



Guilsborough Academy

Guilsborough Multi Academy Trust



Senior 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 Senior 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.

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 we believe that learning should be enjoyable and challenging. This belief, combined with the excellent teaching skills, commitment of our staff, enthusiasm and hard work of our students, lies at the heart of our success.

We are passionately committed to the achievement of every individual pupil and to providing high standards of teaching and learning. Our reputation with the local and wider community rests on consistently providing quality education for students of all abilities. Our students' excellent academic achievements can be seen in the national league tables. Every year, our most able students achieve very highly, and we encourage and support students to aim for top universities, whilst also providing strong support for alternative routes to higher qualifications post 18. This is supported by our excellent Careers programme. We also hold the prestigious CEIAG award (Career Education, Information Advice and Guidance).

Guilsborough Academy is committed to a comprehensive intake and accepts students of all abilities. As an inclusive school community, our students come from a wide variety of different social and cultural backgrounds. We aim to challenge all our students to reach their full potential and celebrate their successes. We ensure that those students who have special educational needs are provided with appropriate support, so that they too may reach their potential.

Individual strengths within our students are encouraged and celebrated. We encourage them to explore a wide variety of interests within and beyond the school curriculum. Our aim is to develop thoughtful, kind and considerate adults, who will not only contribute to the academy, but also to the wider community. Students' personal development and happiness are very important to us and our extensive programme of extra-curricular activities, including excellent Music, Drama and Sports provision, supports this process. We expect high standards of behaviour and seek to build strong relationships between staff and students. Considerate and responsible attitudes and behaviour are fostered through a strong Life Skills programme.

We are a small MAT situated in the idyllic Northamptonshire countryside. We are presently comprised of one school: Guilsborough (11-19) Academy. Guilsborough is a "converter" Academy and formed a Multi Academy Trust and is a supportive and friendly academy that 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.

The aim of GMAT

Our aim is to pursue and promote sustainable excellence in the provision of 11-19 education for the benefit of our students, staff, parents/carers and the wider community.

The GMAT Strategy

We play an active role in the wider community of educators. We value productive relationships and partnerships that help us to maintain and further develop our expertise, and we also seek opportunities to share our own best practice with others.

We value the work of our Trustees to hold the academy to account and constructively monitor its progress. Intervention must be proportionate and timely to the identified areas of development.

Advert

Contract Type:

- Permanent
- 25 hours per week, 39 weeks per year (term time, plus 1 week)
- Monday, Tuesday, Thursday and Friday 8:30am-15:15pm

Salary:

- Grade G points 8-12, starting point 8, £26,824 FTE, Actual salary £15,572

Closing Date:

- Monday 24th November 2025 at 9am

How to apply:

To apply, please complete an application form via our website [here](#)

Completed application forms should be accompanied by a letter of application

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.

Senior Science Technician

Are you passionate about science and education? Do you have the skills and experience to support a dynamic and forward-thinking science department? We are seeking a Senior Science Technician to join our team and play a key role in delivering high-quality science education to our students.

About the Role

As Senior Science Technician, you will:

- Lead the technical support across Biology, Chemistry, and Physics.
- Prepare and set up practical experiments and demonstrations.
- Maintain and manage laboratory equipment, stock, and resources.
- Ensure health and safety standards are upheld at all times.
- Support teaching staff in delivering engaging and safe practical lessons.
- Line manager, supervise and support the Science Technician team.

About You

We're looking for someone who:

- Has previous experience working in a school science lab or a lab environment similar environment.
- Possesses strong organisational and communication skills.
- Has a good understanding of health and safety in a laboratory setting.
- Is confident working independently and as part of a team.

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 new employee benefits? If so, we would be delighted to hear from you.

Visits to the school 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 or 01604 740641.

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 Protection policy is available [here](#). We are also committed to meeting the requirements of disability discrimination and other legislation.

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.

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

Post Title	Senior Science Technician
Reports to	Director of Science
Salary grade	Grade G point 8
Hours	25 hours per week, 39 weeks per year
Contract type	Permanent

RESPONSIBILITIES OF THE JOB

The Senior Science technician is responsible for:

- Ensuring that a safe, effective and efficient laboratory technical service is provided for use by students and teaching staff.
- Providing technical advice and assistance in the classroom to support students and to assist teaching staff with the provision of learning activities.
- Co-ordinating the use and development of practical resources and facilities within the science department.
- Ensuring that health and safety requirements and other relevant regulations are in place and adhered to, including the completion and recording of necessary checks.

Duties and responsibilities

Main duties and responsibilities are indicated below. Other duties of an appropriate level and nature may also be required, as directed by the Director of Science or Principal.

The Postholder:

- Support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.
- shall uphold the school's policy in respect of child protection and safeguarding matters.
- shall be subject to all relevant statutory and institutional requirements.
- may be required to perform any other reasonable tasks after consultation.

Operational Responsibilities

- The Postholder shall:
- Establish and maintain good relationships with all students, parents/carers, colleagues and other professionals.
- Ensuring science cover lesson instructions are resourced and are in the correct location.
- Ensure that staff in the science departments are aware of and comply with all health and safety requirements and other relevant regulations.
- in discussion with the Director of Science and her/his line manager, organise and put in place contingency plans to meet the needs of the science department in the event of emergencies such as absence, power cuts or equipment failure.
- Report to the Director of Science any issues or concerns and provide support where appropriate to ensure that the technician team is well resourced, organised and trained to meet the performance standards required by the science department.
- Coordinate the putting up and maintenance of appropriate classroom and corridor displays within the science department.
- Ensure that equipment is in good working order and that laboratories, preparation areas and storerooms are in a clean, safe and orderly condition.

- Ensure the cleaning and maintenance of glassware, equipment and sinks.
- Under the guidance of her/his line manager, hold responsibility for the promotion and observance of a healthy and safe working environment. This includes:
- leading and co-ordinating the assessment, monitoring and review of health and safety procedures and information resources.
- keep up-to-date with current procedures and practices through continuing professional development.
- provide technical advice on health and safety issues and other relevant regulations to teachers and support staff.
- ensure the safe treatment and disposal of used materials, including hazardous substances, and responding to actual or potential hazards.
- ensure safe storage and accessibility of equipment and materials.
- Advise the science curriculum lead in the design, development and maintenance of specialist resources and/or long term projects, and offer professional guidance, assistance and support to teachers on the practical aspects of the curriculum.
- hold responsibility for setting up and monitoring systems used in the management and control of practical resources, including:
- carry out stock control, compiling orders, liaising and/or negotiating with suppliers, and maintaining appropriate records.
- ensure the availability of suitable materials and suggest alternatives for suitability, sustainability and economy.
- Advise and assist the science curriculum lead on routine and non-routine checking, cleaning, and maintenance, calibration, testing and repairing of equipment to the required standard.
- Carry out and update risk assessments in accordance with school policies.
- Lead and line manage the team of Science Technicians, including carrying out probation reviews for new starters and annual performance management reviews.

Administrative

The Postholder shall:

- Operating laboratory documentation systems including organisation of lesson orders, work sheets, assessment material, filing, hazard data and legal records
- Ensure that all administrative duties, checks and documentation are completed to the required level of accuracy, including returns and reports.
- Collate information, statistics and prepare reports as required by her/his line manager, the Head teacher and the governing body.
- Source suppliers applying best value principles.
- Ensure that financial procedures and activities are carried out within the department/s in accordance with school policies and procedures.
- Complete equipment and stock inventories as required.

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.

FURTHER INFORMATION

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](#).

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 teacher will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the Principal / Line Manager.

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.

Employee signature:

Date:

Person Specification

ESSENTIAL

<u>Selection Criteria (no priority order)</u>	<u>Method of Assessment</u>
<u>Educated to O'Level /GCSE standard with good grades in English, Maths and Science</u>	<u>Application form/Interview</u>
<u>Evidence of commitment to professional development</u>	<u>Reference/interview</u>
<u>Knowledge and understanding of Science Subjects</u>	<u>Application form/reference/interview</u>
<u>Ability to plan effectively</u>	<u>Reference/interview</u>
<u>Ability to communicate effectively and relate well to students, staff and parents</u>	<u>Reference/interview</u>
<u>Ability to work as part of a team</u>	<u>Reference/interview</u>
<u>Ability to raise self-esteem and expectation of pupils</u>	<u>Reference/interview</u>
<u>Motivation to work with children and young people</u>	<u>Reference/interview</u>
<u>Ability to form and maintain appropriate relationships and personal boundaries with children and young people</u>	<u>Reference/interview</u>
<u>Emotional resilience in working with challenging behaviours and attitudes to use of authority and maintaining discipline</u>	<u>Reference/interview</u>
<u>Willingness to contribute to extra-curricular activities</u>	<u>Interview</u>

DESIREABLE

<u>Experience of working with children in an extra-curricular context or voluntary basis</u>	<u>Application form/interview</u>
<u>Previous experience as a Science Technician</u>	<u>Application form/interview</u>
<u>Evidence of working effectively under pressure</u>	<u>Reference/interview</u>
<u>Strong ICT skills</u>	<u>Application form/reference/interview</u>

Rewarding & Supporting Guilsborough Academy Staff

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:

- **We are a Carnegie Gold Standard Accredited organisation for mental health for both students and staff.**
- **A dedicated staff Wellbeing Committee.**
- **£500 Refer a Friend payment scheme, plus a welcome bonus for your friend.**
- **A £1,000 welcome bonus to new employees employed on a permanent contract.**
Terms and Conditions apply.
- **Access to trained staff Mental Health First Aiders**
- **A developmental and supportive culture for continued professional development.**
The academy strives to deliver personalised pathways and opportunities in order to enhance the growth and development of all staff members.
- **A stunning rural location.**
- **HR Services on site.**
- **Eye Tests.**
Reimbursement on eye tests
- **Free annual Flu Vaccinations for all staff.**
- **Access to 24/7 telephone counselling service for staff and their immediate family via Health Assured.**
- **Free access to our Fitness Suite.**
- **Pension Schemes.**
GMAT offers a defined benefit pension scheme which is supported by academy contributions as well as those of the employee. GMAT has two pension schemes, the Teacher's Pension Scheme and the Local Government Pension Scheme.
- **Healthy Eating.**
Our in-house catering firm, Innovate, offer a healthy range of food at both break and lunch-time. Staff are entitled to a 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**
 - Private Health Care Options
 - Discounts & Cashback Schemes
 - And much more



2024-27



Contact Us

Visit us:

Guilsborough Academy
West Haddon Road
Guilsborough
Northampton
NN6 8QE

Call us:

01604 740641

Email us:

info@guilsborough.northants.sch.uk

Visit our website:

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

Follow us on our Social Media

