



INFORMATION FOR CANDIDATES

# Huxlow Academy

## Senior Science Technician

Monday to Thursday 08:00am - 4:00pm/Friday 08:00am - 3.30pm  
Grade G Point 8-12 FTE £24,702 - £26,421 Actual £21,791 - £23,307



*"Tove Learning Trust is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work."*

# WELCOME FROM KIM ISAKSEN

Headteacher, Huxlow Academy



Huxlow Academy, located in Irthlingborough, East Northamptonshire, is a medium-sized 11-18 Secondary Academy known for its inclusive ethos and commitment to providing the very best opportunities for our diverse student body. The strong bonds between students, staff, and the wider community make Huxlow Academy a truly rewarding and fulfilling workplace. If you are passionate about making a positive impact on young lives and thrive in a supportive team environment, I encourage you to apply.

We are currently embarking on an exciting phase of rapid improvement, driven by our unwavering commitment to excellence. Our core values of Respect, Ambition, and Pride guide us in our pursuit of continuous improvement and inspire us to set high standards.

We are committed to creating a learning environment that promotes excellence, encourages innovation, and supports risk-taking. Our teaching staff engage in ongoing professional development to ensure they are equipped with the latest research and teaching methodologies to enhance student learning experiences. Professional Learning and Development are integral to our ethos, with opportunities for growth and innovation available for all. We are striving to provide lessons that are engaging and tailored to meet the needs of our students through collaborative working. Through partnerships with schools within the Tove Learning Trust and beyond, our staff have access to the very best educational practices.

Despite being an incredibly rewarding place to work, Huxlow is an academy on an improvement journey, and this role would be crucial for accelerating the pace of change.

I invite you to explore our website, engage with our social media channels, and, most importantly, visit us to gain a deeper insight into life at Huxlow Academy. We are confident that you will be impressed by our school improvement journey, and we eagerly await your application to join our team.

Please do not hesitate to contact me if you have any questions or require further information about the role or our school.

*Kim Isaksen*

Headteacher - Huxlow Academy

# An Introduction - Tove Learning Trust

Tove Learning Trust (TLT) is a highly successful multi-academy Trust with primary, secondary and alternative provision schools across the West Midlands, Northamptonshire and Milton Keynes. We are a cross phase trust providing a high-quality education for over 11,000 children between the ages of 4 and 18. Within our family of schools we have three primaries, nine secondaries and two alternative provision schools.

As an employer of choice, we recognise every colleague is an individual, we value diversity, and work as a team to remove barriers to equity. We know that when you are 'the best you', whatever your role is with the Trust, you will transform students' lives.

The Trust is committed to ensuring that all children achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes.

We aim to have academies that are excellent communities of learning where children thrive on success. You will have access to a team of school improvement directors specialising in Maths, English, Science, Humanities, EYFS and SEND & Inclusion.

We have a central team of professionals in Finance, HR, Estates, IT, Marketing, project management and governance to offer specialist support and guidance.

Our outcomes in the vast majority of our schools exceed national expectations and many of our schools are rated Good or better by OFSTED.

## ✓ Support and well-being

You will become part of a family who really look out for one another. Free access to an Employee Assistance Programme providing counselling and advice for you and your close family and access to lots of well-being support.

## ✓ Professional development

Your performance review is truly targeted around you and your development. We want you to be the best you can be which in turn will enhance your performance and lead to outstanding outcomes for all.

## ✓ Excellent pension schemes

Both pension schemes are defined benefit schemes where you build up your pension based on a fixed formula to provide a guaranteed income at retirement. You have the opportunity to see what your actual pension will be.

## ✓ Training School

We are a strategic partner in a teaching school hub and can offer high quality professional development to support all stages of your career.

## TOVE LEARNING TRUST SCHOOLS

### 📍 Northamptonshire and Milton Keynes

- The CE Academy
- Elizabeth Woodville School (North Campus)
- Huxlow Academy
- New Horizons Academy
- Rushden Academy
- Sponne School
- Wootton Primary School
- Elizabeth Woodville School (South Campus)
- Knowles Primary School
- Lord Grey Academy
- Stantonbury School
- Water Hall Primary School

### 📍 West Midlands

- Grace Academy Coventry
- Grace Academy Darlaston
- Grace Academy Solihull

# Senior Science Technician - Job Advert



We have an exciting opportunity available to join our Science Team. As a Senior Science Technician, you will provide an efficient and effective range of support services in the Science Department, to aid the delivery of high-quality teaching to students.

The successful candidate will:

- Have strong interpersonal skills and be able to relate to a wide range of people;
- Be able to work well as part of a team but also demonstrate the initiative and ability to work alone;
- Have excellent attention to detail;

Furthermore, we are committed to fostering the growth and development of our staff. Training and development opportunities will be readily available, and we actively encourage further study.

The Trust is dedicated to supporting staff in obtaining relevant qualifications to enhance their professional journey.



If you're ready to be part of a team that is committed to shaping brighter futures for our young people, we invite you to join us at Huxlow Academy.

**Responsible to:** Head of Science

**Working hours:** Monday to Thursday 08:00 am to 4:00pm/Friday 8:00 am to 3.30 pm

**Salary:** Grade G Point 8 - 12 (FTE £24,702 - £26,421/Actual £21,791 - £23,307)

**Closing date:** 9am - Friday 28th June

**Interview dates:** Week commencing Monday 1st July

*Applications will be reviewed and shortlisted on an ongoing basis. As a result, the vacancy may be closed early if a suitable candidate is found. We encourage you to submit your application promptly to ensure consideration.*

Tove Learning Trust is an equal opportunities employer. The academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post requires an enhanced DBS check.

# Senior Science Technician Job Description

## CORE PURPOSE OF THE ROLE

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Line management responsibility for science technicians:

- Supervise the team of Science Technicians to provide an efficient range of technical services to the Science Department, advising and assisting teaching staff on technical matters to support pupil learning.
- Assist the Health and Safety Lead in maintaining a safe environment within the laboratories, advise staff and pupils of health and safety issues within the laboratory, promote good practice at all times.
- Ensure that chemicals and radioactive sources are stored, handled, and disposed of in a safe manner in accordance with COSHH regulations, and that any chemical waste is disposed of in a safe and appropriate manner.
- Working under the supervision and direction of the Head of Science, implement and review policies and procedures for COSHH and Health and Safety, including Risk Assessment in the Science Department, in relation to equipment use and storage and the storage and usage of chemicals.
- Keep and up-to-date stock, list of all science assets, chemicals and equipment and ensure maintenance of all items.
- Undertake the preparation of chemicals, material, and equipment for use during classes, experiments and during examinations, including 'A' Levels and where appropriate test experiments for viability. This will include shopping for specific items e.g., hearts for dissection.
- Deliver all necessary chemicals, equipment, and paperwork to classrooms in preparation for lessons and collect when the lesson is completed.
- Demonstrate practicals to teachers and students as required and assist in lesson as required including to cover Head of Department and other staff if they need to leave the room for any reason.
- Advise staff on availability and use of equipment. Ensure the equipment is properly maintained. Inform the Head of Science on the need for replacement equipment.
- Act as RPS (Radiation Protection Supervisor) for the school and carry out necessary annual and more frequent tests on radioactive equipment as required and necessary.
- Support Head of Science in the implementation of laboratory rules and whole college policy statements.
- Maintain a stock control system for chemicals, equipment, textbooks, and stationery resources within science. Advise Head of Science of the need to order goods as necessary to maintain agreed stock levels.
- Manage the science budget and report spend against budget to the Head of Science.
- Carry out a daily, weekly, and monthly visual check of laboratories and science department and report and rectify any issues in liaison with the Head of Science and Site Staff. Liaise with external contractors as necessary.
- Be responsible for security within the science department including managing the stock of door keys and ensuring electricity and gas are off and doors are locked.
- Develop and maintain a library of work sheets, to support the teaching staff in the delivery of programmes of work where appropriate and support the Head of Science with a range of administrative support i.e., reprographics, filing, telephone coverage and notification of instances where pupils are without a teacher.
- Oversee cover work set within the department and ensure cover teachers have the appropriate paperwork and equipment they need. Log any issues on the system e.g., behaviour.
- Conduct performance appraisals and arrange CPD for science technicians following school policy and undertake appropriate training to enhance performance of duties.
- Undertake any duties as reasonably requested by the Headteacher that are in keeping with the principal responsibilities of this post.
- To be responsible for the overseeing (inputting data, reviewing), the computerised records showing academic level of all pupils.
- To support Head of Science with organising Science College events, including Excellence Week, new intake evening, options evening, transition days Year 6 into 7 and hosting visitors.

# Senior Science Technician Job Description

## CORE PURPOSE OF THE ROLE CONT.

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- Provide the Head of Science with updates from CLEAPSS in relation to science in school and provide student hazards for practicals and information for science staff.
- Provide whole school support e.g., for exams and ensure students follow science department and lab rules.
- Provide First Aid cover as part of the school's provision.
- Assist the Head of Science in timetabling rooms, keeping master requisitions up-to-date and devising the teaching rota.
- Attend regular science team meetings to update on Health and safety issues in the department and to impart any other relevant information.

*Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties, and responsibilities.*

*Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.*

*It is the post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact with and adhering to and ensuring compliance with the School's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the s/he must record the details and take appropriate action, according to the nature of the concern, to safeguard the young person and inform the relevant staff within school, including the Designated Safeguarding Lead.*

*Identity, Prohibition, Qualification, Barred List, Enhanced DBS, Section 128, Overseas, Right to work, Reference, Criminal Record and Medical Checks are essential for all applicable posts at the School.*

*KCSiE 2022 Online Searches - In accordance with paragraph 221 of Keeping Children Safe in Education 2022 schools are now required, to carry out an online search for shortlisted candidates. If shortlisted for the role an appropriate online search will be undertaken on your name(s). Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.*

# Senior Science Technician Person Specification

|   | ESSENTIAL | DESIRABLE |
|---|-----------|-----------|
| <b>PRE-EMPLOYMENT CHECKS</b>  |           |           |
| Criminal Records  | *         |           |
| Enhanced Disclosure and Barring   | *         |           |
| Proof of identity   | *         |           |
| Medical Questionnaire   | *         |           |
| Satisfactory References   | *         |           |
| <b>QUALIFICATIONS/TRAINING</b>  |           |           |
| GCSE Science, English & Mathematics (Grade A*-C) or relevant NVQ level qualification and A Level Science  | *         |           |
| Willing to undertake all relevant training as requested, such as Health & Safety training, Radiation Protection Supervisor and First Aider training. (This may also include minibus training) | *         |           |
| <b>EXPERIENCE</b>   |           |           |
| Experience working with children/young people in employment or voluntary setting  | *         |           |
| Experience of working within a science department or environment  |           | *         |
| Experience of supervising staff   |           | *         |
| Evidence of working within Health & Safety Guidelines   |           | *         |
| <b>COMPETENCIES</b>   |           |           |
| ICT skills, including e-mail, excel and word  | *         |           |
| Ability to use promethean interactive boards to support staff   | *         |           |
| An understanding of Health and Safety Legislation and safe working practices  | *         |           |
| Ability to make up chemicals including serial dilutions and handle hazardous substances   | *         |           |
| Able to design and maintain logical and well organised systems and work area  | *         |           |
| Excellent organisation and communication skills   | *         |           |
| <b>PERSONAL ATTRIBUTES</b>  |           |           |
| Initiative and ability to prioritise work   | *         |           |
| Attention to details  | *         |           |
| Collaborative, positive and helpful approach  | *         |           |
| Diplomatic and patient response   | *         |           |
| Flexibility, to meet needs of the Academy and Trust   | *         |           |
| Commitment to the Academy's ethos, aims and it's whole community  | *         |           |
| Is committed to and meets all the requirements for safeguarding children  | *         |           |

# How To Apply/ Recruitment Process

## TO APPLY

To apply, please forward a completed application form to [s.earby-martin@huxlow.northants.sch.uk](mailto:s.earby-martin@huxlow.northants.sch.uk)

For candidates invited to interview, these responses will be explored further, together with the other elements of the Person Specification.

All applications will be acknowledged.

## THE RECRUITMENT PROCESS

We will treat all enquiries, formal and informal, in confidence.

If candidates wish to visit Huxlow Academy arrangements can be made by contacting the Huxlow Academy HR Manager - Sonya Earby-Martin.

Please contact Sonya by email at [s.earby-martin@huxlow.northants.sch.uk](mailto:s.earby-martin@huxlow.northants.sch.uk) who will make the necessary arrangements.

## THE CLOSING DATE FOR APPLICATIONS

Friday 28th June

## INTERVIEWS

Week commencing  
Monday 1st July

## FURTHER INFORMATION

Should you have any queries or issues with the dates outlined above or would like a confidential conversation, then please contact Sonya Earby-Martin, HR Manager on [01933 650496](tel:01933650496) ([s.earby-martin@huxlow.northants.sch.uk](mailto:s.earby-martin@huxlow.northants.sch.uk)).

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*Tove 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. The post is subject to an enhanced Disclosure and Barring Service (DBS) clearance check.*

*References will be taken up for all shortlisted candidates prior to interview. The trust reserves the right to research shortlisted candidates on social media platforms and the internet, and the recruitment panel may take this information into consideration during the recruitment process.*