



Birchwood High School

your dreams, your future, our challenge

Technology Technician

Recruitment Pack





*At Birchwood, we are part of something special, welcoming all,
supporting all, and encouraging all.*

*Together, we enjoy the exploration of ideas, the excitement of
learning, and the celebration of our achievements in a school
where we feel safe.*

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WELCOME FROM OUR PRINCIPAL, SAM GRIFFIN



Dear Applicant,

Thank you for your interest in joining the team at Birchwood High School. We are a school that is proud to be more than just a place of learning — we are a thriving, inclusive community where every member is valued, supported, and empowered to succeed.

At Birchwood, we believe in unlocking personal potential: nurturing ambition, fostering growth, and ensuring that every student thrives in an environment where they feel safe, inspired, and encouraged. Our commitment to this ethos was reflected in our most recent Ofsted inspection (January 2025), where we were judged to be ‘Good’ in all areas.

We are incredibly fortunate to have a dedicated and talented team of staff who share our vision. Teaching at Birchwood means working alongside passionate professionals who go above and beyond to create enriching experiences for our students. Whether through academic progress, pastoral support, or curriculum enrichment, we strive to strike the right balance—offering challenge, support, and opportunity in equal measure.

If you share our commitment to inclusive education and want to be part of a school where your contribution is valued and where you can truly make a difference, we would love to hear from you.

We look forward to welcoming you to Birchwood.

your dreams, your future, our challenge.

Sam Griffin,
Principal

ABOUT BIRCHWOOD HIGH SCHOOL & THE LOCAL AREA

Birchwood High School is a thriving, inclusive secondary school that welcomes students of all abilities. With a student body of over 1,450, including a vibrant Sixth Form, we offer a diverse and ambitious curriculum that supports academic success, personal growth, and future aspirations.

Our ethos—**Welcome all, Support all, Encourage all**—is at the heart of everything we do. We are proud of our strong links with the local community and our reputation for exceptional pastoral care, SEND provision, and enrichment opportunities. Students benefit from modern facilities, including specialist teaching spaces, a dedicated Sixth Form centre, a well-equipped library, and extensive sports amenities, ensuring a dynamic and engaging learning environment.

At Birchwood, we believe in preparing our students not only for academic success but also for life beyond school—empowering them to become confident, capable, and happy young adults ready to take on the world.

Nestled in the heart of the Hertfordshire countryside, Bishop's Stortford is a thriving and historic market town that offers the perfect balance of connectivity, charm, and community. Bordering Essex and with direct train links to London Liverpool Street, Cambridge, and Stansted Airport, the town is ideally positioned for commuters and families alike. The M11, M25, A120, A10, and A414 provide excellent road access to key destinations across the South East.

Beyond its exceptional transport links, Bishop's Stortford boasts a rich heritage, vibrant town centre, and a strong sense of community. The area offers a mix of independent shops, cafes, and restaurants alongside well-known high-street brands. Residents enjoy a variety of leisure facilities, green spaces, and cultural attractions, as well as easy access to beautiful countryside and picturesque villages.

Birchwood High School is located in the north-east of Bishop's Stortford, within a welcoming residential area and surrounded by open green spaces, including mature woodland.

KEY FACTS AND STATISTICS



RATED 'GOOD' IN ALL AREAS
JANUARY 2025



BISHOP'S STORTFORD



SINGLE ACADEMY TRUST
(Est. 2011)



YEAR 7-13



1179 - STUDENTS YR 7-11
227 - SIXTH FORM STUDENTS



SEND



FSM



EAL



PUPIL PREMIUM

“

The supportive community of teachers and fellow students has empowered me to reach my full potential academically and personally.

BIRCHWOOD ALUMNI

”



JOB DESCRIPTION

JOB TITLE	Technology Technician
SALARY / GRADE RANGE	Scale H3 (SCP Range 5-6)
HOURS OF WORK	30hrs per week, Monday to Friday Term Time, plus 2 weeks (40 working weeks per year)
RESPONSIBLE TO	Head of Design and Technology

Purpose of the Job

To work with teachers as part of a professional team to support learning by providing technical assistance through the preparation and maintenance of teaching areas and equipment for pupils.

Main Areas of Responsibility

- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.
- Preparation of equipment and materials for lessons, both for demonstration and class use.
- Set up and, on occasion, carry out demonstrations.
- Checking materials and equipment, before and after use by a class, for quantity and damage.
- Regular maintenance of workshops to ensure a clean, safe and orderly environment.
- Organisation of repairs or specific maintenance when necessary, and logging this through the school's system.
- Advising technology teachers on safety matters or potential problems with equipment.
- Maintenance of an inventory of materials and equipment and associated stocktaking duties.
- Placing orders and checking deliveries.
- Assisting staff with class practical work, when requested by the head of department.
- Give technical advice to teachers and pupils assisting in practical classes as appropriate.
- Work with small groups of students on practical tasks.
- Assisting with the mounting of displays of materials, visual aids and pupils' work.
- On direction from the Head of Department, liaise with other departments within the school and with other establishments/schools.
- Other tasks that may be requested by the Head of Design and Technology from time to time.
- When required, supporting the needs of the Construction, Textiles, Media and Computing subjects within the Design Technology department.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.



PERSON SPECIFICATION

	Essential	Desirable
Qualifications and experience	<p>Have appropriate qualifications equivalent to NVQ Level 2 or equivalent experience in specialist area</p> <p>Up to date knowledge of appropriate use of materials and equipment</p> <p>Experience of procedures for preparation, use and maintenance of materials and equipment equivalent to NVQ Level 2</p> <p>Good understanding of Health and Safety at work</p>	<p>Previous experience as a school technician</p> <p>Previous experience of working within an educational setting</p>
Knowledge and skills	<p>Excellent verbal and written communication skills appropriate to the need to communicate effectively with subject staff, colleagues and students</p> <p>Excellent time management and organisation skills</p> <p>Ability to work flexibly without close supervision and take initiative in tackling problems</p> <p>Willingness to receive further training offered by the school, to further knowledge</p>	
Personal qualities	<p>Highly organised and can prioritise own workload</p> <p>Ability to prioritise planning of own work schedules in response to immediate and long term needs of the department</p> <p>Able to respond rapidly to unforeseen demands</p> <p>Willing to work flexibly within the school environment and as part of a team</p>	



IMPORTANT INFORMATION

JOB TITLE	Technology Technician
SALARY	Scale H3 (SCP Range 5-6) FTE from £25,583 plus £729 outer fringe allowance, paid pro rata for part time employees. Actual Pro Rata from approx. £18,140
HOURS OF WORK	30 hrs per week, term-time plus 2 weeks (40 working weeks)
TERM	Permanent
START DATE	April 2026
CLOSING DATE	13 th April 2026, 9am
INTERVIEW DATE	w/c 13 th April 2026

If you would like to find out more about the role and/or arrange an informal visit to the school, please contact our HR Manager via admin@birchwoodhigh.org.uk, or phone 01279 655936.

Birchwood High School is committed to safeguarding and promoting the welfare of children and expects all staff and visitors to share this commitment. Appointment to this post is subject to an enhanced Disclosure and Barring Service check (DBS) as well as other pre-appointment checks, including an online check, outlined in Keeping Children Safe in Education (September 2025).

To help us meet our high standards and aspirations of a fully diverse and inclusive workplace, we strongly encourage suitably qualified applicants from all backgrounds to apply and to join us.

HOW TO APPLY

Application Form

Applicants must use the staff application form provided on MyNewTerm (CVs are not accepted). Please complete all aspects of the form fully. Include your full work history with no unexplained gaps since leaving school education

Person Specification and Personal Statement

Please refer to the Person Specification to help guide you in terms of your personal statement. Be sure to evidence additional aspects such as training and qualifications together with your background and experience.

References

Please make sure your referees are aware of your application and that they are able to provide a swift turnaround. Referees should be your last two employers, and you should provide their official organisation email address for us to contact.

Please contact our HR Manager via admin@birchwoodhigh.org.uk if you have any questions.



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Hertfordshire
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admin@birchwoodhigh.org.uk


01279 655936


www.birchwoodhighschool.co.uk