



The Elms Academy

The best in everyone™

Part of United Learning

Candidate Application Pack Science Technician

CLOSING DATE: Friday 27th June 2025



WELCOME



Dear Candidate,

Thank you for your interest in The Elms Academy, a close-knit, warm and diverse community with a strong collaborative culture where everyone seeks to bring out the best in each other, and a commitment to high standards in everything we do. In testament to these high standards, our exam results in 2024 were our best yet. These results are due to the unique culture and community that has developed at The Elms Academy. The highest expectations of students and real academic rigour are combined with a strong focus on developing the whole child. There is a culture in which every single child matters and must be supported to achieve their full potential.

As an inner-London community school, our pupils reflect the diversity of the local area with nearly twice the national average proportion of those who qualify for Pupil Premium. Therefore, all staff at the academy are driven by a strong mission to provide educational excellence to every single student.

The Academy has cultivated a friendly and welcoming environment for all its staff, with a strong collaborative culture that has community at its heart. Our teachers feel empowered, supported and are provided with the highest-quality professional development and effective performance management. We pride ourselves on ensuring that every member of staff is supported to be the best they can in the classroom and to achieve their career aspirations. That helps us to build our own talent pipeline. We have made staff wellbeing a priority by promoting good physical and mental health and listening to the feedback from all staff. As part of United Learning, all staff benefit from a host of additional core benefits, access to tailored CPD and a wealth of resources and curriculum expertise.

Here is the opportunity for you to join one of the most happy and successful schools in United Learning and to be part of the incredible journey that The Elms Academy has been on. I look forward to meeting you.

Amy Welch, Principal

MORE PAY, MORE TIME, MORE SUPPORT

Working at The Elms Academy

We are proud to be part of United Learning Trust; our schools work as a team and achieve more by sharing than any single school could. Our subject specialists, group-wide intranet, own curriculum, and online learning portal all help us share knowledge and resource, helping to simplify work processes and manage workloads for an improved work-life balance.

As a Group our staff are better rewarded: with good career opportunities, benefits, and ultimately, the satisfaction of helping children to succeed. We invest in our staff wellbeing; it's our core ethos we call 'the best in everyone'.

Central Office staff work closely with schools, offering a wealth of expertise to underpin our knowledge. The specialist departments, including HR, finance, technology, strategy and performance, estates, and marketing, work alongside dedicated school improvement teams.

Committed to having a diverse and representative team

We welcome applications from everyone committed to our ethos and would particularly welcome applications from black and minority ethnic candidates, who are currently under-represented in the Group as a whole. We always appoint on merit.

Flexible Working

At United Learning, we value the dedication, professionalism and hard work of our teachers, support staff and school leaders, and strongly believe that everyone should be able to do their job without sacrificing a family life or compromising their well-being. We are committed to encouraging and enabling flexible working opportunities throughout our schools wherever possible and will support employees seeking to work more flexibly.

Find out more about working with us at www.theelmsacademy.org.uk/about-us/work-with-us.

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ADVERT

Job Title: Science Technician

Required: September 2025

Salary: £20,576.35 pro rata of £30,154 FTE per annum

Contract: Permanent

Working Hours: 29 hours per week, 40 weeks per year

Accountable to: Senior Science Technician

About the Job:

We are seeking a motivated, reliable, and organised **Science Technician** to support our thriving Science Department. You will work closely with the Senior Science Technician to ensure that lessons run smoothly and safely by preparing materials and maintaining equipment for practical work across all key stages. This is an exciting opportunity to contribute to a high-performing, student-centred team in an ambitious and supportive school.

About the Person:

You will be enthusiastic about working with teachers and young people within a school environment to help them to fulfil their academic ambitions. You will be determined, dynamic and inspiring and will demonstrate high professional standards and high expectations of all students at The Elms Academy.

The successful candidate will need to be able to work independently as well as part of a team. You will need to have excellent communication and organisational skills and demonstrate a strong commitment to supporting teachers and students within Science Department and whole school.

Safeguarding information: The Elms Academy are committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An Enhanced Disclosure and Barring Service check is required for all successful applicants

UNITED LEARNING is a subsidiary charity of the not-for-profit charity, the United Church Schools (UCS) and shares with it the objective of managing schools which offer students a high-quality education based

Integrity

Ambition

Determination

Job Description

Job Title: Science Technician

Responsible for:

You will work closely with the Senior Science Technician to ensure that lessons run smoothly and safely by preparing materials and maintaining equipment for practical work across all key stages.

Job Purpose:

Under the general supervision of the Senior Science Technician to support the teaching staff in the preparation of practical lessons

Key Responsibilities:

- Prepare, set up, and clear away equipment and chemicals for science lessons.
- Maintain the cleanliness, organisation, and safety of the science prep room and labs.
- Support teaching staff and students during practical lessons when required.
- Assist with stock control, ordering, and routine maintenance of equipment.
- Ensure compliance with health and safety guidelines, including COSHH regulations.
- Dispose of chemicals safely and support the safe storage of all materials.
- Help construct or modify basic apparatus as needed.
- Support wider school events (e.g. Open Evenings, Parent Evenings).

Support for school

- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school
- Attend and participate in regular meetings.

Other Responsibilities

- Undertake any other duties assigned by the Principal, SLT, or Senior Science Technician.
- Uphold safeguarding responsibilities in line with the school's child protection policies.
- Participate in staff training and professional development opportunities.

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Job Description

- Support school events such as Open Evenings, Parent Evenings, and Review Days.
- Foster positive working relationships across the Academy.

This job description is intended as a general guide to the duties attached to the post and is not an inflexible specification. It may therefore be altered from time to time to reflect the changing need of the service, always in consultation with the postholder.

We are an inclusive academy and strive to inspire our community to be the best that it can be. It is our aim to be outstanding in all that we do.

We take the safeguarding of students and staff seriously at The Elms Academy. All staff are expected to support this ethos.

Please apply via link

https://ce0374li.webitrent.com/ce0374li_webrecruitment/wrd/run/ETREC179GF.open?WVID=5037489C2D&VACANCY_ID=308275ItDS

Person specification

Essential:

- Good numeracy/literacy and communication skills
- Minimum of Maths and English GCSE at Grade C or equivalent
- Competent with Microsoft Office programs, including Word, Excel, Outlook in a classroom setting
- Good organisation and time-management skills, able to handle a complex, and varied workload, and prioritise tasks based on urgency
- An awareness and understanding of safeguarding
- Responsibilities of all adults who work with children
- Ability to establish and develop positive relationships throughout the school
- Proactive, responsive, and motivated. Able to work on own initiative and to contribute to the effective working of a close team
- Good decision-making skills. Able to understand everyday issues relating to the post and think creatively to help solve problems
- Have a high standard of accuracy with attention to detail but also ability to see the bigger picture
- Excellent timekeeping, time management and attendance
- Excellent organisational skills with the ability to prioritise without close supervision whilst maintain a high quality of work
- The ability to work well under pressure and to tight time frames
- Ability to be flexible where necessary, including out of hours working

Desirable:

- A record of Continuous Professional Development or a willingness to undertake CPD relevant to the role
- Previous experience of working in an educational establishment
- NVQ Level 3/First degree or equivalent in relevant subject

