

The King Edward VI School Senior Science Technician Recruitment Pack



The Cheviot Learning Trust

Cheviot Learning Trust was created in 2023 from a merger of Tyne Community Learning Trust and Three Rivers Learning Trust. The new Trust will enable our high quality staff from across all of our schools to cooperate through professional and innovative networks that develop the educational excellence all of our students deserve. We educate over 5500 students across 18 schools between the ages of 2 and 19 and employ over 750 staff. We are a charity supported by over 150 governance volunteers who hold us to account in their role as critical friends. We are proud Northumbrians; more than happy to welcome schools to join us from inside or outside Northumberland. All of the schools have a long and proud history of

providing an excellent education service to their local populations. We are seen locally as a centre of educational excellence and were selected to be the Teaching School Hub for Newcastle, Northumberland & North Tyneside. We recognise the mutual benefits to our Learning Trust through reciprocal staff development opportunities, training events, and the generation of new ways of working through system leadership. Through our teaching, we aim to equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

The Cheviot Learning Trust mission

Our core purpose is to advance education for the public benefit. We believe that each school in the Trust family has unique qualities to share and unique challenges to be resolved. Deep collaboration is a key Trust expectation that helps us to deliver significant benefits for the students, the staff and the schools that form the Trust. Each school is stronger in the Trust family; delivering a better education for the public good than if they were outside the Trust.

Our vision

Our purpose is to deliver excellent education for the benefit of all and our mission is to develop all our young people to have the opportunity to succeed.

Our values

Everything we do is based around the values that we hold dear:

- **Innovation:** We're here to shape the future, which is why we all have a responsibility to be thinking about the big issues of tomorrow.
- **Cooperation:** We nurture the relationships that we've built over many years and we know by working together we can achieve more than we can alone.
- **Respect:** We take the time to understand and make decisions and have due regard for the feelings, wishes and rights of others.
- **Excellence:** We will always strive for continuous improvement and will produce the best solutions and deliver the best services possible.

About The King Edward VI School

Welcome to our school. The King Edward VI School is a high achieving school, with a reputation for academic excellence for all. We provide for over 1400 students from Years 9-13 and have a thriving Sixth Form of around 450 students. We pride ourselves on being a fully inclusive and truly comprehensive school built on traditional principles and high standards.

We aim to prepare all in our care to leave the school fully equipped to meet the challenges they may face, and with a sense of service to their communities. We value our positive relations between staff and students and are proud of our friendly and purposeful atmosphere.

Our dedicated staff ensure that students are challenged to meet their potential, in a supportive environment. We have a holistic view of education and pride ourselves on offering a fully rounded educational experience. It is not only in the academic sphere where our students excel. Our commitment to extracurricular activities is very strong, and we offer our students an extensive enrichment and extra-curricular programme.

We believe there is something here for everyone.

We are very proud of our staff, students and our legacy. Please take a moment to look through our website to get an insight into what our school has to offer.

We have many amazing people working here. People who are knowledgeable, passionate and committed. Some people spend their career with us, some because they've found their niche, others are with us because of the opportunities to grow and develop. We want great people working for us. To get the best, we will always offer the best in terms of employment and opportunity. Diversity and inclusion are important to us - we are all individual and shaped by our personal characteristics, backgrounds, knowledge, skills and experience.

We believe we provide a great place to work.

Ms Clare Savage

Headteacher



Job Advert

The King Edward VI School
Part of the Cheviot Learning Trust
(13–19 Years High School, Headteacher:
Ms Clare Savage)

Job title: Senior Science Technician
Responsible to: Head of Science
Terms: 37 hours per week. Term time + 5 days
Pay scale: Band 5, actual salary £24,675 – £26,766
Start date: September 2026

We are seeking to appoint a reliable member of staff to work across our Science Department to lead a team of Science Technicians and provide practical support to our Science Teachers. Science at The King Edward VI School is taught in a highly successful and vibrant department.

At The King Edward VI School, we are very proud of our school where we support every child to achieve their full potential. In November 2024, Ofsted judged the school to be good/outstanding in all categories. As a designated teaching school, we provide high quality professional development, supporting induction, teaching, leadership and wellbeing. Further information about the school can be found on our website.

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. If you are invited for an interview, you will be required to disclose convictions that would not be filtered, prior to the date of the interview. Certain spent convictions and cautions will be 'protected' and do not need to be disclosed. Full details on protected convictions and information about which convictions must be declared during job applications can be found on the Ministry of Justice website. You will be asked for

further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

This role will include Regulated Activities and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post. An online search will be carried out on shortlisted candidates, prior to interview. The Trust Safeguarding and Child Protection Policies and Employment of Ex-Offenders Policy can be found here.

Completing an Application Form: Application forms can be downloaded from the school [website](#).

If you have a Gmail account:

- Open the Application document
- Click 'Sign in' at the top right of the page
- Go to File > Make a copy
- Complete the application form in the Google

If you don't have a Gmail account:

- Open the Application document
- Go to File > Download as > Microsoft Word
- Complete the app

Completed applications should be returned via email directly to p.reeves@kevi.cheviotlt.co.uk by 12 noon on 29 June 2026.

If you require assistance or have any questions, please reach out using the contact details provided below:

01670 515415
kevi.cheviotlt.co.uk
info@kevi.cheviotlt.co.uk

Address: Cottingwood Lane, Morpeth,
Northumberland, NE61 1DN

Job Description

Job Purpose: To support teaching and learning in the Science Faculty. To lead and supervise the school's Laboratory Technicians to provide effective technical support to all departments.

Duties and key result areas

Managerial Responsibility:

- To lead and manage the Science technical team in providing support for the teaching of Science; Supervising Laboratory Technicians. Organising and delegating working commitments. Ensuring satisfactory performance levels are monitored and maintained.
- To have line management responsibility of the Science technical team; Performing regular Staff Appraisals of Laboratory Technicians.
- Ensure that laboratory technicians receive appropriate training and relevant support to obtain essential skills in laboratory Science, including establishing an effective Induction Guide for new members of staff.
- Ensuring individual training needs are addressed by providing in-service training. Offering support to staff to enhance individual skills and expertise. Standardising working patterns to promote best practice by encouraging and maximising individual attributes and experiences.
- Organise training for the technician team on inset and other days where appropriate; Production of a working manual/handbook setting out all working patterns/routines. This will include all Health & Safety and Security regulations that are adhered to at all times..
- Participation in the selection and recruitment of new Laboratory Technicians.
- Ordering of consumable stock and equipment for each department. Maintaining stock levels; security and control.
- Assist Heads of Departments with budgetary control.
- Keeping up to date with future developments to enhance student achievement. Advising school management of new developments and opportunities to assist the Department Improvement Plan.
- Responsible for the coordination of the annual inventory checking as instructed by Finance/Head of Science.
- Organising technical support for teaching staff on Open Evenings, Master classes and other out of school hour activities.
- Arrange laboratory support to cover absence.

Standard Duties and Responsibilities

- Preparation and assembly of apparatus and components for demonstration, class practical work, assessments and examinations. To prepare solutions and materials.
- To receive and process requisition requests from class teachers and advise the relevant teacher or subject leader if such requests cannot be met.
- To maintain current working knowledge of best practice in the safe provision of practical work and demonstrations in Science lessons, by accessing a suitable advice service, such as CLEAPSS. Advise all relevant parties of any changes, including the Science Subject Leader, Science teachers and technicians.
- Attend department meetings from time to time where an agenda item affects the work of the technicians
- To ensure equipment, chemical solutions and other materials are left/stored in a safe and secure condition, ready for re-use
- To undertake minor repairs and modifications when necessary and arrange repairs if necessary, in consultation with the Science Subject Leader.

- To assist in the construction of apparatus and resources. Be responsible for the safe working of appliances.
- To assist in maintaining records of apparatus, reagents and materials, including inventories and records of breakages.
- To monitor stock and ensure the replacement/reordering of stock. To pack/unpack and check apparatus and chemicals.
- Liaising with suppliers and ordering new equipment after consultation with the Science Subject Leader.
- Monitor and manage stock, cataloguing resources and undertaking audits as required.
- Purchase of consumables from local shops as required.
- To clean apparatus as directed and to clear out cupboards, drawers, etc. on a regular basis to monitor contents and condition of stock. To assist with stocktaking as required.
- The cleaning and maintenance of equipment and the neutralisation and cleaning up of spillages, including the cleaning of glassware and other equipment.
- Directing the work of other technicians working within the Science department to ensure that all lessons are serviced.
- Taking part in training from time to time where necessary, identified in discussion with the Science Subject Leader.

Health and Safety and Compliance

- To be aware of, and to comply with, all school instructions and procedures relating to health and safety at work.
- Advising staff on safety issues and trialling practical work where necessary.
- To contribute to safe working practice in preparation/storage/teaching areas. Assessment of risks for technician activities.
- To assist in maintaining all safety equipment used by technicians, teaching staff and students to the highest standard.
- To arrange the safe disposal of residues and outdated stock following approval and advice from relevant advisory bodies, such as CLEAPSS or the Science Subject Leader. Ensuring the safe storage of radioactive materials, chemicals and the disposal of chemical and microbiological waste
- To ensure that any scientific debris or hazardous materials/spills are removed from the sinks, bench tops and other areas to provide a safe environment for cleaning staff and others. To deal appropriately with spillages during practical activities.
- Helping to ensure that COSHH regulations are carried out in the department and that attention of staff is drawn to relevant health and safety guidance
- Maintenance of laboratories and preparation rooms to ensure a clean, safe and orderly environment, including simple DIY work and the checking and maintenance of eye protection.
- Monitoring the electrical and gas fittings, and sink waste traps in the laboratories and informing the Site Managers when these need attention or repair.

Support for the Wider School

- To assist with practical examinations as may be required.
- Recognise your own strengths and areas of expertise and use these to advise and support others.
- Participate in training and professional learning as required.
- Assist with the provision of out of school learning activities e.g. clubs, extra-curricular. activities within guidelines established by the school where possible.
- Contribute to the overall ethos/work/aims of the school.
- Establish constructive relationships and communicate with other agencies/ professionals, in liaison with the teacher, to support achievement and progress of students.
- Be aware of and support differences and ensure all students have equal access to opportunities to learn and develop.
- Assisting the Science department to provide materials for open evening and feeder school links.

- Liaise between teaching staff and technical support staff.
- Undertake other similar duties and activities that fall within the grade and scope of the post, as directed by the Headteacher.

This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You are therefore under a duty to use the school's procedures to report any concerns you may have regarding the safety or well-being of any child or young person.

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.

Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE	ASSESSMENT
Knowledge / Qualifications	<ul style="list-style-type: none"> • 5 GCSE's grade C or above (equivalent) including English Language, Mathematics and Science subject/s • Appropriate relevant vocational qualification 	<ul style="list-style-type: none"> • Qualified technician status • H&S at work qualification • Two A levels or equivalent in Science subject/s • A relevant qualification in a Science related subject, NVQ L2 or equivalent 	(a) (i)
Experience	<ul style="list-style-type: none"> • Experience of working as part of a team • Experience of managing time productively 	<ul style="list-style-type: none"> • Experience of working in a laboratory • Experience of working within a school/ education • Experience of working with young people • Experience of working as a science technician within an educational establishment • Working knowledge of COSHH 	(a) (i) (r)

Skills and competencies	<ul style="list-style-type: none"> • Specific technical skills in relation to Science Technology. • Ability to manage a team, allocate duties and support colleagues • Excellent interpersonal and organisational skills to form and maintain effective working relationships with other staff • Ability to communicate appropriately with staff and students • Have a flexible and adaptable approach to duties • Self-disciplined, excellent time-management skills • Ability to prioritise own work and that of others, with minimum supervision 	<ul style="list-style-type: none"> • Knowledge of first aid • Ability to safely handle, store and dispose of chemicals • Previous experience of managing a team at a senior level • Knowledge of recent and proposed changes in the curriculum areas to receive technician support 	(a) (i) (r)
Physical, mental and emotional demands	<ul style="list-style-type: none"> • To be aware of safety regulations when dealing with hazardous materials and transporting chemicals/resources between prep rooms and laboratories • Ability to work flexibly and, if required, to work in the evenings at Parent Meetings, Open Evenings. 	<ul style="list-style-type: none"> • Experience of leading team members 	(a) (i) (r)
Other	Willingness to participate in training and development		(i)

Key assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests, (q) personality questionnaire, (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits.



Contact us

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