



Candidate Recruitment Pack

Science Technician

Required As Soon As Possible



MESSAGE FROM THE CEO AND HEADTEACHER

Welcome to the Achieve and Learn Trust

“Ensuring the best outcomes for children and young people”

The Achieve and Learn Trust has recently rebranded with new leadership at all levels. We are excited about this new strategic direction and the changes made to improve educational provision even more, for all our young people.

Our Vision

At the heart of the Trust's vision is a belief that students deserve the best educational experience with aspirational curriculum provision and enrichment opportunities. We strive for personal and academic achievement within a safe, inclusive and enriched learning environment: opening minds, opening doors to learning opportunities and opening up pathways to successful futures.

Our Aims

Our aim is to ensure that all schools within the Trust aspire to be strong providers and aim for exemplary practice through creative approaches.

Our Future

We have an appetite for continuous improvement and development, with an overall ambition of expanding the Trust to develop a local partnership of schools, covering both primary and secondary phases. This will enable us to foster true partnership and collaborative work that both supports and challenges member schools.



Ms Kim Earle

CEO of the
Achieve and Learn Trust

Welcome to Altrincham College

I am very proud as Headteacher to welcome you to Altrincham College.

Altrincham College is an over-subscribed 11-18 Academy set in the pleasant South Manchester suburbs of Hale/Timperley, on the Manchester/Trafford border. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. *Our vision is to nurture well-rounded citizens of the future who are knowledgeable, happy and resilient so that they make a valuable contribution to the world in which they live and are empowered to make informed and positive life choices.*

Altrincham College places a high value on professional development; CPD opportunities will be available to the successful applicant.

This post offers the opportunity to join a great place to work where you will be supported by a hugely talented staff team across the Trust.

This is an exciting opportunity for an outstanding, creative teacher with the drive, passion and commitment to join our hugely talented team of staff, working together to encourage and support every child in reaching their full potential.



Mr Andy Keegan

Headteacher

ROLE OVERVIEW

Science Technician

CONTRACT TERM:

Permanent / Full Time / Term Time
plus 1 week.

HOURS:

36.25 hours per week.

PAY SCALE:

NJC Band 3 Points 6 - 11
(Actual Salary £23,091 - £25,004)

LOCATION:

Altrincham College, Green Lane,
Timperley, Altrincham, WA15 8QW

START DATE:

ASAP

If you would like to apply to be part of our school at this exciting time, please visit the 'Job Vacancies' page on our school website – **Altrincham College** where you will find an application form and more information about our school.

Please send your completed application form to recruitment@altrinchamcollege.com

CLOSING DATE:

Friday 18 September 2026 at 12 noon.

INTERVIEW DATE:

w/c 21 September 2026

We have an exciting opportunity for you to join our great team at Altrincham College as a Science Technician.

We seek to appoint an enthusiastic candidate to work as a Technician supporting the Science department in delivering the practical aspects of Science courses across Key Stages 3, 4 and 5.

Duties will include (but are not limited to):

- Delivering and collecting equipment from classrooms/labs.
- Checking and restocking classroom/lab glassware and equipment.
- Assembling practical equipment and materials for specific lessons as requested.
- Cleaning equipment and glassware where necessary.
- Maintaining a tidy and organised workspace.
- Supporting health and safety within the Department.
- Assisting and advising teaching staff.
- Performing computer-based admin tasks as directed (Word, Excel, PowerPoint).
- Repairs and maintenance of equipment.
- Safely handling chemicals (training provided).

The successful candidate will be supported by the Senior Science Technician and the Head of Department and will work as part of a two-technician team.

Previous detailed Science knowledge is not a pre-requisite, but a general interest would be an advantage. The successful candidate must have the ability to work in an organised and efficient manner, have excellent attention to detail, and above all be honest, conscientious and determined.

Previous school experience is not necessary, but you should be comfortable in a busy secondary school environment and be willing to undergo enhanced DBS checks and Safeguarding training.

Working as part of this important team, you will be required to carry out the duties detailed in the attached job description to the highest possible standard.

In return, we provide a happy place to work and learn. Our staff pride themselves on respectful relationships with students and each other and are committed to the best welfare and interests of all. We have a strong supportive ethos, working hard so that every student can become the best version of themselves.

JOB DESCRIPTION

JOB TITLE: SCIENCE TECHNICIAN

JOB PURPOSE: To carry out the tasks necessary for the facilitation of effective course delivery across the Science Department.

ACCOUNTABLE TO: Senior Science Technician

SCALE: Band 3 Points 7-11

Duties and Responsibilities:

Achieve and Learn Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Main Responsibilities:

General accountabilities and classroom support:

- Under the overall guidance of the Senior Science Technician, co-ordinate the use of practical resources and facilities to meet the practical needs of the science curriculum.
- Ensuring the availability of suitable materials and equipment and to manage conflicting demands on equipment, teaching resources and room allocation. To advise teaching staff of changes as necessary.
- Compile equipment and resource requests as received from Teaching Staff, including sourcing, costing and suggesting economic alternatives to maintain stock levels.
- Continually updating own knowledge of the curriculum to ensure that changing requirements can be met.
- Delivery and setting up apparatus in laboratories and removal at the end of lessons.
- To use existing technical experience to develop practicals to meet the demands of the curriculum appropriate to student needs.
- Supporting lower school pupils during practical activities when requested, if time is available.
- Carry out practical demonstrations as requested.
- Supporting KS3/4/5 coursework, offering technical advice in consultation with the teacher. Advance planning of A-Level practical experiments, to include sourcing, planning and trialling the experiments to ensure the method is reliable in a classroom setting.
- Supporting students especially during A level individual coursework. Including demonstrating activities and guiding students both within and outside lesson time.
- Use own initiative to assess requests for practical equipment and resources and suggest changes and/or improvements to teaching staff.
- If current practical requests are not suitable, devise alternative scientific procedures to ensure the effective delivery of the curriculum.
- Be able to give effective advice to teachers (in particular, trainee teachers and NQTs) on practical demonstrations.
- To be able to work on own initiative and as part of a team.

- Contribute to assessment, monitoring and review of the Department's Health & Safety procedures.
- Safely dispose of used materials including hazardous substances.
- Ensuring the safe use and storage of chemicals, equipment and other materials.
- Carry out risk assessments for technician activities.
- Familiarity with and use of CLEAPPS and/or COSHH regulations.
- Advise teaching staff on appropriate Health & Safety issues relevant to the practical activity and make suggestions to improve safe delivery.

Maintaining equipment

- Ensuring equipment works and is clean and safe to use.
- Ensuring chemical and apparatus stock levels are maintained and that solutions are prepared.
- Manufacturing simple apparatus.
- Performing basic repairs.
- Ensuring the security of school equipment and property.
- Under the overall guidance of the Senior Technician, ensuring that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.

Stock control

- Ordering and monitoring levels of stock.
- Assist in keeping inventory up to date.
- Assist in keeping chemical records up to date.

General Requirements

All staff are expected to:

- Work towards and support the academy vision and current objectives outlined in the Academy Improvement Plan.
- Contribute to the school's programme of extra-curricular activities e.g. helping at Open Evening.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the Trust's School's Equality Objectives to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents/carers and colleagues.
- Adhere to policies and circulars.
- To undertake any other duties commensurate with the grading of the post as directed by the Headteacher.

Review:

This job description is not necessarily a comprehensive definition. It will be reviewed as and when deemed appropriate in line with the needs of Achieve and Learn Trust. It may be subject to change or modification at any time following consultation.

**PERSON SPECIFICATION
SCIENCE TECHNICIAN**

	METHOD OF ASSESSMENT	ESSENTIAL / DESIRABLE
1. Qualifications/Training etc.		
A-Level(s) in Science subject(s)	A/C/I	Essential
Relevant professional / health & safety qualifications.	A/C/I	Essential
2. Experience		
Experience of working in a practical science-based environment.	A/I	Essential
Experience of setting up and maintaining apparatus, chemicals and equipment, including hazardous materials.	A/I	Essential
Experience of working in a school environment.	A/I	Desirable
3. Knowledge		
Procedures for preparation, use and maintenance of materials and equipment up to A-Level standard	A/I	Desirable
Awareness of health and safety issues relating to school science (an awareness of CLEAPSS and/or COSHH regulations would be an advantage).	A/I	Essential
Understanding of Health & Safety and Risk Assessments.	A/I	Essential
Working knowledge of the secondary science curriculum.	A/I	Desirable
4. Skills & Abilities		
Proven ability to demonstrate experiments and techniques to colleagues and students.	A/I	Essential
Good communication skills with the ability to relate well to young people, and to provide technical assistance to staff and students in the department.	A/I	Essential
Proven ability to work on own initiative and to organise and prioritise tasks.	A/I	Essential

Ability to work flexibly as part of a team, willingness to adapt to a changing environment and meeting differing challenges.	A/I	Essential
Willingness to be available for occasional out of hours work.	A/I	Essential
Willingness to undertake training and keep abreast of current issues relevant to own area of work.	A/I	Essential
IT Skills	A/I	Desirable
5. Attitude and Approach		
Smart, professional appearance.	A/I	Essential
Boundless energy and vision; resilience and 'can do' approach.	A/I	Essential
Positive and proactive approach to continuous improvement.	A/I	Essential

Method of Assessment **A** = Application form, **C** = Certificate, **E** = Exercise, **I** = Interview, **P** = Presentation, **T** = Test

ADDITIONAL INFORMATION

BENEFITS

- ❖ An engaging, creative and welcoming environment.
- ❖ Membership of the Pension Scheme, with excellent employer contributions.
- ❖ Free on-site parking.
- ❖ On-site canteen facilities.
- ❖ Staff room with free refreshments.
- ❖ Employee Assistance Programme.
- ❖ Occupational Health and Counselling services available.
- ❖ Supported by a talented, highly motivated, committed and professional team of colleagues.
- ❖ Active and supportive Governing Bodies and Senior Leadership Teams.
- ❖ CPD opportunities for all staff.
- ❖ Access to NPQ training programmes and training around leadership and management.
- ❖ Opportunities to collaborate and work across the Trust.
- ❖ A great place to work.

CONTRACTUAL MATTERS

- ❖ The successful candidate will be expected to take up the appointment ASAP.
- ❖ The position will be based at Altrincham College.
- ❖ The post is based on 36.25 hours per week.
- ❖ The post is a salaried position and overtime is not paid unless due to exceptional circumstances.
- ❖ All our schools operate a no-smoking policy on the whole of its sites.

APPOINTMENT TERMS

The Achieve and Learn Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We fully support staff professional development and expect staff to be proactive in this area.

To be considered for this position, your application form should be completed in full by **midday on Friday 18 September 2026**. Please note that we are unable to accept applications unless they are made on our own application form. Due to the large number of applications we receive, please be aware that only shortlisted candidates will be contacted to be invited for an interview.

If your application is successful, employment with the Trust is conditional upon the completion a DBS Disclosure Application, receipt of two satisfactory employment references and a satisfactory pre-placement medical assessment. Any criminal record information that is disclosed to the Trust will be handled in the strictest confidence. Persons barred from working with children will not be considered for this post. For shortlisted candidates, we will carry out an online and social media search.

The Achieve and Learn Trust is committed to Equity and Equality of Opportunity and welcomes applications from all sections of the community.

Thank you for your interest in a position within the Achieve and Learn Trust. We believe that applying for a new role should always be seen as a two-way process, you have to be right for us, but the school also has to be right for you. So, if you are interested and would like any more information about the role or our Trust, please email recruitment@altrinchamcollege.com.

Achieve + Learn Trust.

Better, together.

Staff Development & Well-Being Offer



Kim Earle, CEO

Our Trust thrives on its people. At the Achieve & Learn Trust, we aim to offer the best opportunities for career and personal development, coupled with a considerate and friendly working environment. Staff well-being is important to enable each member of our team to feel secure and happy in their role, whilst also knowing there is a trusted colleague available to support them. Find out more about our offer below.

	A buddy for all new staff in their first year in post.		SLT and CEO open door policy for all staff		"You Said We Did" staff voice & workload reduction
	Free staff car parking on site in all our schools		Access to staff counselling if required		No student data collected for data's sake
	Free breakfast for all in our Staff Rooms		Teachers & Local Government Pension Schemes		Fun staff awards & weekly staff recognition
	Opportunity to take a flu jab every autumn		Plenty of work spaces and IT access for staff		Opportunity to collaborate across schools
	Free Christmas dinner for all staff each year		Trust Well-being training & support for all staff		Commitment to CPD including National Quals.
	Greater PPA time than national average		Menopause Support for all staff		Commitment to the DFE's Well-being Charter

Can't see a vacancy you can apply for? Why not join our Talent Pool?

Send a brief introduction and/or your CV to info@achieveandlearntrust.com