Plume, Maldon's Community Academy
Information for prospective members of support staff

Specific Information

Title of Post: Science Technician

Grade: Scale 2Points 11-14

Actual Annual/Monthly Salary: £14339/£1195
(before stoppages)

Hours per week: 37

Weeks per year: 38 (term time excluding inset days)

Responsible to: Senior Science Technician/Faculty Leader

General Information

- Salary is paid in 12 equal monthly instalments on the 26th day of each month (therefore, for part-time employees, there will be a payment during the school summer holiday even if you are not due to work).

- In addition to the information provided on the Guidance Notes, confirmation of employment is also subject to a probationary period of six working months. During this time there are opportunities to meet with your line manager at 6 weeks, 12 weeks and 18 weeks to discuss training needs, concerns etc.

- Members of support staff are automatically enrolled in to the Local Government Pension Scheme and the contribution varies according to salary. The Pension Team at Essex Pension Fund will contact you following appointment. Please refer to the Essex Pension Fund website for more information.

- Plume Academy operates an annual performance management review scheme for support staff. This is linked to annual increments (where applicable) and is a useful forum for discussing staff development, training, any concerns etc. The cycle runs from 1 April to 31 March.

- When appointed, an induction programme is completed. Training is provided for all aspects of the role, including child protection and safeguarding, 'Prevent' training, Health & Safety and GDPR.

- With the exception of full time members of staff (such as the Site Team or ICT Support Team) no holidays are to be taken during term time.