# The Nottingham Emmanuel School

# Science Technician

## RECRUITMENT PACK

Closing date: 2nd November 2026



# WELCOME TO ARCHWAY



Thank you for expressing an interest in working for Archway Learning Trust. This booklet sets out to give you an idea of what it is like to be part of the Archway family as a leader, teacher, support staff, or a member of our central team. Each of our employees has a vital role to play across the organisation, because no matter the role, each colleague makes a direct difference to the experiences and outcomes of our young people.

Our commitment to staff is rooted in my understanding of what it's like to be a member of staff in a school environment. I may be a Chief Executive now, but I started my career as a teacher and so I really do understand what the pressures are like for staff. We hold that at the centre of the decisions we make in looking after our employees on a day-to-day basis.

Our ambition for our staff is very simple, it is that we want them to be the very best they can be because that's what the children in our schools need and deserve. That's about us supporting our colleagues to nurture their potential, inspire a sense of community and help them to deliver excellence.

We do this in a variety of ways, including supporting your career in education, promoting your wellbeing and offering a range of employee benefits to enable you to feel fulfilled in your role. Ultimately, it matters to us that everyone who works for Archway feels a sense of belonging and fulfilment in their role. We hope that you will be inspired to apply for this position and look forward to meeting you soon.



**James Higham**
Chief Executive Officer

Archway Learning Trust

# ABOUT THE ACADEMY

At Nottingham Emmanuel School, we believe in nurturing each student's unique potential within a caring, Christian environment. Our values of respect, integrity, and excellence guide everything we do. As part of the Archway Learning Trust, we offer a supportive community where students thrive academically and personally. Join us to inspire and shape the future with compassion and dedication.

We offer values-driven education rooted in Christian faith, emphasizing wisdom, hope, community, and dignity. Our supportive environment nurtures personal growth and spirituality, welcoming students from various backgrounds.

With dedicated faith youth workers and our Trust chaplain, we provide opportunities for community service and practical work. Inspired by Christian role models, we prepare students for academic success and meaningful lives.

We celebrate the diverse group of students we serve within our City School, based within a County postcode. We have 58 different languages spoken throughout the school, bringing together children from across Nottinghamshire. Embracing our cultural representation through language days, we provide multilingual resources, host cultural festivals and integrate diverse linguistic perspectives into our teaching.The sense of community and the schools commitment to inclusion has had an extremely positive impact on students and families.

Our Leadership team really delivers from the front, embracing feedback and doing what is right for the students and employees. Our Principal (Sandra Stapleton) cares about each and every person that steps into our beautiful site overlooking the River Trent. Our mental health first aiders are incredibly passionate and always available to listen, support and promote wellbeing. Our drop ins and ‘ripples of recognition’ encourage more time to talk and moments to celebrate our colleagues.

***Sandra Stapleton***
***Principal***



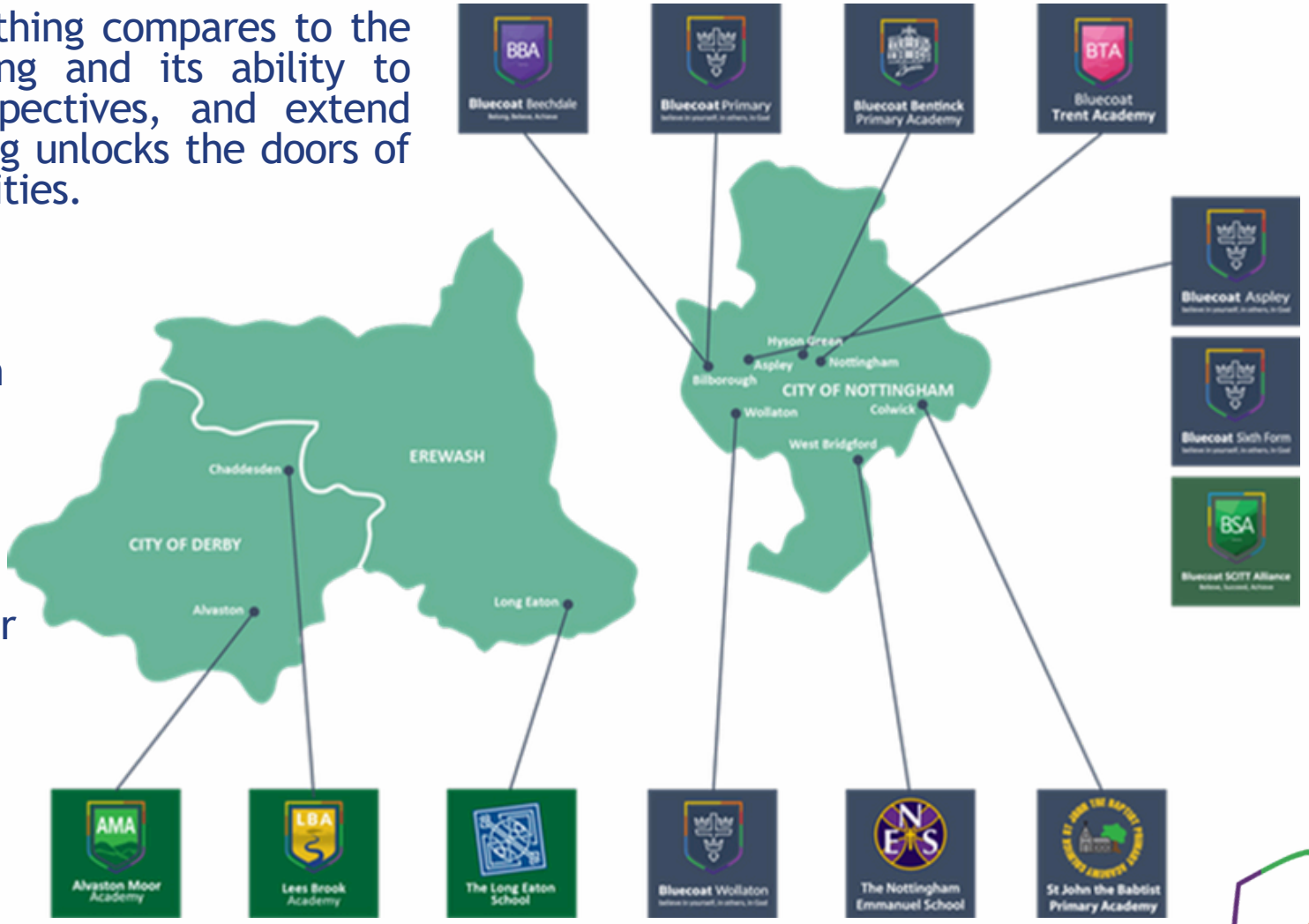
# ABOUT ARCHWAY

Archway
Learning Trust

At Archway, we believe that nothing compares to the transformative power of learning and its ability to broaden horizons, deepen perspectives, and extend potential. The very best schooling unlocks the doors of the future and a world of possibilities.

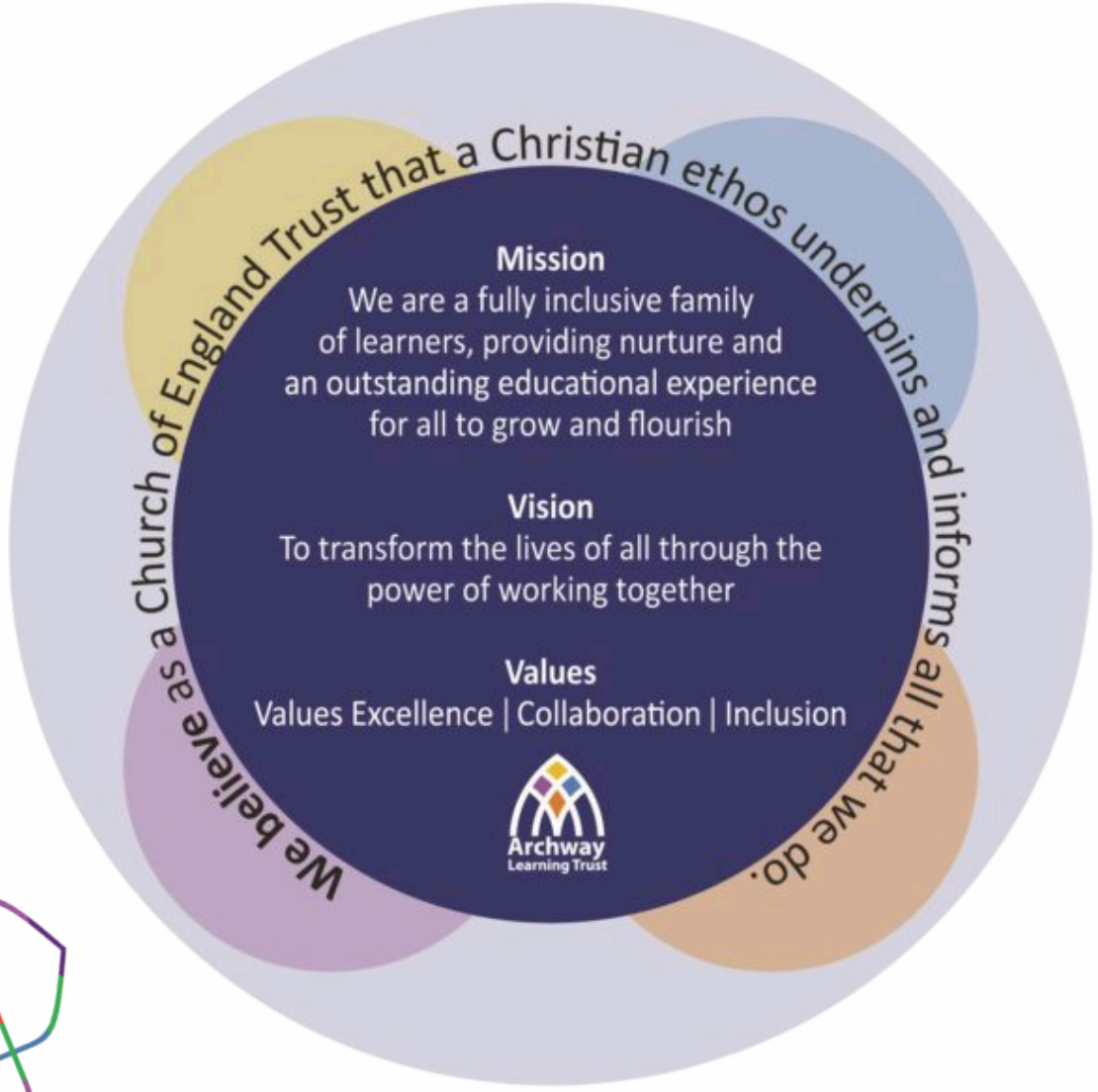
Archway is a place where collaboration and transformation lie at the heart of everything we do.

We are a family of primary and secondary schools, along with our own SCITT, serving communities across Nottinghamshire and Derbyshire.



Across the Archway family of academies, we work closely together to provide the best start in life for every child. We serve a richly diverse range of communities, some of which are among the most deprived areas of Nottinghamshire and Derbyshire. In celebrating our differences, we find what unites us: a deep conviction to give every child the best daily deal, every day, and prepared for a world of possibilities.






This is made possible by the dedication and talent of our staff, who deliver excellence in every corner of our Trust. That is why we are committed to taking the very best care of them, as well as of the children and young people in our academies. When colleagues thrive, so too do our pupils and the communities we serve.

We are proud of our Christian ethos and inclusive culture where those of the Christian faith, a different faith, or none are all equally welcomed, nurtured, and cherished. That's why both faith designated and non-faith academies find a natural home in the Archway family.

# ABOUT THE ROLE

As a Science Technician, you will play a vital role in supporting the delivery of an engaging, safe, and high-quality science curriculum. Working closely with teaching staff, you will prepare and organise equipment, materials, and practical resources to ensure that lessons, demonstrations, and experiments run smoothly and effectively.

The role involves maintaining laboratories, managing stock and resources, preparing practical activities, and ensuring compliance with health and safety requirements. You will provide technical advice and support to staff, contribute to the upkeep of specialist equipment and facilities, and help create a stimulating learning environment through the maintenance of displays and learning resources. In addition, you will undertake a range of administrative and organisational tasks that support the efficient operation of the Science Department.

This is an excellent opportunity for a highly organised and proactive individual who enjoys working in a practical environment and is committed to supporting outstanding teaching and learning in science.

# JOB DESCRIPTION

**Title: Science Technician**
**Salary:** Grade 5 - From £26,427 - £27,274 FTE
**Actual Salary:** £22,730 – £23,459 Per annum
**Location:** The Nottingham Emmanuel School, NG2 7YF
**Contract:** Permanent, Term Time Only
**Responsible to:** Senior Technician

## Core Purpose

To provide technical, practical and administrative support to the Science Department, ensuring laboratories, equipment and resources are prepared, maintained and managed to support the effective and safe delivery of the science curriculum.

- Prepare and set up equipment, materials and resources for practical lessons and experiments.
- Support health and safety through the safe storage, handling and disposal of materials.
- Maintain laboratories, equipment, stock levels and displays to a high standard.
- Provide practical and technical support to teaching staff.
- Undertake administrative duties, including stock control, ordering and record keeping.

## Science Technician Responsibilities

- Utilise and organise practical resources and facilities, providing assistance and advice on current best practice in the practical needs of the curriculum.
- Preparation of materials, stock and standard solutions, specimens and apparatus required for demonstrations and for practical work.
- Setting up and testing of demonstration experiments and ensuring that they will work satisfactorily.
- Sterilisation and cleaning of apparatus.
- Care of animals and plants kept for observation and experimental purposes.
- Testing of new experiments.
- Assisting in the preparation of audio/visual and other IT related aids and maintaining AVA equipment used within the science faculty.
- Safe disposal of biological and chemical residues and other waste material.
- Promoting the observance of a safe working environment through:
- Proactively contributing to the assessment, monitoring and review of safe working practices and procedures;
- Keeping abreast of “best practices” through networking and continuing professional development;
- The provision of technical advice and administrative support on safety issues to teaching staff;
- The storage and accessibility of equipment and materials.
- The provision of first aid within the science faculty and the maintenance of first aid equipment in the area.
- Operating laboratory documentation systems including required legal records e.g. alcohols, poisons, and flammables.
- The care, maintenance and general upkeep of the science laboratories.
- Ordering equipment from suppliers, receiving it and checking the orders.
- Assist in the administration and distribution of cover work for absent teaching staff.
- The administration of clerical tasks to support the department
- The creation & maintenance of laboratory wall displays



# PERSON SPECIFICATION

| | ESSENTIAL | DESIRABLE |
|---|---|---|
| **EDUCATION & TRAINING** | | |
| Five or more GCSE C grade or above (or equivalent) | * | |
| Possesses or must be willing to train for the "First Aid at Work" or "Emergency First Aid at Work" qualification approved by the HSE as requested. | * | |
| Further or Higher Education- Science related subject | | * |
| **EXPERIANCE** | | |
| Experience of working with Science equipment and chemicals | * | |
| Knowledge of Science experiments | * | |
| Science related qualification or relevant experience | * | |
| Ability to make preparations for practical work for science curriculum | * | |
| A working knowledge of ICT | * | |
| Awareness of Health and Safety procedures | | * |
| Experience of dealing with suppliers and outside agencies | | * |
| Experience of working with staff and students in teaching and learning | | * |
| **PROFESSIONAL SKILLS** | | |
| Excellent written and oral communication skills | * | |
| Excellent organisational and administrative skills | * | |
| Good interpersonal skills | * | |
| Plans, prioritises and manages own tasks and work time effectively, managing conflicting demands effectively | * | |
| Keeps up to date with pertinent information and local initiatives. Take responsibility for own professional development and be willing to partake in further in-service or external staff development and training | * | |

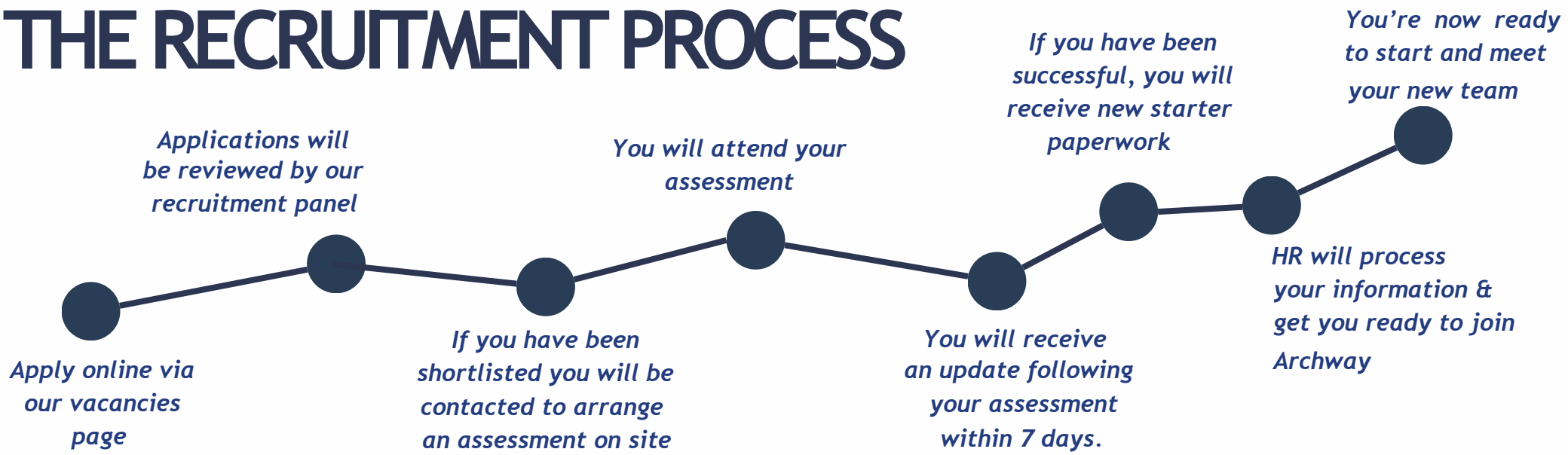
| PERSONAL QUALITIES | | |
|---|---|---|
| Confidence and independence | * | |
| Ability to work unsupervised and independently understanding Academy roles and responsibilities and your own position within these | * | |
| Builds and maintains effective relationships with colleagues and stakeholders in a fair and equitable manner | * | |
| Good time management skills | * | |
| Ability to work flexibly | * | |
| Commitment to Equal Opportunities | * | |
| Willingness to work within the Christian framework of the Academy | * | |
| Suitability to work with children. Enhanced DBS check to be undertaken on appointment | * | |

# HOW TO APPLY

We know that making a job application is a big decision, and we want to help. For an informal, confidential chat about the role, or to arrange a visit, please contact us at hr@archwaytrust.co.uk

**Apply via our vacancies page at https://www.archwaytrust.co.uk/vacancies/ by 2nd November 2026.**

# THE RECRUITMENT PROCESS



# ARCHWAY BENEFITS

Archway Learning Trust

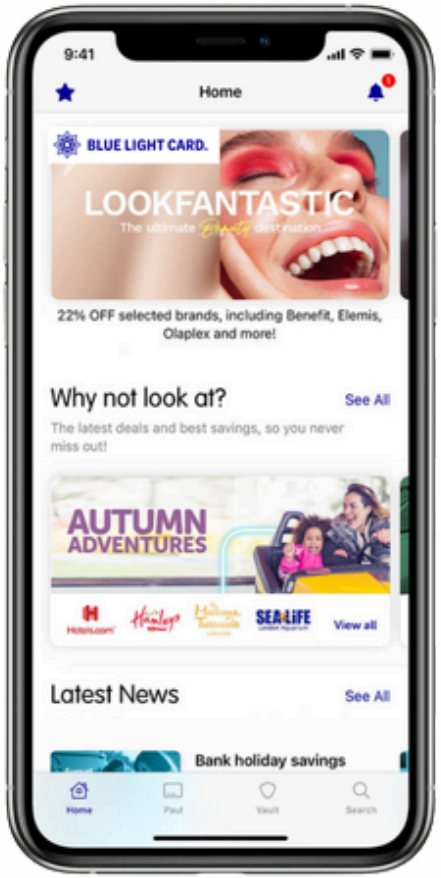
vivup

lgps

your care

Specsavers

BLUE LIGHT CARD




From day one, our employees are entitled to a range of Archway benefits:

- A free and confidential employee assistance programme offering counselling and advice
- Access to Teachers' / LGPS Pension
- Comprehensive and tailored training, conferences, and ongoing CPD
- Opportunities for further development and progression
- Working with workload conscious leaders and trustees
- Access to discounts across many retailers with the Blue Light Card
- Cycle to work scheme
- Eye care voucher scheme
- Free flu vaccine

# SAFER RECRUITMENT

Archway Learning Trust is committed to safeguarding and promoting the welfare of children and young people under the guidance of Keeping Children Safe in Education (KCSiE). In order to meet these responsibilities, all candidates will be subject to a rigorous selection process.

**Disclosure**

This post is classified as having substantial access to children, and appointment is subject to an enhanced police check of previous criminal convictions (DBS). Applicants are required, before appointment, to disclose any conviction, caution or binding over including 'spent convictions' under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020).

Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar individuals from employment – this will depend upon the nature of the offence(s) and when they occurred.

**References**

References, including from the current employer, will be taken up for shortlisted candidates before interview/assessment, and where necessary employers may be contacted to gather further information or address any discrepancies, anomalies, or gaps in the reference provided.

**Online Checks**

KCSiE asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability.

**Equal Opps.**

We are dedicated to providing equal opportunities and will monitor the recruitment process rigorously to ensure fair access and opportunity for all. We are committed to ensuring our workforce is reflective of our diverse Trust population and are therefore committed to increasing representation among staff across all roles and at all levels.