

JOB DESCRIPTION

Post Title	School Technician
GRADE	Grade E
HOURS	8.15am to 3.30pm 2 days (13.5 hours) a week Including a 30 minute unpaid lunch break 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 required. To prepare resources and support the teaching of all existing and new option choices as required. To liaise with and assist other school technicians if 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 if required
- Jointly responsible for awareness of appropriate Health & Safety legislation. Updating Risk assessments and other legislative paperwork up to date as appropriate (Training will be given).
- 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 materials 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 (Training will be given).
- 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
- To act as a first aider across the Depts.
- Undertake training and development commensurate with the post.
- 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: DT Teacher, Head of Faculty
School Business Manager

Date of Issue: Sept 2026

PERSON SPECIFICATION

School Technician

ATTRIBUTES	JOB REQUIREMENTS	For office use only
Knowledge	• Ideally some knowledge of equipment used in technology areas, including some hand tools, power tools, workshop tools etc • Usage of the above (training will be given) • Health & Safety Aspects of the above • Excellent ICT skills	
Skills and Abilities	• To liaise and communicate effectively with line manager and other staff in respect of duties to be undertaken and deadlines to be met. • Preparation of equipment and the practical use of materials such as wood, metals, plastics • The use and maintenance of workshop machines, hand and power tools. • The numeric and literacy skills to write basic reports, check stock levels and deal with ordering and delivery of goods • To communicate effectively with other users and students in order to give and receive information and instruction • Assist with and give demonstrations of equipment to students	

	• Maintain stock control of materials, initiating re-ordering procedures, raise orders, process deliveries and associated paperwork • Meet deadlines in respect of setting up equipment / materials for classes and projects. • Undertake inspection and minor repairs and servicing of equipment and tools • Show awareness and understanding of safety issues. • DIY Skills	
Experience	• To have practical / technical experience ideally in a commercial / industrial / pupil sector / educational background	
Personal Attributes	• A genuine interest in working with young people • Willingness to work with teaching staff and groups of students	
Qualifications	• Good literacy and numeracy skills, experience with tools	

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.