

Science Technician
Ashington Academy

Applicant information pack

Science Technician

Grade 3, SCP 7- SCP 11
£27,274 - £29,071 (FTE) per annum
ACTUAL SALARY £23,678 - £25,238 per annum
37 hours per week
Term Time plus 5 additional days

Ashington Academy is part of the North East Learning Trust and is seeking to appoint a Science Technician to join our dedicated team.

At Ashington Academy, we aim to provide opportunities to enable all students to learn and make lifelong friendships in a caring, supportive environment. In becoming successful learners, we want all our students to develop a love of learning, to recognise that learning is a lifelong activity and that the skills they acquire and develop are transferrable.

The successful candidate will assist teachers with technical aspects which support learning and teaching using technical skills, knowledge and expertise and specific health and safety know how. Our vision, along with all schools in the Trust, is that every child experiences excellence every day.

We are committed to:

- A vibrant learning community with enthusiastic and engaging students
- A positive and caring ethos
- An excellent learning environment and resources
- A team of hardworking, dedicated and friendly staff where everyone is valued

We will offer you:

- National Terms and Conditions of Employment
- Local Government Pension Scheme
- Up to 1 day paid leave for staff wellbeing
- Lifestyle Savings including gym discount and range of discounts from top retail brands
- A comprehensive Employee Assistance Programme providing free confidential advice and a counselling service 24/7 365 days per year

The successful candidate will:

- Have experience of managing Management Information Systems, IT, Data and Administrative software.
- Have excellent IT skills.
- Be proactive and self-motivated.
- Have a flexible approach to work

Deadline: Monday 9th November 2026
Interviews taking place: week commencing 9th November

How to apply:
Application packs can be downloaded from our website Careers | North East Learning Trust

Application forms should be returned to kerry.gibson@ashingtonacademy.co.uk or by post to Kerry Gibson, Ashington Academy, Green Lane, Ashington, Northumberland, NE63 8DH. You can, if you wish, submit a covering letter to support your application; please do not submit a CV unless it is to complement your application form.

We are committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and we expect all staff to share this commitment. All posts will be subject to receipt of satisfactory enhanced DBS disclosure, medical and reference checks. All pre-employment checks are in line with "Keeping Children Safe in Education" and the Trust's Safeguarding Policy which is available on our website.

Job description

Post title: Science Technician
Responsible to: Head of Department
Responsible for: Supporting work in Science department
Salary Band: Grade 3 SCP7-SCP11

Job Purpose:

The role of the technician is to support safe and secure learning and teaching using technical skills, knowledge and expertise and specific health and safety know how.

Duties and Responsibilities:

- To prepare, test, trial, organise and deploy: Materials and resources for experiments and demonstration to support learning and teaching.
- To assist teachers, other technicians or other school staff with technical aspects which support learning and teaching
- To prepare relevant teaching and learning facilities and to ensure that such facilities are safe and secure for use by students and teachers.
- To carry out an agreed programme of scheduled routine maintenance to tools, equipment, systems, and procedures and carry out ad-hoc minor repairs.
- To carry out the regular audit and maintain an up-to-date inventory using the agreed recording procedures of the school.
- To take appropriate action to identify, evaluate and minimize any risks to health and safety and security in the immediate working environment
- To carry out an agreed scheduled and recorded programme of safety checks on resources, equipment and materials – reporting issues to line manager where relevant.
- To clean up specialist tools, equipment, materials and resources and to make sure that teaching and learning facilities are clean and safe for use. To dispose of waste safely. Safely clean up materials and equipment and implement agreed procedures covering materials and resources, plant and equipment etc.
- To be responsible for the storage and security of resources, tools, materials and consumables, their ordering and purchase in accordance with the financial procedures of the school and for ensuring that adequate supplies are maintained in conjunction with head of department.
- To be responsible for receipt and delivery of resources, tools materials, equipment and consumables and for their safe movement around the facilities of the school.
- To work in accordance with the values, culture, ethos, equalities and inclusion policies of the school in the day-to-day operation of the job.
- To complete any school-based induction and training required.
- To participate in the department and whole school CPD as required
- To have a flexible approach to work
- To work well as a team and the wider school community

General

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

Health and Safety:

It is the responsibility of individual employees at every level to take care of their own health and safety and that of others who may be affected by their acts at work. This includes co-operating with the Trust and colleagues in complying with health and safety obligations to maintain a safe environment and particularly by reporting promptly and defects, risks or potential hazards. Specifically:

- To report any incidents/accidents and near misses to your line manager
- To ensure own safety and safety of all others who may be affected by the Trust's business

Safeguarding

The Trust has a Child Safeguarding policy and procedure in place and is committed to safeguarding and promoting the welfare of all its students, each student's welfare is of paramount importance to us and you are expected to share this commitment. All staff will fully comply with the Trust's policies and procedures, attend appropriate training, inform the Designated Person of any concerns, record any potential safeguarding incidents appropriately.

Person Specification

Science Technician

	Essential	Desirable
Education/training	• Studied to a minimum standard of GCSE (grade A*–C) or equivalent, in English, Mathematics and Science.	• Further/higher education / NVQ or equivalent qualification in a relevant discipline. • First Aid qualification – or willingness to undertake training
Experience	• Experience of working in a relevant discipline within a similar environment	• Experience of working in a school or similar establishment. • Experience of working with children/young people
Aptitude and skills	• Ability to build and form good relationships with students and colleagues. • Ability to work constructively as part of a team, understanding school roles and responsibilities including own. • Verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals • Good standard of numeracy and literacy skills • Ability to absorb and understand a wide range of information • Ability to operate a range of ICT equipment and other specialist resources • Ability to proficiently use computer software including word processing, spreadsheet, database and internet systems	• Working knowledge of relevant policies, procedures, regulations/legislation e.g. health and safety and COSHH.
Personal qualities	• Ability to work flexibly. • Be reliable, punctual and dependable. • Ability to pay attention to detail.	

References:

References will be requested prior to interview, except for non-teaching roles where there are exceptional circumstances, and the applicant does not give consent to do so on the application form.

DBS:

North East Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

An application for a DBS certificate will be submitted for all candidates once they have been offered the position. For posts in regulated activity, the DBS check will include a barred list check. During the recruitment process, any offences, or other matters relevant to the position will be considered on a case-by-case basis.

Any offer of employment will be subject to receipt of a satisfactory DBS Enhanced Disclosure.

Pre-occupational health:

Pre-occupational health checks are an essential part of the selection and recruitment process to assess if any reasonable adjustments are required.

Equal opportunities:

We are an equal opportunity employer. We want to develop a more diverse workforce and we positively welcome applicants from all sections of the community.

Applicants with disabilities will be granted an interview if the essential job criteria are met.