<ul style="list-style-type: none"> <li>• Previous experience as a science technician / working in a similar role;</li> <li>• Experience working in a school environment or other educational setting;</li> <li>• Experience working with children / young people.</li> </ul>
Skills and knowledge	<ul style="list-style-type: none"> <li>• Sound literacy, numeracy and IT skills;</li> <li>• Excellent organisational and time management skills;</li> <li>• Ability to build effective working relationships with pupils and staff;</li> <li>• A solid understanding of Scientific processes, materials and equipment;</li> <li>• Strong interpersonal and communication skills;</li> <li>• Ability to work under pressure and meet deadlines;</li> <li>• Ability to observe Health &amp; Safety regulations fully and identify possible risks.</li> </ul>
Personal attributes	<ul style="list-style-type: none"> <li>• Enjoyment of working with young people;</li> <li>• Works well in a team;</li> <li>• Is well presented and has a professional approach;</li> <li>• Is organised and consistent with a good practical aptitude;</li> <li>• Is physically fit and comfortable handling/moving resources;</li> <li>• Commitment to safeguarding pupil's wellbeing and equality.</li> </ul>

The Science Technician will be required to follow school policies and the staff code of conduct.

*Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the successful applicant will carry out. The postholder may be required to do other duties appropriate to the level of the role.*

## How to apply

If you would like more information about this role, please contact the school office via email at [aes@clarendonacademy.com](mailto:aes@clarendonacademy.com) or by phone on 01225 785210.

### To apply

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Please visit our [Acorn careers page](#) to complete an application form.

Shortlisted candidates will be invited for a one-day interview.

Clarendon Academy, Frome Road, Trowbridge, BA14 0DJ

01225 762686

[general@clarendonacademy.com](mailto:general@clarendonacademy.com)

*Clarendon Academy, as part of the Acorn Education Trust, is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If successful in obtaining this post you will be subject to a Disclosure from the Disclosure and Barring Service and health screening. We are an equal opportunities employer. As part of our safer recruitment processes, if you are shortlisted for the post, we will carry out a social media account search.*