

THE  
Eastbourne  
ACADEMY

**Science Technician**  
The Eastbourne Academy  
Information



## CONTENTS

<b>Welcome</b>	<b>3</b>
<b>Job Description</b>	<b>4</b>
<b>Person Specification</b>	<b>5</b>
<b>Working at The Eastbourne Academy</b>	<b>6</b>
<b>Finding Us</b>	<b>6</b>
<b>Application Process</b>	<b>7</b>
<b>Overview of Swale Academies Trust</b>	<b>9</b>



# Welcome

Dear Applicant

Welcome to your first step in becoming part of The Eastbourne Academy. We are a well-established school in East Sussex which continues to go from strength to strength. The Eastbourne Academy is set in the picturesque seaside town of Eastbourne, surrounded by the beautiful South Downs. We are fortunate to have excellent buildings with modern resources which provide a warm, welcoming and friendly place to learn that challenges everyone to be their best. With easy train links to Hastings, Lewes, Brighton and London, schools, colleges and universities nearby and plethora of tourist attractions on our doorstep, it really is a wonderful place to live and work.

At The Eastbourne Academy we believe that learning is our core priority. We recognise that continually striving to improve the quality of teaching and learning is key to securing high levels of achievement for all. We aim to foster each student's unique strengths and talents whilst meeting their needs and raising their academic and social aspirations. Students of all abilities will be given every opportunity to learn in order to achieve their full potential. We aim to achieve this by creating a stimulating learning environment where high expectations, and the use of digital technologies are the norm. Our curriculum is the bedrock of our vision: to craft an exceptional, inclusive and growth-oriented learning community. The intent for our curriculum is for it to unlock and nurture the broad range of skills and talents of our students, recognising and maximising each student's potential. Underpinned by evidence-informed teaching and learning, our curriculum nurtures our learners to flourish in the ever-evolving world.

We recognise that qualifications are the stepping stone to employability, but also that high aspiration and strength of character are the foundations for long term success. A wide range of student leadership, arts and sports programmes, trips and visits, and extra-curricular opportunities ensure that the curriculum extends beyond the classroom. Students will leave The Eastbourne Academy with the essential knowledge and attributes they need to be fully rounded and educated citizens who will be prepared for whatever the future may bring. This could be your first step to becoming part of this vibrant, successful and inclusive learning community, where both students and staff thrive. I invite you to come and see for yourself what makes us so special.

Yours faithfully



Liza Leung



# Job Description

Job Title: Science Technician  
Grade: SAT B  
Responsible to: Head of Department

## **Purpose of the Job:**

Under the overall direction of the Subject Leader for Science and Senior Science Technician, support the teaching and learning in the department by ensuring the effective preparation, maintenance and storage of tools, equipment and materials and undertake learning activities with pupils and teachers.

## **Main duties and responsibilities (Accountabilities):**

1. Carrying out risk assessments for practical and technical activities
2. Preparing necessary solutions and equipment for practical experiments
3. Maintaining, repairing and taking inventory of apparatus
4. Liaising with staff over equipment and safety issues
5. Running trials of experiments and demonstrations
6. Safely and securely store allocated equipment and materials
7. Set up experiments and related resources including iPads ready for use in lessons
8. Ensure the safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards
9. Perform duties in line with health and safety
10. Undertaking basic record keeping as directed
11. Order and purchase supplies and inventory tracking
12. Identifying and applying for suitable grants
13. Support the overall work of the science department

## **General accountabilities:**

- Be aware of and comply with policies and procedures relation to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos / work / aims of the school.
- Appreciate and support the role of other professionals.
- Attend relevant meetings as required.
- Participate in training and other learning activities and performance development as required
- Assist with the supervision of students out of lesson times e.g. clubs, extra-curricular activities as appropriate.

All employees have a responsibility to undertake training and development as required. They also have a responsibility to assist, where appropriate and necessary, with the training and development of fellow employees.

All employees have a responsibility of care for their own and others' health and safety.

This job description sets out the key outcomes required. It does not specifically detail the activities required to achieve these outcomes. In consultation with you, the job description may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

# Person Specification

Qualifications	Essential / Desirable
NVQ level 3 or equivalent qualification in a science based area	E
GCSE or equivalent in English and maths	E
First Aid certificate	D
Experience	
Experience of working in a similar education environment.	E
Excellent knowledge of science acquired through formal education or experience	E
Experience of working in a science practical environment	D
Experience of budget / stock management	D
Skills and Abilities	
Ability to communicate effectively with all school staff/colleagues, pupils, parents/carers, suppliers, visitors.	E
Ability to assemble, disassemble and clean equipment.	E
Ability to work to deadlines, e.g. when setting up equipment for a class.	E
Confidence and ability to ask questions relating to achieving the task.	E
Proficient in technical, practical and computer skills	E
Knowledge	
Understanding the issues surrounding the safeguarding of children and commitment to child welfare and safety	E
Working knowledge of relevant policies / codes of practice and awareness of relevant legislation	E
Ability to relate well to adults and children	E
Personal Attributes	
Commitment to safeguarding and promoting the welfare of children and young people	E
Commitment to the principles of equality and diversity	E
To be an effective team member	E
To be able to work calmly under pressure	E
To be flexible and be able to manage time effectively	E
To work independently and collaboratively	E



# Working at The Eastbourne Academy

## Benefits

- Local Government Pension Scheme – with a generous employer contribution
- Salary Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Enhanced Maternity Pay
- Employee Referral Recruitment Incentive
- Discounts with local and national retailers, cinemas and restaurants
- Access to training and development

## Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Cycle to Work scheme

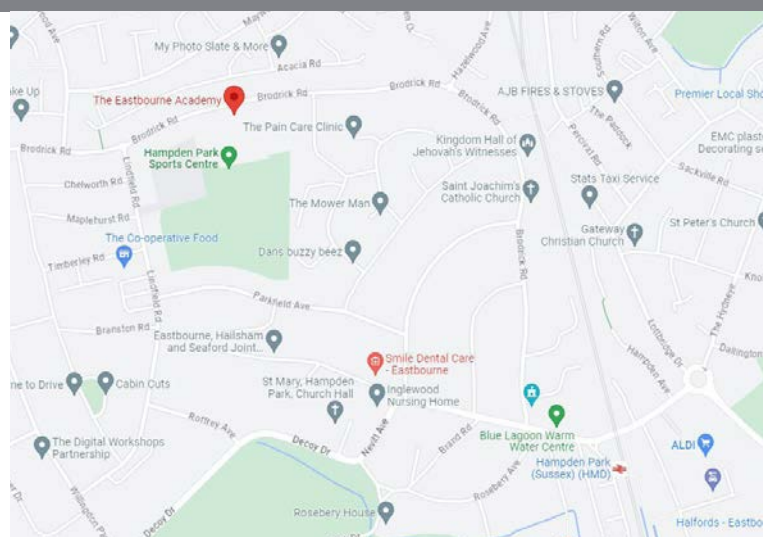
# Finding Us

**The Eastbourne Academy**  
Brodrick Road, Eastbourne, BN22 9RQ

01323 514 900  
tea-office@swale.at

**Closest Train Station: Hampden Park (Sussex)**  
Approx. 18 minute walk

**Closest Bus stops:**  
Brodrick Road - 1A, Loop (3 minute walk)  
Percival Road - 8, Loop (11 minute walk)





## The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible. The SAT Application Form can be found [here](#).

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on [swale.at](http://swale.at) website. Completed forms can be sent to [lisa.wood@swale.at](mailto:lisa.wood@swale.at) or by post to the following address:

Mrs Lisa Wood  
The Eastbourne Academy  
Brodrick Road,  
Eastbourne,  
East Sussex  
BN22 9RQ

## The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form. The Eastbourne Academy may complete online checks of any candidates as part of the Shortlisting Process.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

## Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.





## **Safeguarding**

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

## **Retention of information**

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

## **Privacy Notice**

Please refer to the [Trust's Privacy Notice](#) for job applicants for information about how we use any personal data about them we hold.

Swale Acadmies Trust is committed to fostering a diverse and inclusive workplace where everyone feels valued and respected. We actively seek applications from individuals from all backgrounds and experiences.



# Overview of Swale Academies Trust

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

## Swale Academies Trust - Schools

### Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

### Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

## Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications





SWALE ACADEMIES TRUST, ASHDOWN HOUSE, JOHNSON ROAD, SITTINGBOURNE, KENT, ME10 1JS  
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