



APPLICATION PACK  
SCIENCE TECHNICIAN  
(Part Time)  
AT WESTFIELD ACADEMY



**Westfield Academy**

Seeing the qualities in every child

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Company Number 07664348

[www.westfieldacademy.co.uk](http://www.westfieldacademy.co.uk)

Westfield Academy continues to make a significant impact on the education and personal development in our community.

We have been rated '[Good](#)' by OFSTED (2023, 2018, 2014).

Our site has seen substantial investment, including new sports facilities and Creative Arts spaces.

We invest in our staff through dedicated wellbeing support and extensive professional development opportunities.

All students have access to their own Chromebook, improving teaching, learning and feedback.

Our full time, non-teaching Heads/Deputy Heads of Year are a key element to our strong pastoral care, to calm, focussed learning.

We are also the top choice for supply teachers locally, ensuring that staff cover is genuinely "rare cover".

Please return your application form, including the names and addresses of two referees, to Rhiannon Rodber, HR & Student Data Officer, ([rhiannon.rodber@westfieldacademy.co.uk](mailto:rhiannon.rodber@westfieldacademy.co.uk)) by **09:00am on Friday 5th June 2026**. **Shortlisted candidates will be contacted by 5:00pm on Friday 5th June.**

Keeping Children Safe in Education states that as part of the shortlisting process, schools and colleges will carry out online searches as part of their due diligence for all shortlisted candidates.

Detailed references will be requested for all shortlisted candidates prior to interview.

Westfield Academy is committed to safeguarding and promoting the welfare of children & young persons. An Enhanced Disclosure from the Disclosure and Barring Service (DBS) will be required from the successful candidate.

I look forward to hearing from you.

With best wishes



Simon Dallimore

Headteacher



## Our Values and Ethos

Our motto is “Seeing the qualities in every child”, with our aim being to ensure all of our students become successful lifelong learners, confident individuals and responsible citizens. Our teachers and support staff work hard and are fully committed to challenging and supporting the students in their care.

### STRIVE—What are the values?

At the heart of our school community are a set of core values. These underpin our whole school curriculum and ethos. Our school values are:

- **Scholarship**—work hard and apply effective study habits
- **Teamwork**—be able to work positively and effectively with others, combining your efforts when working towards a shared goal
- **Be Resilient**— have self awareness, work with purpose and be willing to adapt to change
- **Have Integrity**—be honest in all that you do, have respect for others and take responsibility for your actions
- **Be Versatile**—be honest in all that you do, have respect for others and take responsibility for your actions
- **Have Empathy**—be aware of the feelings of others, contribute to your community and support your peers.

Students are encouraged to make the most of a wide range of extracurricular opportunities, including The Duke of Edinburgh Award Scheme. We run fixtures in all major sports and have a wide range of clubs and leisure sports activities. Students benefit from working with specialist coaches and enjoy good access to community clubs on and beyond the school site. For elite performers, there are a variety of further opportunities including sports psychology, training and nutrition.

Performing Arts are a real strength of Westfield. Students take advantage of a wide range of specialist Music tuition together with our choir, orchestra, string group and contemporary music groups. Students have the opportunity to perform in three concerts each year. Drama and Dance opportunities include an annual school play and two shows a year, all hosted in our theatre.

Westfield Academy is committed to using new technologies to support both teaching and learning. From 2019 all students at both Key Stage 3 and Key Stage 4, have their own Google Chromebook. These chromebooks are used to support learning across the curriculum. All teaching staff have their own chromebook.

Learning beyond the school site includes theatre visits, Geography field trips, ski trips and visits to Spain and France.

Regular rewards assemblies and annual awards evenings are where we recognise and celebrate the very wide range of student achievements. Students are also encouraged to take on roles of responsibility such as Prefects, House Captains and Form Captains, and to help further improve their own school through our School Council. All students are members of a tutor group and one of four houses, (Aqua, Ignis, Terra, Ventus). Houses form the basis of inter-house sporting activities and fundraising events. Students are encouraged to understand, respect and celebrate diversity, not least through our annual ‘Diversity Week’ programme.



# JOB DESCRIPTION

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## SCIENCE TECHNICIAN (Part Time)

### Main Purpose of Job

- To maintain and make available the appropriate equipment and resources.
- To support student learning in a safe working environment

### Main Responsibilities & Duties

- Prepare and supply equipment and chemicals for science lessons in response to teacher and curriculum requirements.
- Carry out tasks as directed by the Senior Science Technician.
- Set up required demonstrations in a safe, controlled efficient manner, designed to achieve the appropriate results.
- Provide the appropriate information or other requirement to compliment the demonstration and to extend the students' knowledge.
- Ensure the safe disposal of broken equipment or used chemicals.
- Maintain and store resources, equipment and chemicals correctly to provide a safe laboratory/prep room and working environment in accordance with school operating procedures, Health and Safety and COSHH regulations.
- Preparation of sets of chemicals with correct labelling, identifying names and hazard signs as appropriate (COSH requirements).
- Ensure the laboratories/work areas are fit for purpose with special regard to safety consideration, reporting any repair requirements to the Head of Faculty and Assistant Principal (Business).
- Advise teachers and students on Health and Safety regulations; be responsible for the appropriate safety equipment in labs and prep rooms goggles, fire extinguishers and spills kit; conduct risk assessments on experiments.

### Facts and Figures

- Large secondary school of approximately 1020 students (11-16 years)
- 8 laboratories
- Class sizes of approximately 28 students
- Supports 12 teachers

### Supporting Processes

#### Problem Solving and Creativity

- Deals with constant interruptions by teachers to solve immediate problems, but has to meet constant deadlines of lessons/timetable.
- Provides guidance to student teachers on equipment facilities, operations of laboratory and Health and Safety requirements.
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### Decision Making

- Advises on the need to purchase additional resources or apparatus/equipment within the budget and under authorisation of the Head of Faculty.
- Decisions made within prescribed Health and Safety regulations.

# JOB DESCRIPTION *(continued)*

## Physical Effort & Working Conditions

- Constantly carrying equipment up and down steps and manoeuvring through fire doors and crowded areas, sometimes from high or awkward positions/shelves.
- Working in prep room/lab environment with a range of materials (noxious and/or heavy) for specific scientific demonstrations.
- Collect specimens from outdoors.
- Continuously on feet.
- Some use of IT.

## Person Specification

### Essential

- Good understanding of basic science (Biology, Chemistry and Physics)
- Organised and able to manage equipment and materials safely
- Good communication and teamwork skills
- Able to follow health and safety procedures
- Basic IT skills and record keeping
- Reliable, practical and able to work independently

### Desirable

- Previous experience working in a school or laboratory
- Knowledge of COSHH and laboratory safety
- Science qualification or relevant training
- First aid qualification

### Personal Qualities

- Friendly and approachable
- Flexible and willing to help staff and students
- Attention to detail
- Calm under pressure and good problem-solving skills

## Contacts & Relationships

- Regular contact with all members of science staff, students and suppliers of chemicals and equipment to liaise with, give advice, provide technical solutions and understand objectives.
- Attendance at CPD sessions as directed.

## Additional Information

### NOTES:

1. The normal working week is one of 20 hours, over 3 days. A Tuesday and Friday must be worked. We can be flexible to accommodate hours around school times. Term time only.
2. The appointment is subject to the normal terms and conditions of Westfield Academy staff.
3. The salary for the post will be paid at Grade 14 (£25,185 - £25,989) pro rata (Actual salary: £11,657—£12,029)

This job description is current as of May 2026. It is not necessarily a comprehensive definition of the post and it may be subject to modification or amendment at any time after consultation with the holder of the post.

*Westfield Academy is fully committed to safeguarding and promoting the welfare of children and follow best practice procedures to ensure their safety.*

# INFORMATION FOR APPLICANTS

Thank you for expressing an interest in this post at Westfield Academy.

Please complete the attached application form in full. Please note that CVs are not accepted as part of the application process.

We are committed to protecting the safety of all students within our care and our selection process is designed to minimise any risk. Part of the selection process will be to explore a candidate's motivation for working with students.

Detailed references will be taken up of all shortlisted candidates prior to interview.

Westfield Academy is committed to safeguarding and promoting the welfare of children & young persons. An Enhanced Disclosure from the Disclosure and Barring Service (DBS) will be required from the successful candidate.

All shortlisted candidates will be required to bring evidence of identity and proof of qualifications to interview.

The selection process may involve a number of different aspects including tests and observations where appropriate, as well as a panel interview. There will be an opportunity for you to tour the school, meet other staff and ask questions relating to the post.

The closing date for submission of applications is **09:00am Friday 5th June 2026** with interviews taking place week commencing 8th June 2026.

Please mark your application for the attention of Miss Rhiannon Rodber, HR & Student Data Officer, and return it via email to [rhiannon.rodber@westfieldacademy.co.uk](mailto:rhiannon.rodber@westfieldacademy.co.uk)

We look forward to receiving your application.



## Terms and Conditions of Employment

Westfield Academy Trust's normal terms of conditions of employment apply to the post of Science Technician (part time). Final detailed terms and conditions are subject to agreement between the Trust and the successful candidate and will be reflected in the formal employment contract.

**Employer** Westfield Academy Trust

**Position** Science Technician (part time)  
Westfield Academy, Westfield Road, Yeovil, Somerset, BA21 3DB  
This is a permanent position for 20 hours per week term time only. To be worked over 3 days, two of which must be a Tuesday and Friday. We can accommodate school hours.

**Reporting to** Senior Science Technician / Head of Science

**Location** Westfield Academy and any other place operated by the Academy.

**Start Date** As soon as possible.

**Salary** Grade 14 (£25, 185—£25,989 pro rata, pay award pending)  
Actual salary (£11,657—£12, 029)

**Holidays** Holidays must be taken during non-term time.

**Safeguarding** Westfield Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. An enhanced DBS (previously CRB) check is required for the successful applicant.

**Pension Scheme** This post is eligible to be a member of the Local Government Pension Scheme.

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