



Candidate Pack  
Science Technician



Co-op Academy  
Belle Vue

## Welcome from the Principal

Thank you for your interest in applying for the role of Science Technician at Co-op Academy Belle Vue.

*An uplifting day at Co-op Academy Belle Vue. Staff are crafting intentional culture of high expectations and warmth. Highest praise from a student 'I just feel better, emotionally, when I am here.*

Philippa Sadgrove, Director of Behaviour & Attendance Co-op Academies Trust

You can find our March 2024 Ofsted Report [here](#).

*Pupils flourish at Academy Belle Vue. They are nurtured and cared for in a warm and positive climate. The strong behaviour systems and daily routines help pupils to settle into school well. Pupils feel safe and privileged to be part of such a welcoming community.*

Outstanding Provider Ofsted 2024

Are you an enthusiastic and skilled Science Technician looking for a new opportunity?

Do you want to join a thriving academy where outstanding behaviour and a strong sense of community allow staff to focus on delivering exceptional education? Are you passionate about supporting students in developing a love of science through hands-on learning? If so, this could be the perfect role for you.

We are looking for a Science Technician to join our dedicated team at Co-op Academy Belle Vue. This is a key support role within the Science department, where you will play a crucial part in preparing and maintaining equipment and materials for practical lessons across Biology, Chemistry and Physics.

You will work alongside teaching staff to ensure practical activities are delivered safely and effectively, supporting student engagement and understanding through exciting, well-organised experiments. You'll also help maintain a safe and orderly prep room and laboratories, following health and safety guidelines and ensuring compliance with regulations such as CLEAPSS.

We're looking for someone who:

- Has a strong interest in science and supporting students in a school environment.
- Understands (or is willing to learn) how to handle chemicals, equipment and specimens safely and responsibly.
- Is organised, methodical and able to manage multiple tasks with a keen eye for detail.
- Can work both independently and collaboratively as part of a team.
- Communicates clearly and is confident supporting teaching staff and liaising with external agencies when needed.

In return, we offer:

- A competitive salary and benefits package.
- Continued professional development and training opportunities (including CLEAPSS guidance and more).
- The chance to work in a modern, well-equipped science department with excellent facilities.
- A supportive, inclusive school culture built around strong values and high expectations.

At Co-op Academy Belle Vue, we're proud of our inclusive culture, strong relationships, and commitment to academic excellence. Our values – **Be yourself, always – Do what matters most – Show you care – Succeed together** – underpin everything we do.

We opened in 2021 and have quickly established ourselves as the most popular school in East Manchester. With 720 students currently and an additional 240 joining in September 2025, we are well on our way to our full capacity of 1,200 students. As a growing academy, we are excited to offer students the latest in science facilities and technology to inspire the next generation of scientists.

This is a fantastic opportunity to make a real impact and be part of a school that is on a journey to excellence.

If you're a proactive and committed Science Technician who's excited to support student learning and help shape the future of our academy, we'd love to hear from you.

Scott Fletcher  
Principal

The deadline for applications is 12 noon on 5th June. Interviews to be held on the 12th June

# Job Title : Science Technician

Salary / grade range	Grade 4 (pts 7 - 11), Term Time only + 5 days (permanent)  Salary : Full year equivalent £27,045 - £28,247,  Actual pro rata £22,307 - £23,777
Location	Co-op Academy Belle Vue
Reports to	Head of Science

## Purpose of role:

The purpose of the role is to provide the day to day technical support to enable the smooth running of practical activities in Science lessons and to maintain a safe working environment in the Science classrooms.

## Key accountabilities (and specific duties / responsibilities):

### Stock

- Responsible for monitoring supplies of stock and ordering further supplies of resources or materials are required; check goods delivered against orders and storing appropriately; carry out stock taking and inventory checks.
- Ensuring compliance with COSHH and other appropriate regulations
- Ensuring compliance with and engage with CLEAPPS guidance
- Maintenance of stock records.
- To undertake recognised training as necessary
- Issue and receive goods and materials.
- Where necessary compile and maintain a catalogue/inventory of equipment.
- Issue and receive equipment maintaining booking system necessary, checking goods both in and out.
- Indexing of goods and materials

### General Duties

- The administration of minor repairs, maintenance and modifications to equipment, making arrangements for major repairs to be carried out as necessary.
- Ensure that a preventative maintenance programme is adhered to so helping maintain safe working practices and conditions.
- Maintain the tidiness and cleanliness of the work areas relative to the service area.
- Undertake appropriate first aid training and assist with first aid withi the dept and across the academy if required
- Prepare materials and equipment to support the various activities.
- Set up equipment in rooms for demonstration purposes as required.
- Operation of special machinery/tools specific to the work area.
- Be able to adapt to changing demands of the school curriculum
- Prepare standard materials, chemicals, solutions, equipment and other learning

resources for the preparation of samples, operation of equipment and the collection of data, and advise on basic materials and techniques.

- To operate established and new technology based equipment.
- To specialise within the post holder's areas of qualifications/experience but also be prepared to work across other curriculum areas (particularly in the first few years of the academy's growth).
- To work to a planned programme of work as agreed with the Head of Department.
- Complete photocopying as necessary.
- Assisting with displays on walls and coursework for moderators.
- Assist with the ordering, logging and laminating of textbooks and resources.
- Assist with the preparation for extracurricular events.

#### Science

- To support in the preparation and set up equipment and materials ready for use in accordance with manufacturers' instructions and the requirements of teaching staff.
- To prepare and make teaching aids and demonstration models for use in the teaching areas.
- To put away equipment and materials, dispose of used materials and chemicals in a safe manner and to maintain hygiene and safety standards in the laboratory and preparation areas.
- To undertake basic maintenance and cleaning of equipment and to assist in organising its servicing and repair as required and in accordance with manufacturers' instructions.
- To operate a safe and secure system for the storage and racking of equipment and materials, ensuring that they are maintained in good condition and are readily available for issue.
- To maintain appropriate records, statistics and filing systems in accordance with stated requirements.
- To ensure that all subject related teaching areas meet safety regulations (i.e. COSHH) including checking equipment for safety, cleaning and advising students on safety aspects of particular practical work.
- Assist with technical support in other departments
- Contribute to the smooth running of the Science Department as a whole.

#### Other

- Post holder is expected to attend and participate in regular meetings, training and other learning activities as required.
- Post holder is required to be flexible in their approach to the work across subject areas as required.
- The postholder will be subject to performance objectives, which will be agreed and reviewed annually
- Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, especially in the context of a busy and growing academy which requires flexibility in all of its employees.
- To comply with the requirements of Health and Safety, other relevant legislation and academy/Trust documentation and to understand and comply with the Trust's Equality, Diversity and Inclusion policies
- Responsibility for safeguarding of all young people.
- The postholder is expected to carry out such other duties (commensurate with the post) as may reasonably be assigned by the Principal.
- The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed

The above list is not exhaustive or exclusive. The role requires the post holder to be professional, cooperative and flexible in line with business needs of the Academy and the wider Trust. The post holder is required to undertake additional such duties as may reasonably be expected within the scope and grading for the post. The duties outlined in this Job Description may be modified by the Principal to reflect or anticipate changes in the job, commensurate with the scope and grading of the post.

- The postholder will be expected to have a good knowledge of national policy and the Trust / school's policies and procedures
- The duties of this post could vary from time to time as a result of new legislation; changes in technology or policy and in that case appropriate training may be given to enable the post holder to undertake this new/varied work.

Personal attributes required (based on job description):		
Attributes	All attributes are essential, unless indicated below as 'desirable'	How measured, e.g. application form (A), interview (I) test (T)
<b>Qualifications</b> <ul style="list-style-type: none"> <li>• GCSE English and Maths, grade A* - C or equivalent</li> <li>• GCSE Science, grade A* - C or equivalent</li> </ul>	Desirable	A A
<b>Experience</b> <ul style="list-style-type: none"> <li>• Experience working in a educational setting</li> <li>• Experience of working in prep room / laboratory, catering or workshop environment.</li> </ul>		A I A I
<b>Skills, Ability, Knowledge</b> <ul style="list-style-type: none"> <li>• Evidence of and commitment to continuing professional development</li> <li>• A broad understanding of school Science</li> <li>• Knowledge of basic food hygiene good practice</li> <li>• Understanding of COSHH regulations and related procedures.</li> <li>• Experience of using IT effectively.</li> <li>• Good literacy and numeracy skills.</li> <li>• Understand and fully comply with the requirements of good Health and Safety practices and policies.</li> <li>• To be proficient or willing to learn to use any relevant equipment at the school to</li> </ul>	Desirable	A I A I A I A I A I A I A I

<ul style="list-style-type: none"> <li>provide technical support during lesson time.</li> <li>Appropriate first aid training or willing to undertake appropriate training.</li> </ul>		A I
<b>Personal Qualities</b> <ul style="list-style-type: none"> <li>Resilience, the ability to work under pressure and meet deadlines</li> <li>Excellent communication skills</li> <li>Excellent interpersonal skills and ability to establish and maintain excellent working relationships with others.</li> <li>Enthusiastic, hardworking and dedicated</li> <li>A genuine passion for supporting young people</li> <li>The ability to adapt to new situations as they arise</li> <li>The ability to form strong working relationships with students and adults</li> </ul>		A I A I A I  A I A I A I A I

This post is subject to an enhanced DBS check.

All our colleagues are expected to demonstrate a commitment to co-operative values and principles, and the Ways of Being Co-op.

Co-op Academies Trust is committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage or civil partnerships.