

Job Description

Technician

Reporting to: Head of Department / Faculty Lead / Operations Manager

Contract: Permanent

Working Pattern: Term time

Grade: APTEC Grade 3 – 4 – Scale 5 - 10

Purpose of the Role

To provide high-quality technical, practical and administrative support across curriculum areas and school functions, ensuring that learning environments, resources and equipment are safe, effective, and fully operational to support outstanding teaching and learning. The postholder will be expected to provide support across DT, Art, Science, and the wider school operation as required.

Key Responsibilities

1. Teaching and Learning Support

- Prepare, set up and clear away equipment, materials and resources to support practical teaching, assessments and enrichment activities.
- Support practical teaching and learning activities across a range of curriculum areas and specialist environments as required.
- Provide in-class or workshop support, including demonstrations, supervision and technical guidance to staff and students as appropriate.
- Contribute to the development of teaching resources, displays and learning materials.
- Support wider student learning opportunities, including clubs, interventions and trips.

2. Resource and Asset Management

- Maintain, service and repair equipment, tools and specialist resources to ensure safe and effective operation.
- Manage stock, including ordering, storage and inventory control of materials and equipment.
- Maintain accurate records of resources, expenditure and equipment checks.
- Support procurement processes in line with Trust financial procedures.

3. Health, Safety and Compliance

- Ensure compliance with health and safety legislation, Trust policies and statutory requirements.



- Safely handle, store and dispose of materials and equipment (including hazardous substances where applicable).
- Maintain documentation such as risk assessments, COSHH records, equipment logs and safety audits.
- Promote and maintain safe, clean and organised working environments across all areas.

4. Operational and Administrative Support

- Provide administrative support including data entry, reporting and record-keeping.
- Liaise with staff, students, contractors and suppliers to support operational efficiency.
- Assist with planning, logistics and organisation of departmental activities.
- Contribute to the effective day-to-day running of departments and school facilities.

5. Continuous Improvement and Development

- Contribute to the development and improvement of technical services, facilities and systems.
- Maintain up-to-date knowledge of relevant technologies, processes and curriculum developments.
- Participate in training, professional development and Trust initiatives.

PolyMAT is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All offer of employment is subject upon the Academy Trust receiving an Enhanced Disclosure and Barring Service Certificate (DBS), which the Academy considers to be satisfactory. If you are successful in your application, you will be required to complete a DBS Application Form. Any information disclosed will be handled in accordance with the Code of Practice published by the Disclosure and Barring Service. The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and it is therefore an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

In accordance with KCSIE 2025 shortlisted candidates will be subject to an online profile and social media check.



Person Specification – Technician

Requirement	Essential	Desirable
Qualifications & Knowledge		
GCSE (or equivalent) in English and Mathematics	✓	
Relevant technical knowledge and a willingness to develop expertise across a range of curriculum support areas.	✓	
Experience working in more than one technical, practical or resource-based environment (e.g. DT, Science, Art, IT, reprographics or facilities support)		✓
Understanding of Health & Safety, including risk assessments and safe working practices	✓	
Formal Health & Safety or technical certification (e.g. COSHH, equipment training)		✓
Skills & Competencies		
Strong organisational and time-management skills	✓	
Effective communication and interpersonal skills	✓	
Ability to work independently and as part of a team	✓	
Competence in IT systems (e.g. databases, spreadsheets, ordering systems)	✓	
Practical problem-solving skills and proactive approach	✓	
Ability to adapt to changing priorities	✓	
Experience with specialist tools, equipment or technical software		✓
Experience		
Experience in a technical or support role	✓	
Experience working in an educational or similar environment		✓
Experience managing stock, equipment or resources	✓	
Experience supporting practical activities or operations	✓	
Personal Attributes		
Commitment to safeguarding and promoting welfare of children and young people	✓	
Commitment to equality, diversity and inclusion	✓	
Professional, reliable and flexible approach	✓	
Positive, proactive and solution-focused mindset	✓	
Willingness to undertake training and continuous professional development	✓	