



St Alban's Catholic High School



'Learning, Respecting, Caring'

TECHNOLOGY TECHNICIAN

(Part time – 31.25 hours)

Fixed term until 17th July 2026

Grade 3 Point 4

Required from January 2025 (or as soon as notice period allows)

Salary:	£25,185 FTE, Actual pay £17,671
Hours:	31.25 hours per week, 38 weeks per year (TTO) Monday – Friday 8:45am – 3:30pm (30 min unpaid break)
Reports to	Head of Technology Faculty

Job Description

We are seeking to appoint an enthusiastic and committed individual to provide To provide comprehensive technician support service to staff and students undertaking the Design and Technology curriculum, preparing for practical lessons, assisting during lessons where necessary and clearing up after practical lessons with responsibility for ensuring all machinery across the department is maintained.

Job Role

The duties of the post as outlined will be subject to the appropriate risk assessment, safe systems of work and appropriate equipment being available and the relevant competencies of the postholder:

- To assist the department in preparing and delivering high quality lessons and providing technical support when required
- To co-ordinate project materials and photocopying
- Keeping a clean, tidy and safe environment within the workshops
- Testing stock and equipment used for teaching and learning
- To ensure the smooth and effective running of the machinery in the design and technology department
- Ordering equipment and materials and to undertake stock and inventory checks
- To ensure efficient preparation and organisation of equipment for lessons

- To support teaching staff and students during lessons, assisting with instructing and assisting students where appropriate
- To assist in ensuring the safe conduct of students in the department
- To liaise with caretaking staff and to record any maintenance problems
- To ensure tools, storage and open areas etc are kept in an organised way and are free from hazards
- To ensure best H&S practices within the workshop
- To ensure the application of H&S procedures and to raise awareness of H&S issues specifically in relation to workshops, using CLEAPPS guidance.
- Use of circular saws, lathes, electrical equipment and other common workshop machines
- To undertake H&S training, commensurate with the post
- To work in collaboration with the Head of Department to ensure risk assessments are carried out
- To ensure periodic and routine inspection and maintenance of departmental equipment and resources
- To communicate with other departments and help with general projects with direction from the teachers and support staff
- To be a trained First Aider and administer first aid to students as required (training will be given)
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
- Ensure that all duties and services provided are in accordance with the Schools Equal Opportunities Policy

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out additional duties within the context of the job, skills and grade.

Signed	
Post holder:	Headteacher:
Name in capitals:	Name in capitals:
Date:	Date:

Person Specification

	Essential	Desirable
Qualifications and Experience		
Level 4 or above pass in English GCSE (or equivalent)	✓	
Level 4 or above pass in Maths GCSE (or equivalent)	✓	
Knowledge of general school policies and procedures		✓
Good reading, writing, grammar and punctuation skills	✓	
Ability to use Microsoft Office and other IT applications		✓
Personal Qualities		
Ability to exchange verbal information clearly and sensitively with children and adults	✓	
Able to follow instructions effectively	✓	
Ability to work accurately and with attention to detail	✓	
Ability to work on own or with other adults in the school	✓	
Be a role model	✓	
Effective interpersonal skills	✓	
Able to consult with colleagues in an effective way	✓	
Skills and Abilities		
Understand and comply with procedures and legislation relating to confidentiality	✓	
Good understanding of the learning experience provided by the School		✓
Establish effective relationships with those working in and with the School	✓	
Able to self-manage, make decisions and work on own initiative	✓	
Be well organised	✓	
Able to manage own time effectively	✓	
Demonstrate a commitment to equality	✓	
Understanding of Health & Safety and impact of own actions	✓	
Understand and comply with Safeguarding and Child Protection procedures	✓	
Understand the role of others working in and with the school		✓
Demonstrate a clear commitment to develop and learn in the role	✓	
Able to effectively evaluate own performance	✓	