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**BRADFORD GIRLS'
GRAMMAR SCHOOL**

bdot
Bradford Diocesan
Academies Trust

School Technician

RECRUITMENT INFORMATION PACK



Salary: Band 6, SCP 6-11 (Actual Salary £22,142 - £24,121)

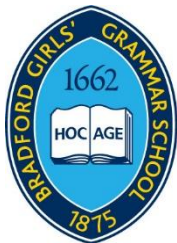
Contract term: Permanent

Working pattern: 37 hours per week, Term Time Only + 3 days

From: ASAP

Bradford Girls' Grammar School

Squire Lane, BD9 6RB



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1. About Bradford Girls' Grammar School

Thank you for the interest you have shown in the post of Science and Food Technician, at Bradford Girls' Grammar School. I hope that the information found within this pack and on our website will encourage you to submit an application.

Bradford Girls' Grammar Secondary School is a well-regarded school of around 690 students, located in the outskirts of Bradford city centre.

Established in 1875, the school is rich in history and has a strong record of providing an outstanding education. Previously a girls' independent school, Bradford Girls' Grammar School became an Academy Free School in 2013. In January 2023, the school joined the Bradford Diocesan Academies Trust (BDAT).

From establishment until 2024 the school has been an all-through school admitting students from ages 5-16. In September 2024, Bradford Girls' Grammar School officially de-amalgamated from Lady Royd Primary School becoming an 11-16 Academy educating 690 wonderful young ladies.

There are many strengths of the school; teaching quality is good across the school leading to outcomes that are above national; we are an inclusive school; and our students have an excellent work ethos.

Our school motto: *Aspire, Succeed, Lead*, defines our mission and we expect students to leave as future leaders; confident to take on challenges and to make a difference on a world platform.

Our values of Accountability, Self-Confidence, Perseverance, Integrity, Respect and Empathy define how we operate and what we expect from students and ourselves. We are ambitious, have high expectations of ourselves and others and work together supportively, as a cohesive team.

We offer fantastic support and professional development to staff which ensures that they are equipped with all the necessary skills to deliver excellent lessons to the students daily. We are part of Bradford Diocesan Academies Trust (BDAT), which provides extensive CPD and career opportunities for staff, whilst also retaining the values, special character and history of Bradford Girls' Grammar School.

Please read the application pack carefully and if you believe that you are the right person to fill the role and that your values are aligned with ours then we welcome an application from you.



2. Bradford Diocesan Academies Trust (BDAT)

Bradford Girls' Grammar School is an academy within Bradford Diocesan Academies Trust. If you are successful in being appointed, the Trust will be your employer.

General Information and Background

Bradford Diocesan Academies Trust (BDAT) is a Multi-Academy Trust (MAT) supporting 21 schools in Bradford. We are a Trust which prides our self in delivering great education outcomes and life opportunities for all our children. We are an inclusive Trust working with children from a rich range of backgrounds who reflect our communities and the city we serve. We are proud to be all about Bradford and developing the future generation of lifelong learners who will go on to achieve incredible things.

BDAT is a Trust which recognises each of our schools is unique. We actively encourage and celebrate difference as we know each of our schools serves very different communities. However, we also know that a key strength of being part of a Trust means together our schools can support each other, learn from each other and share great practice.

We are a Trust which is value-led and we know it is important that we consistently live these values. The Trust's mission is "to provide education of the highest quality within the context of Christian belief and practice." We strongly believe every child only has one chance at a good education.

Our core Trust values are inclusion, compassion, aspiration, resilience, excellence (I.C.A.R.E.). We seek to model these values in all we do, including how we recruit and develop our staff, how we teach our students and how we liaise with our families, friends and partners. We are a proudly Christian organisation committed to providing high-quality education for all within our ethos. Whilst robust Christian principles underpin the work of the Trust, everyone is encouraged to explore their own spirituality and to recognise and understand that of others. We describe ourselves as having inclusive values, believing these are as appropriate and important to staff and students of all faiths (and to those without faith), as they are to those who practice within the Church of England. It is for this reason we choose to support and sponsor Non-Church of England Academies, as well as those within the faith. Therefore, we welcome applications for this role from employees of all faiths as long as they understand and can promote the values which we share.

BDAT is a large Trust, however we pride ourselves in knowing and understanding our schools. We are all part of the BDAT family, and we all have the same motivation – to see our children succeed. For more information about us follow us on twitter @wearebdat or visit www.bdat-academies.org



3. Information on the Post

We are seeking to recruit an enthusiastic, flexible and highly organised Technician to support learning in a range of subject areas throughout the school.

The technician plays a critical role in supporting the delivery of an inspiring, hands-on curriculum. You'll provide technical support to staff and students, maintain lab safety, prepare resources, and help bring experiments to life whilst ensuring that the schools Safeguarding and Child protection agenda is adhered to at all times.

We are a hugely successful school, with a strong set of results and we want to get even better!

Our mission is that our students leave as future leaders – equipped to perform on national and international platforms in whatever career they choose in the future. Providing broad opportunities, raising aspirations, and providing fun and memorable experiences, are all key to this, and all our colleagues contribute to extra-curricular activities.

The school's culture is firmly rooted in values, and these shape the way that we do things on a day to day basis. We recognise our accountability to our children and the impact we make on their futures; we are self-confident in what we do; and we are prepared to persevere in our determination to succeed. We are an organisation that truly cares about what we do and how we do it, and our actions are very much based on integrity, mutual respect, and empathy.

If you are interested in joining our team and being part of our exciting future, we look forward to hearing from you.



4. Application Process

Thank you for your interest in joining Bradford Girls' Grammar School.

To apply for this position, please submit a completed application form via MyNewTerm. Applications must be made electronically through the MyNewTerm recruitment portal.

Key Dates

- Closing Date for Applications: Friday 26 June 2026, 8.00am
- Shortlisting of Applications: Friday 26 June 2026
- Interviews: Week commencing 29 June 2026

We reserve the right to close this vacancy early should we receive a high volume of suitable applications. Early applications are therefore encouraged.

Safeguarding and Recruitment

Any offer of employment will be subject to satisfactory pre-employment checks, including an Enhanced Disclosure and Barring Service (DBS) check, online searches, references and other checks in line with Keeping Children Safe in Education guidance.

Bradford Girls' Grammar School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff, volunteers and visitors to share this commitment and to uphold the highest standards of safeguarding practice.

We are committed to creating an inclusive workplace and welcome applications from all suitably qualified candidates, regardless of background.



5. Job Description

Post Title:	Technician
Post Purpose:	<ul style="list-style-type: none"> • The Technician plays a vital role in supporting high-quality teaching and learning across Bradford Girls' Grammar School. Working collaboratively with teaching and support staff, the postholder will provide practical, technical and administrative support to a range of curriculum areas, including but not limited to Food Technology, Science, Art and Physical Education. • The role involves preparing equipment, resources and learning environments, maintaining stock and specialist facilities, supporting health and safety requirements, and ensuring that practical lessons and enrichment activities run efficiently and effectively. The postholder will contribute to creating safe, organised and engaging learning spaces that enable students to develop their knowledge, skills and creativity through practical experiences. • As a flexible member of the support staff team, the Technician will respond to the changing needs of the school and may provide support to other departments and projects as required. The successful candidate will be proactive, organised and adaptable, with a commitment to supporting excellent educational outcomes and enhancing the experience of all students.
Reporting to:	Deputy Headteacher
Working time:	37 Hours per week TTO plus 3 days
Salary/Grade:	Band 6, SCP 6-11
Main (Core) Duties:	
Meeting the practical needs of different curriculum areas throughout the school	<p>Examples of support provided across curriculum areas may include:</p> <ul style="list-style-type: none"> ✓ Preparing ingredients, equipment and workstations for Food Technology lessons. ✓ Maintaining food stores, checking stock levels and ensuring compliance with food hygiene regulations. ✓ Preparing, setting up and clearing away practical equipment and materials for Science lessons. ✓ Supporting the safe storage, maintenance and organisation of laboratory equipment and chemicals in accordance with relevant guidance. ✓ Preparing art materials, displays, exhibitions and specialist equipment for Art and Design lessons. ✓ Maintaining kilns, printing equipment, textiles resources and other specialist art materials where appropriate. ✓ Setting up and storing equipment for PE lessons, fixtures, tournaments and extracurricular activities. ✓ Maintaining sports equipment and ensuring facilities are safe, organised and ready for use. ✓ Supporting Design and Technology activities through the preparation of tools, materials and resources. ✓ Assisting with practical examinations, assessments and moderation activities across departments. ✓ Organising and maintaining stock rooms, storage areas and resource inventories.

	<ul style="list-style-type: none"> ✓ Ordering supplies, monitoring budgets and liaising with suppliers. ✓ Conducting routine safety checks and reporting maintenance issues. ✓ Supporting school events, open evenings, enrichment activities and curriculum showcases. ✓ Assisting with educational visits and off-site activities where appropriate. ✓ Providing practical support for cross-curricular projects, STEM activities and whole-school initiatives. ✓ Adapting to the changing needs of the school and providing technical support to any department requiring assistance with practical resources or learning environments.
<p>Ensuring the maintenance of a safe and healthy working environment</p>	<ul style="list-style-type: none"> ✓ The Technician will play a key role in maintaining safe, clean and well-organised learning environments across the school. This will include: ✓ Preparing teaching spaces, equipment and resources in accordance with health and safety requirements. ✓ Carrying out routine safety checks on equipment, tools and materials, ensuring that any faults or concerns are reported promptly. ✓ Supporting departments in complying with relevant legislation, regulations, risk assessments and school policies relating to health and safety. ✓ Supporting the Science Department in maintaining laboratories, preparation rooms and equipment in accordance with current CLEAPSS guidance and best practice. ✓ Assisting with the safe storage, handling and disposal of chemicals and scientific materials, under the direction of teaching staff and in line with CLEAPSS and COSHH requirements. ✓ Ensuring the safe storage, handling and disposal of materials used across the curriculum, including food ingredients, cleaning products, art materials, sports equipment and specialist resources. ✓ Maintaining high standards of cleanliness, organisation and housekeeping within preparation areas, classrooms, laboratories, workshops, storerooms and sports facilities. ✓ Monitoring stock condition and replacing damaged, unsafe or expired resources. ✓ Assisting curriculum leaders with the implementation of risk assessments and control measures to minimise risks to students, staff and visitors. ✓ Ensuring emergency exits, walkways and work areas remain clear and free from hazards. ✓ Supporting departments with the inspection, maintenance and inventory management of specialist equipment. ✓ Promoting a culture of safety and responsibility by modelling and reinforcing safe working practices during practical activities. ✓ Working collaboratively with curriculum leaders, the Site Team and senior leaders to ensure learning environments remain safe, compliant and fit for purpose. ✓ The postholder will be expected to maintain an up-to-date understanding of relevant health and safety requirements and, where appropriate, undertake training relating to CLEAPSS guidance, COSHH regulations, food hygiene, manual

	<p>handling, first aid and other areas relevant to the role. The General Technician will play an active role in safeguarding the wellbeing of students and staff by ensuring that all practical learning spaces are maintained to the highest standards of health, safety and hygiene.</p>
<p>Supporting departments and school</p>	<ul style="list-style-type: none"> ✓ The Technician will contribute to the wider life of the school by supporting curriculum enrichment activities, departmental events and administrative functions. This will include: ✓ Supporting departments with the preparation, organisation and presentation of annual Open Events, ensuring facilities, equipment and resources are prepared to a high standard to showcase the school's curriculum offer. ✓ Attending departmental meetings where appropriate and acting as a liaison between teaching staff and support staff to ensure the effective coordination of resources and practical activities. ✓ Providing administrative support, including photocopying, preparing lesson materials, examination resources and departmental documentation. ✓ Assisting with the planning, preparation and delivery of Science Week activities, workshops and enrichment events. ✓ Supporting the organisation and delivery of Year 7 Induction Day, helping to create engaging practical experiences that introduce students to life at Bradford Girls' Grammar School. ✓ Contributing to and attending extracurricular clubs and activities, including Science, STEM and other curriculum-related enrichment opportunities as required. ✓ Preparing resources and equipment for curriculum enhancement activities, competitions, educational visits and whole-school events. ✓ Working collaboratively with teaching and support staff to ensure the effective use of available administrative and technical support. ✓ Providing regular feedback to line managers regarding resource requirements, health and safety matters, operational issues and opportunities for improvement. ✓ Maintaining effective communication with staff across departments to ensure practical activities are planned and delivered successfully. ✓ Carrying out all duties in accordance with school policies, procedures and professional standards, including those relating to safeguarding, health and safety, equality and data protection. ✓ The postholder will be expected to play an active role in supporting the school's commitment to providing a rich and engaging educational experience through curriculum enrichment, practical learning and wider school events.
<p>Other Responsibilities</p>	<ul style="list-style-type: none"> ✓ To provide training, guidance and practical support to colleagues, where appropriate, to ensure the effective and safe use of equipment, resources and learning environments.

- ✓ To engage fully with the school's appraisal and professional development processes, actively seeking opportunities to enhance knowledge, skills and expertise through continuing professional development (CPD).
- ✓ To consistently uphold and implement all school and Trust policies, procedures and professional standards.
- ✓ To maintain a strong commitment to safeguarding and student welfare, reporting any concerns immediately in accordance with school procedures to a Designated Safeguarding Lead (DSL).
- ✓ To undertake any other duties commensurate with the grade and nature of the post, as reasonably requested by the Headteacher.
- ✓ To act as a positive role model and mentor for identified students, supporting their personal development, engagement and success within the school community.
- ✓ To contribute to the smooth running of the school by assisting with breaktime and lunchtime supervision duties, as required.
- ✓ To work collaboratively with colleagues across the school, demonstrating flexibility, professionalism and a commitment to the school's values and ethos at all times.

Bradford Girls' Grammar School is committed to promoting equality of opportunity and will make reasonable adjustments, where appropriate, to both the role and the working environment to enable disabled applicants to access employment opportunities and to support employees who develop a disability or long-term health condition during their employment.

This job description reflects the duties and responsibilities of the post at the date shown below. It is not intended to be an exhaustive list of tasks and will be reviewed periodically. Following consultation with the postholder, the job description may be amended to reflect the evolving needs and priorities of the school, provided that any changes are commensurate with the level and purpose of the post.

Date: June 2026

6. Person Specification

Attributes	Essential	Desirable
Skills, knowledge and experience	<ul style="list-style-type: none"> • Excellent interpersonal and communication skills, with an ability to form and maintain productive relationships with colleagues and students. • Understanding of CLEAPPS and H&S legislation • Ability to work both independently and collaboratively • Excellent organisation and time management skills • Ability to work flexibly and efficiently 	<ul style="list-style-type: none"> • Experience of working in an educational environment • Previous experience within a similar role
Qualifications/Training	<ul style="list-style-type: none"> • A* - C in GCSE English and Maths (or equivalent) 	<ul style="list-style-type: none"> • Any relevant level 3 qualification
Personal Circumstances	<ul style="list-style-type: none"> • Able to work the specified hours of the post. Will not require leave of absence during term time. • Able to attend training courses as appropriate where the hours may vary from those specified for the post. • Good attendance and timekeeping • Legally entitled to work in the UK 	
Disposition and Adjustment	<ul style="list-style-type: none"> • Ability to remain calm under pressure. • Demonstrate good co-operative, interpersonal and effective listening skills. • Flexible approach, dependable and loyal, ability to work within a small team and with a wide range of people. • Willingness to undertake a diverse range of duties according to the demands of the team. 	
Behavioural and other related characteristics	<ul style="list-style-type: none"> • Enthusiasm, determination and high standards • Belief in the value of others • Prepared to respect sensitive and confidential work • Commitment to own personal development and learning. 	

7. Enhanced Disclosure

Thank you for your interest in this post at Bradford Girls' Grammar School. The post you are applying for involves working with young people. It is therefore exempt from the Rehabilitation of Offenders Act and any offer of employment will be subject to an Enhanced Disclosure.

As this post is exempt from the Rehabilitation of Offenders Act, you must declare any convictions, including pending convictions, cautions, reprimands and warnings which would otherwise be regarded as "spent" under this Act. Further details will be sought prior to appointment.

An Enhanced Disclosure is carried out by the Criminal Records Bureau and will check criminal records for information on any convictions, cautions, reprimands and warnings held on the Police National Computer and on local Police records.

All information on criminal records provided both by you and within the Enhanced Disclosure will be used, stored and disposed of in confidence and in line with the Criminal Records Bureau Code of Practice of Disclosure Information.

Bradford Girls' Grammar School is committed to safeguarding and promoting the welfare of children. Successful candidates will be required to complete a satisfactory enhanced Disclosure and Barring Service (DBS) clearance.

We are committed to safeguarding and promoting the welfare of our pupils and expect all staff and volunteers to share this commitment.



8. School Location and Travel Information

Bradford Girls' Grammar School

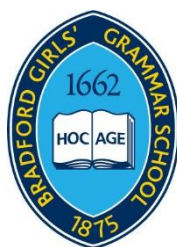
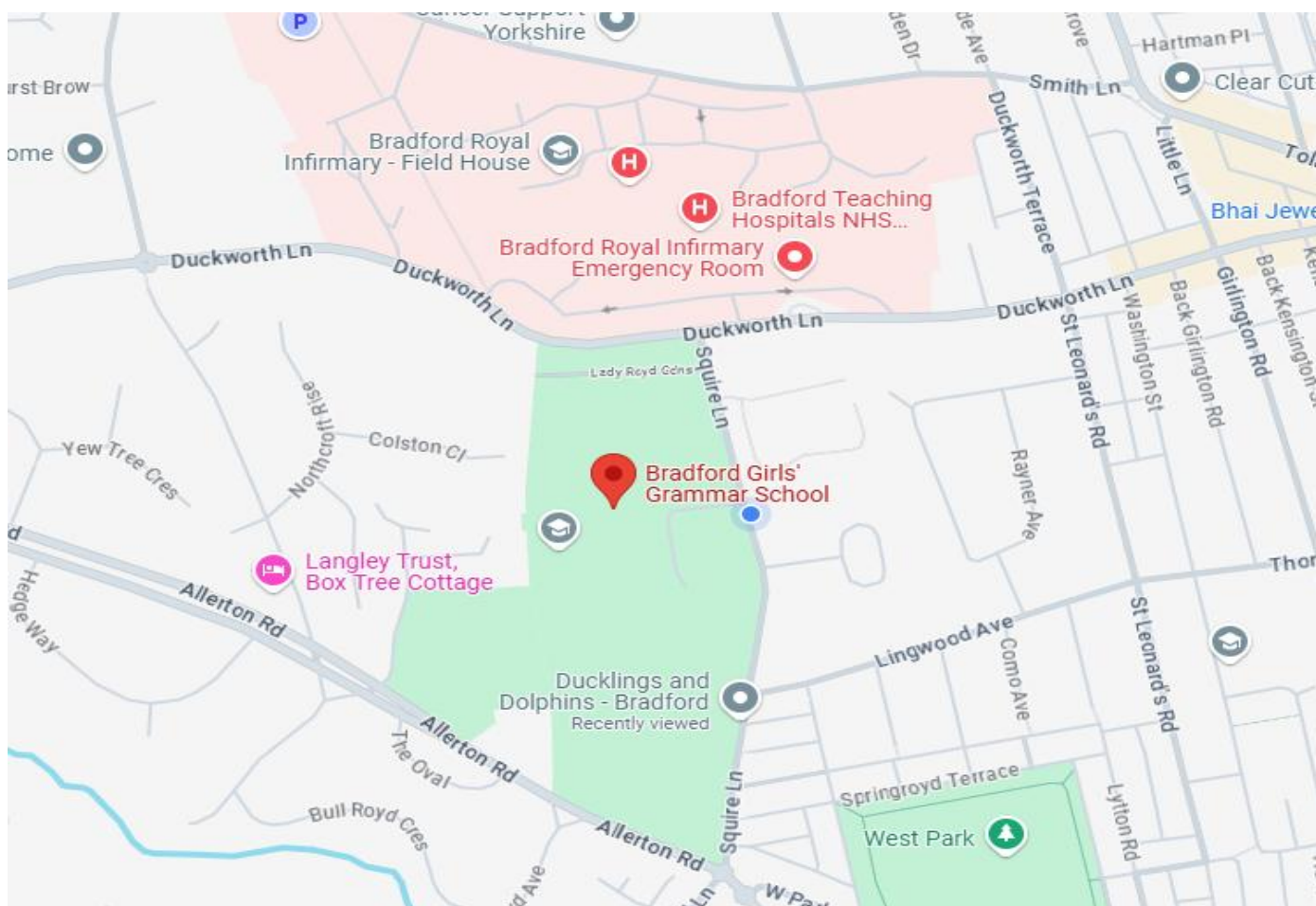
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