



Recruitment Pack

Senior Technician

St Luke's Church of England, Exeter

Closing Date: Midday, 3rd February 2025

Ted
Wragg TRUST

Ted Wragg Trust



An ambitious and inclusive Trust of schools strengthening our communities through excellent education.



**Welcome from the Ted Wragg Trust
CEO, Moira Marder**



On behalf of the Ted Wragg Trust, I would like to thank you for your interest in working with us. The Ted Wragg Trust (TWT) is an **ambitious** and **inclusive** Trust of schools **strengthening our communities** through **excellent education**. Our values driven, rapidly growing 2-18 Trust has the highest expectations for every child, every day, with social justice at our core.

This is a hugely exciting time for us as a growing Trust who work closely with other local schools and Trusts across Devon.

Our Values



Selflessness

- put **children** at the heart of all we do
- prioritise others and build **healthy teams**
- **be brave**

Ambition

- **work hard**
- **strive** to be even better
- be the **best** we can

Collaboration

- build **trust**
- build strong **relationships**
- be **stronger together**

How will we succeed?





St Luke's is an ambitious and inclusive Church of England School dedicated to ensuring all students live life to the full.

This is such an exciting time to be joining St Luke's. We were recently named among the top 5 schools in Devon for the progress students make in their GCSEs, and we are proud to have been rated 'Good' by Ofsted in 2024.

If you join St Luke's you will be surrounded by people who have an unapologetic mission to be better every day. We offer all staff exceptional professional development through weekly coaching which has seen us be named as one of only 13 national coaching hubs.

Our staff also benefit from disruption free classrooms, created by a centralised behaviour system, wider Trust leadership development programmes as well as access to exceptional leadership coaching and opportunities such as South West 100. At St Luke's, we are relentless in our mission to support the improvement of educational outcomes in the South West and are proud to be one of the most improved schools in the region following our 2023 outcomes. We are incredibly proud to be part of the values-lead Ted Wragg Trust, which continues to have a transformative impact on the lives of young people and communities. While we maintain a relentless focus on the highest standards and outcomes, our distinctive ethos means that everyone in our community acts with compassion in all they do. If you are someone who believes in the power of education to transform the lives of all young people, regardless of background, then St Luke's is the place for you. We will provide you with the very best training, opportunities and environment that ensures you can be brilliant every day.

Harrison Littler
Headteacher



Key Details

Job Title: Senior Technician

Location: St Luke's Church of England School, Devon

Salary: Grade E -28hrs / 39 weeks

Actual £18 936 - £20 903

Closing Date: Friday, Midday, 3rd February 2025

Interviews: TBC

Required From: September 2025

Our Mission

We are an ambitious and inclusive Church of England School, dedicated to ensuring all students live life to the full

Our Values

As a community:

We work hard
to achieve
our best

We are
inclusive

We give hope

We take
responsibility

We show
respect



How to apply

If you would like an informal conversation about this role please contact Kerri Moore – kerri.moore@stlukescofe.school

Please use the application form available on the Trust/School website and email it to:
Office@stlukescofe.school



Job Description

Senior Technician

1. Key Purpose of Job:

- The main purpose of the job is to support science teachers in delivering to students a safe and engaging curriculum by maintaining and preparing practical resources in a monitored environment.

2. Anticipated Outcome of Post:

- Students, regardless of their social or cultural background, are motivated to succeed and are supported to maximise their learning and progress at School.

3. Key Duties and Accountabilities

- Keeping inventories of equipment/books; monitoring stocks of consumables and supporting the subject leader in ordering equipment to maintain adequate stocks.
- Restocking laboratories with glassware/hardware and goggles as needed.
- Lead in providing teachers with updated guidance from CLEAPSS.
- Lead in chemical stock taking and disposal of out of date and spent chemicals.
- Managing efficiently the ordering, delivery and checking of a range of scientific and non-scientific deliveries to support lessons so it meets the budget.
- Successfully lead and mentor a team of technicians providing guidance, training, and support to ensure the seamless delivery of practical lessons.
- Preparing appropriate science equipment/materials for practical lessons.
- Collection, checking and return of equipment to stores and delivery and collection from classrooms.
- To prepare solutions and materials
- Washing up and cleaning of sinks and laboratory surfaces.
- Risk assessments on practicals - to ensure satisfactory maintenance and adequate safety precautions are maintained and equipment meets the necessary safety requirements
- Care of plants; propagating and maintaining stocks of plants.
- Care of equipment and apparatus; repair and assembly of apparatus; making glass delivery tubes and rods.
- Maintaining resources and photocopying
- Trialling practical experiments and demonstrating appropriate techniques to staff
- Placing orders and checking deliveries and invoices
- Organisation and storage of equipment

Maintenance of departmental facilities and resources

- To undertake repairs when necessary and, where applicable, recommend or arrange outside repairs, replacement or maintenance
- Lead and evaluates the implementation of statutory responsibilities in Science (i.e. Health and safety legislation and guidance from CLEAPSS, including COSHH (care of substances hazardous to health). Lead in care of Radioactive materials, reporting to RPA/RPO and head of science when inspections are due.
- Management of the prep room including the chemicals, materials and requisition sheets in the Prep room.
- To ensure that equipment, material and apparatus, including teaching aids, are maintained in a serviceable and safe condition.
- To ensure that any scientific debris or hazardous materials/spills are removed from the sinks, benchtops and other areas to provide a safe environment for cleaning staff and others.
- To deal with spillages/emergencies during practical activities.

- To ensure that gas and water taps are turned off, and that electrical connections, chemical solutions and other materials are left stored in a safe and secure condition, ready for re-use.
- To monitor the condition of stock levels of all apparatus, reagents and materials with regard to shelf life, safety and economy by undertaking regular checks.
- To diagnose faults and take necessary action accordingly, including proposing alternatives for damage/faulty equipment.
- To ensure that appropriate levels of stock are disposed of in a safe, efficient manner.
- To ensure that residues and outdated stock are disposed of in a safe, efficient manner.
- To set up living resources to reflect curriculum needs and to ensure that they are maintained in a safe, healthy condition for observation and experimental purposes. Where necessary, to collect live material and under take any required breeding programs and animal care routines.
- To maintain all safety equipment used by technicians, teaching staff and students to the highest standard.
- Lead the production of lesson booklets and link to planning of practical work to be carried out to support teaching each term
- Contribute to the Devon County Council health and safety review audits to achieve consistently good outcomes.

Construction and development of apparatus and equipment

- Lead in maintenance of science equipment, ensuring calibration, checking and or repairing broken equipment. (if these can be completed in house, if not liaising with other companies who can) and return of equipment from laboratories.
- Manages the preparation of experiments and activities for open evenings and other school events (i.e. the induction of year 6 students)
- To construct and devise equipment to meet the changing needs of practical programs, including the manufacture of teaching aids.
- To adapt apparatus and basic storage facilities.
- At the request of the teaching staff, to provide practical advice and safety instructions to students.
- To construct and maintain the plug-in peripheral equipment for computers and electronic measuring devices.
- Lead in the handling and disposal and safe storage of all chemicals, gases and dissection specimens.
- Leading in ensuring the fume cupboards are annually checked and records kept.
- Leading in stock management and ordering. Including collection of specimens for dissection.
- Lead the servicing and maintenance of microscopes, stripping down and repairing. Power packs testing and repairing. Stop clocks, repairing and checking full working order.
- Lead in chemical handling, including dilutions from Concentrated solutions, making solutions from solids. Radioactive handling. Correct storage of alkaline metals, toxic chemicals, flammables and corrosives.
- Supervising the correct use of autoclave when making or disposal of culture plates.
- Lead in making glassware i.e. delivery tubes, capillary tubes and distillation equipment.
- Lead in the correct storage of data logging probes.

General Responsibilities

- Lead in implementing new laboratory procedures in line with CLEAPSS updated regulations ensuring compliance with health and safety regulations.
 - Supervising the training of technicians when using new equipment.
 - To liaise with external agencies such as suppliers and manufacturers regarding the provision, installation and repair of equipment, furniture etc.
 - To be aware of, and to comply with, all departmental/school instructions and procedures relating to Health and Safety at Work and to recognise the main responsibilities require under the Health and Safety at Work Act 1974 and associated legislation.
 - To contribute to safe working practice in preparation/storage/teaching areas.
 - To maintain an up to date knowledge of technical developments in the field.
 - To undertake general tasks accordingly to the needs of the department such as maintenance of laboratories, prepared of store rooms, including stock recording, ordering, transporting supplies, reprographic duties, preparation of audio/visual material as required by departmental teaching staff etc.
 - Assist with displays/visual aids.
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4. Supervision/Line Management Responsibilities of the post

None

5. Working Environment & Conditions of the post

- In support of the Trust's vision and ethos of shared teaching and learning to improve educational outcomes for young people, the post-holder may be required to travel and teach within any school in the Ted Wragg Multi Academy Trust.

6 General

- Maintain a presence in national professional networks and through these and other means ensure a current overview of relevant policies and developments.
- Comply with and uphold all respects of the Trust's Code of Practice on equality and diversity.

7. Other Information

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice.
- The Trust operates a Smoke-Free Policy and the post-holder is prohibited from smoking in any of the Trust buildings, enclosed spaces within the curtilage of buildings, and Trust vehicles.
- The post-holder will be expected to have an agreed working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, members of other agencies and community members.
- The post-holder is expected to familiarise themselves with and adhere to all relevant Trust and School Policies and Procedures.
- The post-holder must comply with the Trust's Health and Safety requirements specifically for the school they are working at
- This post is based at St Luke's School but the post holder may be required to move their base to any other location within the Trust upon request
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.
- To undertake additional duties as required, commensurate with the level of the job.
- To attend Awards Evenings and Celebration Events.

As this post meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, all applicants who are offered employment will be subject to an Enhanced Disclosure and Barring Service Check (DBS) before the appointment is confirmed. This will include details of ALL cautions, reprimands or final warnings as well as convictions, whether "spent" or "unspent". Criminal convictions will only be taken into account when they are relevant to the post.

The Ted Wragg Multi Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and operate in accordance with the Safeguarding and Child Protection Policy. All applicants will be subject to a full Disclosure and Barring Service check before an appointment is confirmed. This role requires the ability to fulfil all spoken aspects of the role with confidence and fluency in English.

The Trust is committed to ensuring that our employees are able to achieve their full potential in an environment offering dignity, respect and equality of opportunity.





Person Specification

Job requirements

Essential/
Desirable

Qualifications and Professional Development

- Basic technician induction training course
- A-level science (or equivalent)
- NVQ CLEAPSS – Diploma for Science technicians
- Certificate of Health and Safety (renewed every 3 years)
- Certificate of glass bending
- Certificate for maintenance of microscope
- Certificate for maintenance of power packs
- Certificate in handling, storing and disposing of hazardous materials
- Certificate for the handling of chemicals (renewed every 3 years)
- Certificate for fire safety
- Certificate for safeguarding
- Trained first aider
- Certificate for online safety for non-teaching staff
- Certificate for the completion of manual handling

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Knowledge & Skills

- Previous experience working in Science or lab rooms
- Experience of working with young people
- Experience administrations and dealing with suppliers

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Behaviours

- Effective team player
- Vision aligned with St Luke's CofE School's high aspirations/expectations of self and others
- Genuine passion and a belief in the potential of every child
- Motivation to continually improve standards and achieve excellence
- Ability to use own initiative and to work independently and also to work as part of a team
- Ability to work under pressure and remain calm in difficult situations

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The Ted Wragg Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, and where applicable, a prohibition from teaching check will be completed for all applicants.



Growing great people

Our aim is to be the greatest place to work in the South West. We know that to succeed in our mission we must invest in and grow great people. Our comprehensive suite of development opportunities are available for everyone whether you are just starting in your career or an experienced leader, there will be a development pathway to suit you.

Tim Rutherford – Deputy CEO

We know to be the greatest place to work we must welcome great people, retain great people and develop great people.

Click on the areas below to find out about our comprehensive benefits and development opportunities.

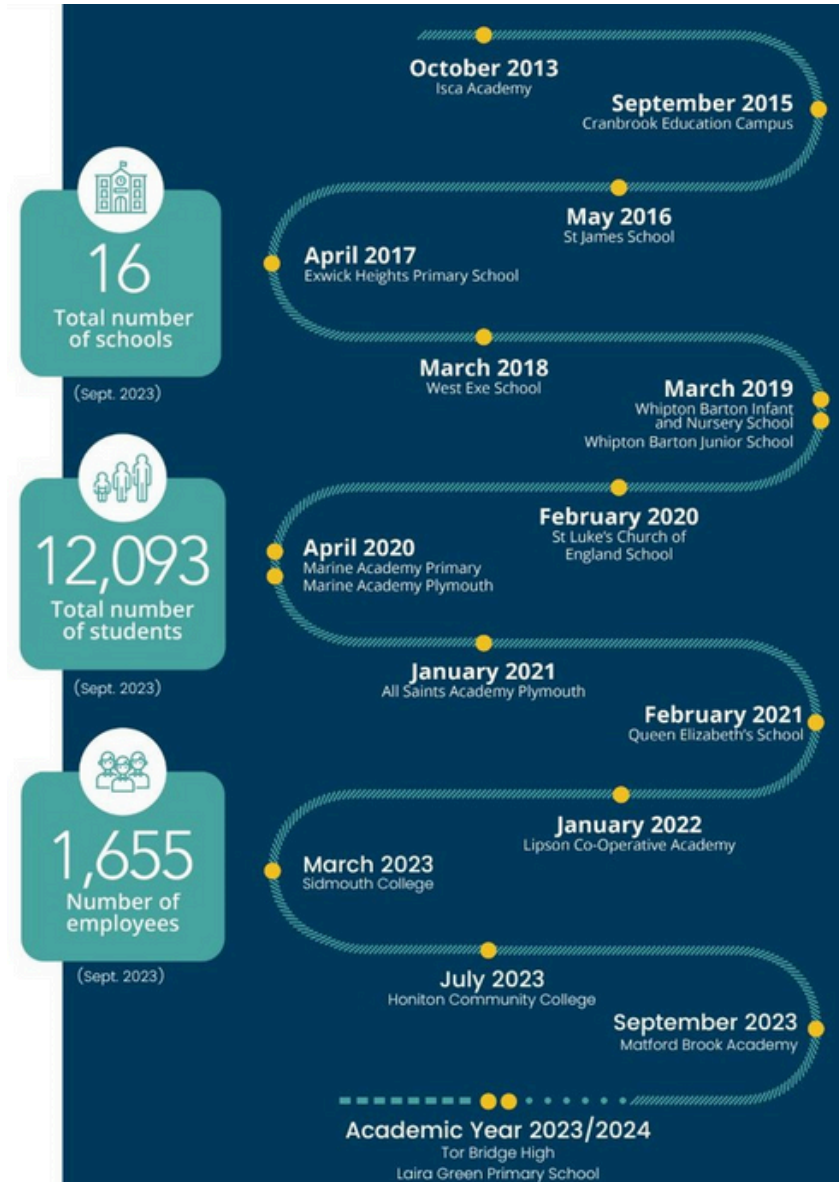


In our Trust, we are committed to nurturing a workplace where our employees feel that they belong. We believe that the culture of our trust thrives when individual differences are embraced so that everyone feels comfortable and confident in being who they are. This is supported through ensuring inclusivity in culture and equity in opportunities. We are committed to high quality and reflective employment practice so that we attract, retain and grow employees from diverse backgrounds and communities.

Our Journey



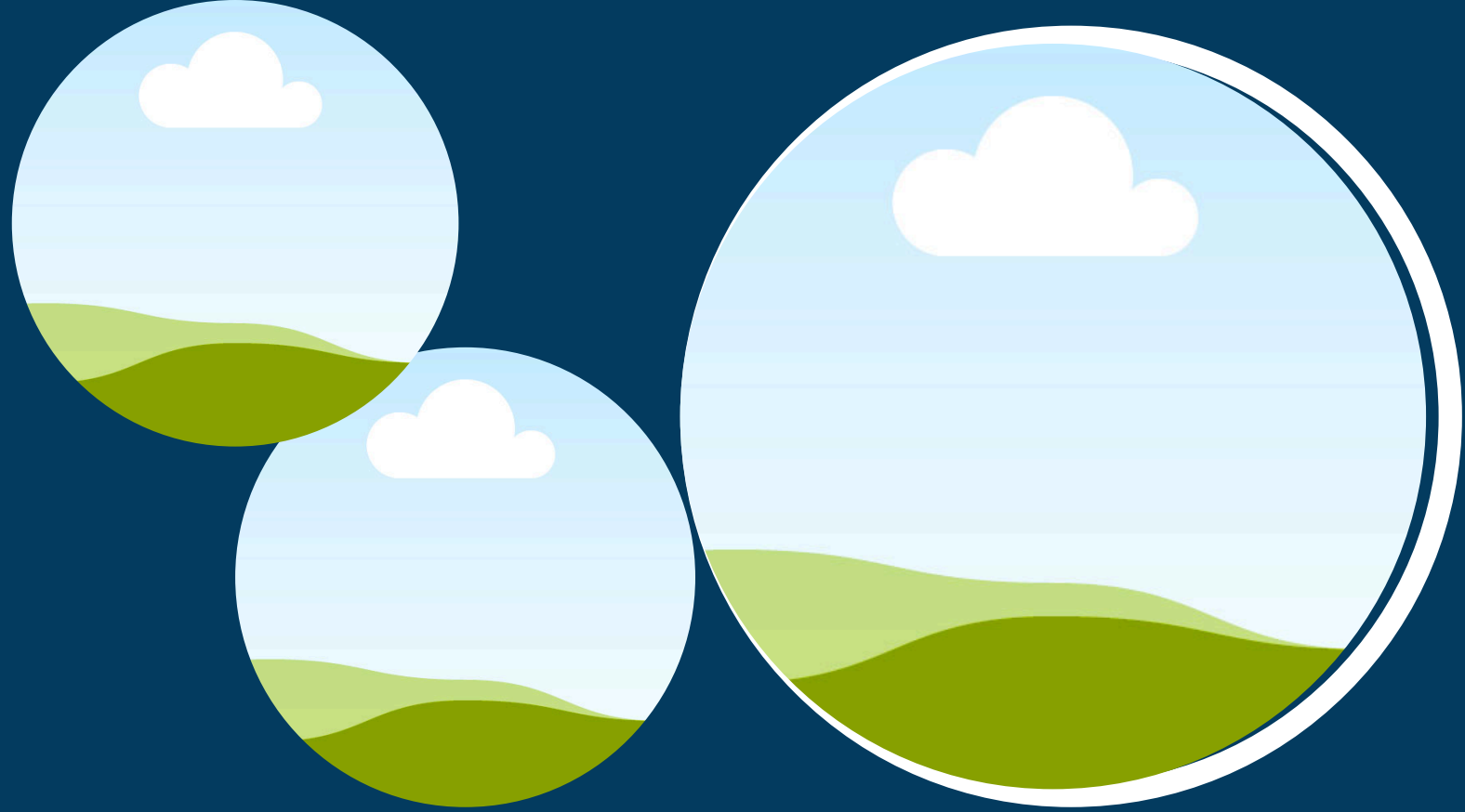
Professor Ted Wragg, in whose memory the Ted Wragg Trust is named, was passionate about how education can transform young people's futures.



Our Partnerships:

Our ongoing partnerships with the following organisations creates opportunities for a Headteacher joining our Trust to access leadership development, study tours and wider networks with some of the best schools, trusts and leaders across the country.





Recruitment Pack

Thank you for your interest!

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Wragg TRUST