

## JOB DESCRIPTION

| Post Title | School Technician   |
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| GRADE      | Grade D £24,796 - £25,185 pro rata (£8,598 - £8,733 actual salary)  |
| HOURS      | 8.30am to 4.00pm two days, 15 hours per week.<br>Including a 30 minute unpaid lunch break<br>To support across the school in various subjects such as Art, DT, Food Tech and Textiles<br>Term Time plus 5 days spread over the year |

*Shipston High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to an enhanced DBS disclosure.*

### Job Purpose

To ensure that all students are able to achieve their potential whilst accessing the practical subject curriculums, by providing specialist technical support within the faculty and across the wider school as directed. (Includes D & T, Food Technology, Art, Textiles, Graphics). To prepare resources and support the teaching of all existing and new option choices as required. To liaise with and assist other school technicians, e.g., Science, Food Technology and school site/estates team as required. To support and assist teaching staff in ensuring that any relevant legislation is adhered to, additionally to specifically bring any Health & Safety matters to the attention of the Subject Leader. This responsibility is a joint responsibility and shared with faculty teaching staff and all other school staff.

### Roles & Responsibilities

- Responsible for providing an efficient, effective and timely support service across the faculty.
- Support students and staff across the school in workshops with practical work and projects
- To assist as a technician across the school in other faculties as required
- Jointly responsible for awareness of appropriate Health & Safety legislation. Utilising CLEAPPS and updating Risk assessments and other legislative paperwork up to date as appropriate. Where necessary implementing changes and ensuring that all faculty staff (teaching and support) are adequately trained.
- Joint responsibility for ensuring students and staff follow good working practices at all times.
- Responsible for inspection, maintenance, replacement and correct use and storage of all equipment across the faculty.
- Responsible for ensuring curriculum areas meet current Health and Safety standards and that tools and equipment are fit for purpose prior to use by staff and students.
- Liaise with Head of faculty regarding stock levels, to include responsibility for ordering new stock and ensuring value for money is achieved.
- Responsible for day-to-day preparation and cleanliness of the faculty areas. To include regular and effective inspections of work stations, benches, hand tools, machinery and ancillary equipment.
- Responsible for identifying and repairing minor problems with machinery and hand tools. To include replacement of defective parts. Reporting major defects to appropriate external repair.

- Ensuring the safe storage of tools, equipment and materials including where necessary the manufacturing of racks and other equipment.
- Responsible for the construction and preparation of equipment used in lessons and demonstrations by teaching staff.
- Responsible for the mounting and displaying of students work including the use of reprographics and audio-visual equipment where appropriate.
- Safe storage of hazardous materials according to COSHH regulations, including provision and use of appropriate PPE including, when necessary, the correct disposal of such materials.
- Implementation and maintenance of an efficient and effective system of stock control ensuring the safe distribution of stock within the technology department; ensure the accuracy and safe keeping of all records of alcohols, poisons, inflammable liquids, lifting equipment and the like used within the department.
- Preparing, retrieving and cleaning of equipment and materials for lessons, activities and examinations in curriculum areas.
- Assist staff with demonstrations and the supervision of students where necessary including the practical oversight of small student groups carrying out project work under the direction of a member of staff.
- Undertake training and development commensurate with the post.
- Assist Site Manager with general site duties as required
- Any other duties within the spirit and scope of the grading as requested or required.

Responsible for: Self & Joint Responsibility for pupil safety and welfare within the D & T faculty in particular and across the wider school as a member of school staff.

Responsible to: Head of Faculty  
School Business Manager

Date of Issue: September 2025

## PERSON SPECIFICATION

### School Technician

| ATTRIBUTES                  | JOB REQUIREMENTS  | For office use only |
|-----------------------------|---|---------------------|
| <b>Knowledge</b>            | <ul style="list-style-type: none"> <li>• Ideally some knowledge of equipment used in technology areas, including some hand tools, power tools, workshop tools, 3D printers, audio visual and textiles machinery.</li> <li>• Usage of the above (training will be given)</li> <li>• Health &amp; Safety Aspects of the above</li> <li>• Excellent ICT skills</li> </ul>  |                     |
| <b>Skills and Abilities</b> | <ul style="list-style-type: none"> <li>• To liaise and communicate effectively with line manager and other staff in respect of duties to be undertaken and deadlines to be met.</li> <li>• Preparation of equipment and the practical use of materials such as wood, metals, plastics and computer software</li> <li>• The use and maintenance of workshop machines, hand and power tools.</li> <li>• The numeric and literacy skills to write basic reports, check stock levels and deal with ordering and delivery of goods</li> <li>• Cash handling skills to undertake shopping for materials</li> <li>• To communicate effectively with other users and students in order to give and receive information and instruction</li> <li>• Assist with and give demonstrations of equipment and experiments to students</li> <li>• Systematically process queries / enquiries / resolve difficulties and cope with interruptions</li> <li>• Maintain stock control of materials, initiating re-ordering procedures, raise orders, process deliveries and associated paperwork</li> <li>• Meet deadlines in respect of setting up equipment / materials for classes and projects.</li> <li>• Undertake inspection and minor repairs and servicing of equipment and tools</li> <li>• Show awareness and understanding of safety issues.</li> <li>• DIY Skills</li> </ul> |                     |
| <b>Experience</b>           | <ul style="list-style-type: none"> <li>• To have practical / technical experience ideally in a commercial / industrial / pupil sector / educational background</li> </ul>   |                     |

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| <b>Personal Attributes</b> | <ul style="list-style-type: none"> <li>• A genuine interest in working with young people</li> <li>• Willingness to work with teaching staff and groups of students</li> </ul> |  |
| <b>Qualifications</b>      | <ul style="list-style-type: none"> <li>• GCSE English and Maths grade 4 or equivalent.</li> </ul>   |  |

### **Special Requirements**

All posts within this school are exempted under the Rehabilitation of Offenders Act 1974 and, as such, appointments to these posts will be conditional upon the receipt of a satisfactory response to a check of police records via The Disclosure and Barring Services.

All duties and responsibilities must be carried out with due regard to Shipston High School's Health & Safety Policy

Duties which include the processing of any personal data must be undertaken within the corporate data protection guidelines.