



Application Pack  
**Science Technician**



Be part of the  
**#DNAofNIA**



# Welcome to Northampton International Academy (NIA)

We're a large all-through school based in Northampton, proudly rated GOOD overall by Ofsted.

We're part of East Midlands Academy Trust (EMAT) and are dedicated to its vision that "every child deserves to be the best they can be". This commitment drives us to provide the best education for each and every young person.

This is lived out daily through our DNA of NIA philosophy and our values of collaboration, excellence and respect. We are a fully inclusive school, as shown by our rising intake of disadvantaged pupils, increasing representation of pupils from ethnic minorities, and our thriving pupil led Culture Committees.

This is an exciting time to be part of our NIA family, as we seek to energise our staff and embed the expectations that are already in place across the primary and secondary schools. Since my appointment as Executive Headteacher in February 2023, our school has improved rapidly and sustainably. We now have an improving reputation in our local community, and our recent Ofsted inspection resulted in the school being judged 'Good' overall.

Staff wellbeing is important to us, and when you become part of the #EMATters community you'll have access to a range of employee benefits from confidential support to cycle to work vouchers. You will also be supported in your career, which means that you can expect high quality training, the time to attend training and continuous professional development plus there are many opportunities to connect with fellow professionals across our EMAT network.

If you would like to visit the school prior to applying, or would like an informal chat please contact us via the school office and we would be happy to show you around and answer any questions that you have.

Thank you for your interest in  
Northampton International Academy.



Martin Serrao  
Executive Headteacher



Post Description:	
<b>Post title:</b>	Science Technician
<b>Responsible to:</b>	Lead Technician/Head of Department
<b>Liaising with:</b>	Lead Technician, Science Teachers, Head of Science
<b>Pay range:</b>	NJC 3-6
<b>Contract terms:</b>	39 weeks 37 hours Permanent
<b>Closing Date:</b>	28 <sup>th</sup> March 2025
<b>Interview Date:</b>	W/C 30 <sup>th</sup> March 2025

### Job Purpose

- To provide support to all staff in the Science department
- To maintain all laboratories to a high standard and set up apparatus required during the school day.
- Be responsible for managing and maintaining equipment
- To keep an accurate log of all items including chemicals, in the store room
- To actively contribute to Health and Safety assessments, monitoring and review within the science department

### Responsibilities include:

- To set up and deliver all apparatus required in any of the science laboratories during the school day
- Setting up and caring for plant and animal collections
- Preparing standard solutions from stock, the knowledge of preparing 'molar' solutions is essential
- Ensure that the stock room is clean and tidy and that stock of both chemicals and equipment is accurate and logged
- Preparation of resources by using the photocopier
- Attending department meetings
- Give technical advice to teachers, and pupils
- Carry out risk assessments for technician activities
- Keep up to date with Health and Safety procedures and developments in practical science
- The safe treatment and disposal of used materials including hazardous substances and responding to the actual or potential hazard
- Checking of fume cupboards, pressure vessels and first aid kits, carrying out electrical and other safety checks
- When using mechanical or electrical apparatus, familiarity with the technical detail is essential for the safety of students use.
- Undertake training and staff development in science related areas as discussed with the Head of Science
- Collecting, checking and returning equipment to store, logging any damage or faults ☐ Checking and ordering stock, keeping records up to date
- Adaptable, imaginative, creative and flexible in approach to the work

- Self motivating and the ability to identify your own training needs and a willingness to attend relevant training courses or other training
- Prepared to attend meetings outside of office hours
- Promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- Ensure that all duties and services provided are in accordance with the School’s Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- To ensure compliance of Data Protection at all times.

Attribute	Essential	Desirable
<b>Qualifications and training</b>	<ul style="list-style-type: none"> <li>• NVQ3 in Laboratory and Associated Technical Activities or NVQ3 for Laboratory Technicians in Educations or Level3 Certificate in Laboratory Technical Skills</li> <li>• Good level of education to at least A-level standard or equivalent.</li> </ul>	<ul style="list-style-type: none"> <li>• Degree in Science or equivalent</li> <li>• First Aid training</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Proven experience of working as a science technician within education</li> <li>• Ability to use Microsoft office, including Word and Excel</li> </ul>	
<b>Knowledge and skills</b>	<ul style="list-style-type: none"> <li>• Detailed knowledge of Health and Safety legislation as it relates to work in education</li> <li>• Detailed knowledge of COSHH and ESCC regulations in relation to safe handling and storage of chemicals</li> <li>• Detailed knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools</li> <li>• The ability to carry out risk assessments in relation to laboratory work</li> <li>• An interest in the secondary and post 16 sector and an understanding of both the GCSE and A level programmes in Science</li> <li>• Work with guidance but with limited supervision</li> <li>• Positive attitude and professional approach to staff and students</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to offer guidance and assistance to both teachers and students on the practical aspects of the curriculum</li> <li>• Able to prepare equipment and materials for lessons as requested by teaching staff</li> <li>• Able to carry out risk assessments in relation to laboratory work</li> <li>• Ability to prioritise, plan and organise workload</li> <li>• Ability to demonstrate a high level of interpersonal and communication skills</li> </ul>	
<b>Personal qualities</b>	<ul style="list-style-type: none"> <li>• Proactive approach and to be able to work well under pressure</li> <li>• Flexible and enthusiastic approach to work</li> <li>• Ability to work independently and as part of a team</li> <li>• Punctual and reliable</li> <li>• High level of honesty and integrity</li> <li>• Self-motivated with clear organisational skills</li> </ul>	

Compiled by:	Revision Number
Approved by:	Revision Date    __/__/__

**Additional duties**

Whilst every effort has been made to explain the main duties and responsibilities, please note that this is illustrative of the general nature and level of responsibility of the work to be undertaken, commensurate with the grade. It is not a comprehensive list of all tasks that the post holder will carry out. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

**N.B.** The post holder will carry out his/her responsibilities in accordance with the Trust’s equal opportunities policy.

This job description is provided to assist the post holder to know what his/her duties are. It may be amended from time to time without change to the level of responsibility appropriate to the grade of the post.

**How can I apply?**

We have an online application form on our careers page under [Job Vacancies](#) and request that you complete the supporting statement in detail, explaining why you are the perfect person for this exciting opportunity. Please be aware that although we will not accept any CVs we welcome applicants to explore the opportunity before applying and if you have any questions about the role or the process,

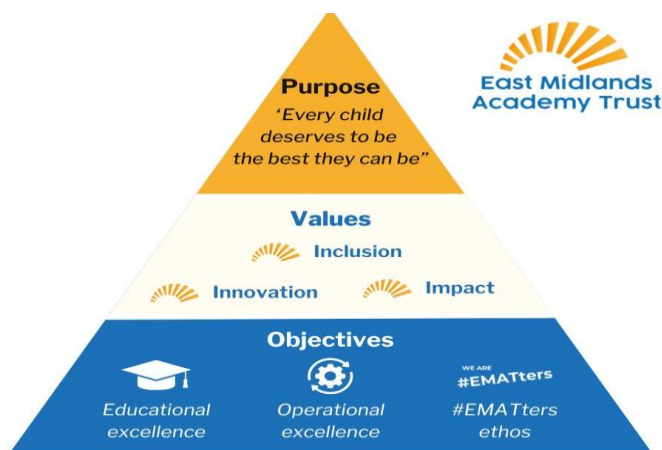
please get in touch with **Hannah Fajemiyo - HR Business Partner**. Please inform us if you require any particular adjustments, arrangements, or access needs as part of the recruitment process.

**Vacancy Closing Date:** 28<sup>th</sup> March 2025

**Interview Date:** W/C 30<sup>th</sup> March 2025

### About East Midlands Academy Trust

All staff should be committed to the school and East Midlands Academy Trust's purpose, values and objectives.



### Health and Safety

So far as is reasonably practical, the post holder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the post holder is responsible, to maintain a safe working environment for employees and learners.

### Safeguarding

EMAT is committed to the safeguarding of its young persons and expects all staff, volunteers and adults to work within the parameters of the policies and procedures as agreed by the Board of Trustees to ensure the safety of all young persons within its care.

### Equal Opportunities

It is the policy of EMAT to provide equal opportunities for all individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. EMAT promotes equal employment opportunities in all aspects of employment through positive employment policies and practice.

If any special requirements are needed to attend an interview, please inform the trust.

# Hello and welcome to East Midlands Academy Trust.

We're a thriving multi-academy trust, which currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes serving over 5,000 pupils through the tenacity and professionalism of 600 colleagues. I like to call the members of our immediate and extended community #EMATters.

**Every child deserves to be the best they can be**, and therefore inclusion is at the heart of everything we do. By joining the #EMATters team, you will have the opportunity to help us ensure that high quality education is available to everyone, regardless of their ability or background.

You will be supported throughout your career journey with us, as we recognise that achieving our aim that every child deserves to be the best they can be is only possible through committed and empowered colleagues and a strong culture of personal and professional development, which includes a host of learning opportunities offered through our in-house training hub.

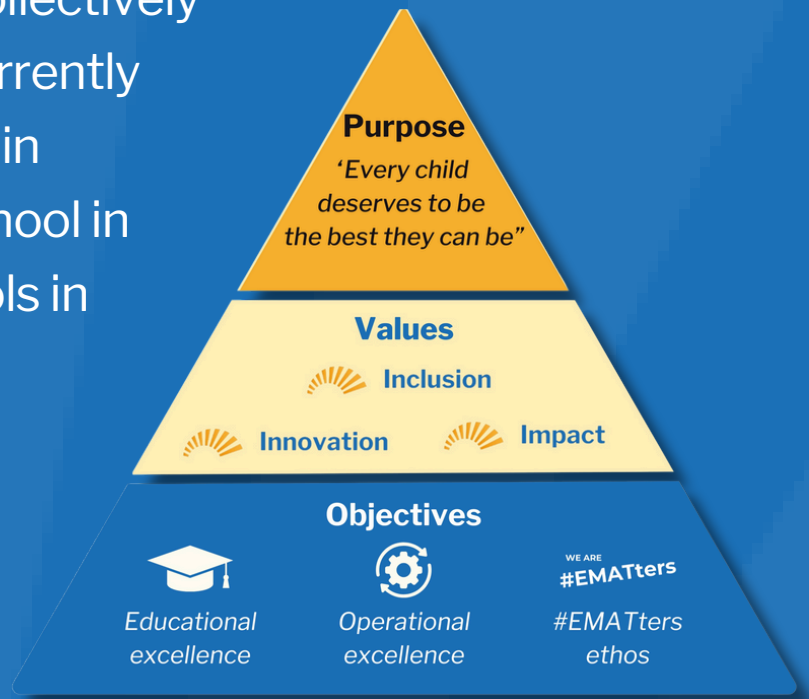
Thank you for your interest in East Midlands Academy Trust. And if you have any questions do get in touch via [hrqueries@emat.uk](mailto:hrqueries@emat.uk)

Joshua Coleman  
Chief Executive  
East Midlands Academy Trust



# About East Midlands Academy Trust

Our family of seven schools collectively became EMAT in 2018 and currently includes an all-through school in Northampton, a secondary school in Oundle and five primary schools in Northamptonshire and Milton Keynes, with more than 600 #EMATters serving over 5,000 pupils.



## “Every child deserves to be the best they can be”

This can only be achieved with committed and empowered colleagues. That’s why we have created a strong culture of personal and professional development, which includes access to a host of learning opportunities offered through our in-house training hub to all #EMATters

