



# Senior Science Technician

Full time (Permanent):

37 hours per week, term time plus 2 weeks

## Application Pack

Sutton Community Academy,  
Sutton-in-Ashfield, Nottinghamshire

# Contents

Sutton Community Academy,  
Sutton-in-Ashfield, Nottinghamshire



01

About Academy  
Transformation  
Trust

Page 3



02

Sutton  
Community  
Academy  
Information

Page 4



Job Description

Page 5 - 6



04

Person  
Specification

Page 7



05

How to apply

Page 8





# 01. About Academy Transformation Trust

## We're on a mission

Our mission is to provide the very best education for all pupils and the highest level of support for our staff to ensure every pupil leaves our academies with everything they need to reach their full potential.

giving academies everything they need to realise their full potential.

## These are the things we hold dear

### Transparency

As a charity founded on strong ethical practices, Academy Transformation Trust takes pride in being open, honest and crystal clear in everything we do.

### Innovation

We are constantly striving to do all we can to make education the best it possibly can be. We are brave in our actions and do everything we can to have a positive impact on whole child development.

### Collaboration

We believe the future of education relies upon effective collaboration between academies, and better collaboration between academies and their local communities.

### Ambition

We are determined to improve education nationwide by encouraging collaboration and

**We believe every child matters and deserves a first class education.**

Our team knows first-hand how to make education better for schools, pupils and their teachers.

For us, the future of UK education relies upon schools working closely together to share best practices, giving every child the best chance in life. We set up ATT to make this vision a reality.

As a not for profit trust, we work with our growing family of primary and secondary academies, and further education providers in the Midlands,



## 02. Sutton Community Academy Information

Sutton Community Academy is part of the Academy Transformation Trust family of academies.

At Sutton Community Academy, we provide the best opportunities for all our pupils toward helping them to achieve excellent academic qualifications.

We are a unique and highly successful academy and are proud of our students' achievements in GCSE and AS/A-level, alongside our great vocational offering. We ensure our curriculum is kept broad enabling every child to have full opportunity to reach their full potential.



This success is built upon valuing and nurturing the talents of all our pupils, which is supported by our brilliant academic, vocational and leisure activities, equipping all our students with the tools needed for Higher Education, apprenticeships and employment.

The academy is renowned nationally for its work and impact upon the local community, which have played a major role in creating a lifelong community resource in Sutton-in-Ashfield. Community really does sit at the heart of what we do; developing and nurturing the future generations is something we're very proud of and always strive for.

To find out more, please visit [www.suttonacademy.attrust.org.uk](http://www.suttonacademy.attrust.org.uk)

## 03. Job Description

### Senior Science Technician, Secondary Academy

37 hours per week, Term Time plus 2 weeks

The post holder will provide an efficient and effective technician support service to the school's Science Department in order to achieve the highest possible standards and prepare all our students to lead successful lives.

#### Duties and Responsibilities:

- > Ensure that a safe, effective and efficient laboratory technical service is provided for use by students and staff.
- > Provide technical advice and assistance in the classroom to support students and to assist teaching staff with the provision of learning activities.
- > Coordinate the use and development of practical resources and facilities within the science department.
- > Line management of science technicians including their induction, training, deployment and performance management.
- > Ensure that health and safety requirements and other relevant regulations are in place, met and adhered to, including the completion and recording of necessary checks.
- > Conduct health and safety inductions for all new science staff
- > Prepare scientific materials and / or sets of equipment for lessons.
- > Coordinate the use of practical resources and facilities and provide assistance / advice in meeting the practical needs of the science curriculum, including liaising with teaching staff and support staff outside the department.
- > Keep up to date with current procedures and practices through continuing professional development.
- > Contribute to the design, development and maintenance of specialist resources and / or long-term projects.
- > Check machinery / equipment.
- > Arrange purchasing with the Finance team on behalf of the Science Department.
- > Arrange Ensure cleanliness of materials.
- > Manage the stock of materials and equipment, including ordering and purchase of new materials.

### 03. Job Description

- > Support practical demonstrations in lessons.
- > Work with students as appropriate.
- > Help to prepare and mount display materials.
- > Undertake filing and other appropriate admin tasks.
- > appropriate admin tasks.
- > Attend regular team meetings with the Science department in order to address any issues arising and bring these to an acceptable conclusion wherever possible.
- > Support students throughout the day by fulfilling pastoral responsibilities.
- > Participate in the academy coaching process.
- > Engage fully in the academy appraisal process to fulfil personal potential and be able to participate effectively in the implementation of the academy's goals and improvement plan.
- > Attend meetings / training and carry out administrative tasks and duties as specified on the academy calendar.
- > Consistently implement all academy policies.
- > Contribute to decision-making and consultation procedures.
- > Report any safeguarding concerns immediately to a Designated Safeguarding Lead.
- > Carry out any other reasonable duties as requested by the Principal or Head of Department

#### Generic Responsibilities:

- > demonstrate a positive commitment to equality and diversity
- > contributing to building the Academy Transformation Trust service culture and team ethos
- > adhere to responsibilities under security information, health & safety legislation and policies
- > any other duties commensurate with the role.



## 04. Person Specification Senior Science Technician, Secondary Academy

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"><li>• Sound educational background, including GCSE's in Maths and English (A*-c) or equivalent</li></ul>	<ul style="list-style-type: none"><li>• Other relevant Science qualification</li></ul>
Skills	<ul style="list-style-type: none"><li>• Prior experience in a similar role</li><li>• Excellent interpersonal skills</li><li>• Good communication skills, oral and written</li><li>• Knowledge of Biology, Chemistry and Physics</li></ul>	<ul style="list-style-type: none"><li>• Experience of working in a school environment</li><li>• Understanding of Health &amp; Safety regulations</li></ul>
Personal Characteristics	<ul style="list-style-type: none"><li>• Willingness to learn</li><li>• Flexibility to working practices</li><li>• Enthusiastic</li><li>• Positive</li></ul>	<ul style="list-style-type: none"><li>• Able to build relationships with a range of stakeholders</li></ul>



## 05. How to apply

Sutton Community Academy,  
Sutton-in-Ashfield, Nottinghamshire

### Salary:

ATT Support Staff payscale, point 8-14  
£20,493-£23,080 FTE  
(£18,093 - £20,377 actual)

### Closing date:

12.00pm on Thursday 18<sup>th</sup> March 2021.

### Interviews:

w/c 22<sup>nd</sup> March 2021.

### Start Date:

A.S.A.P

### Visits to the school:

For further information about the role and the academy, or if applicants wish to visit prior to completing their application, please the academy on 01623 980055.

### Applying

Please apply by visiting  
[www.academytransformationtrust.co.uk/vacancies](http://www.academytransformationtrust.co.uk/vacancies)



# Forward as one. Improving Education Together.

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