



SHENFIELD HIGH SCHOOL

DEPARTMENT TECHNICIAN
NOVEMBER 2026

Information for candidates

L E A R N I N G F O R L I F E

DEPARTMENT TECHNICIAN

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The role

We are looking for a committed, organised and enthusiastic colleague to provide high-quality administrative and practical support to our departments. As a Department Technician, you will play an important role in ensuring that teachers have the resources, information and day-to-day support they need to deliver effective learning for our students.

The role is varied and fast-paced, with responsibilities ranging from preparing and organising classroom resources, photocopying and managing stock, to supporting departmental administration, data entry and communication. You will work closely with teaching staff and other support colleagues, responding flexibly to the changing needs of the school day and helping to ensure that departments run smoothly and efficiently.

As a Department Technician, you will be perfectly positioned to build strong relationships across the school and gain experience of working within a busy secondary school environment. You will bring a calm, organised and proactive approach to your work, taking pride in being someone that colleagues can rely on. You will also have opportunities to support students directly, including assisting with R3 and student supervision, and providing practical support where required.

This is an ideal opportunity for someone who enjoys variety, is confident managing competing priorities and takes satisfaction from making a positive difference behind the scenes. Induction and training will be provided to the successful candidate.

Our School

Shenfield High School is a standalone 11-18 Academy with a comprehensive ethos and commitment to high academic standards supported by a significant investment in pastoral care and wellbeing.

The school is conveniently located close to Shenfield mainline station on the line into London Liverpool Street and home to the eastern terminus of the new cross rail Elizabeth Line. The school's location attracts outer fringe London allowance.

We can offer you:

- Outer Fringe allowance
- A 'Golden Hello' if you are a direct applicant to the school
- Private GP service
- Employee Assistance programme
- Access to a fully equipped fitness suite
- Continuous CPD programme
- Discounted childcare during half-term breaks
- Supportive onboarding

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Job details

Start date:	November 2026
Salary:	Scale 4, point 7 – 8. Plus fringe allowance £729. • <i>Full-time equivalent: £27,132 - £27,553 including fringe allowance.</i> • <i>Pro-rata'd salary: £14,908 - £15,139 including fringe allowance.</i>
Working Hours / Weeks:	Term time only (37 weeks) 25 hours per week
Contract type:	Permanent / Full-time
CLOSING DATE:	4 th October 2026
Interviews:	w.c. 5 th October 2026

Please apply using the application form and a cover letter that outlines how your experience and skills fulfil the job description and person specification; CVs are also welcome in the first instance.

Application forms found on the school website - www.shenfield.essex.sch.uk.

Please Note - Applications will be assessed upon receipt and we reserve the right to interview and appoint prior to the closing date. Early applications are therefore strongly advised. References will be requested prior to interview.

Shenfield High School is committed to creating a diverse workforce. We'll consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share in this commitment. This appointment is subject to an enhanced disclosure check and positive references.

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JOB DESCRIPTION:

Reporting to: Head of Department / Line Manager

Liaison with: Students, Teaching staff, Support staff, Parents/Carers

Overall Purpose of Post

- To provide administrative, practical and organisational support to designated departments in order to support effective teaching and learning.
- To assist with the preparation and organisation of resources, equipment and learning environments.

Main purpose

- To provide day-to-day administrative and practical support to designated departments.
- To prepare, organise and distribute teaching and learning resources.
- To complete and organise photocopying requirements as required.
- To ensure classrooms have appropriate resources and equipment available when required.
- To monitor and maintain stationery, books, equipment and other departmental resources.
- To maintain appropriate levels of departmental stock and ensure resources are organised and readily accessible.
- To support staff with classroom preparation, room changes and the setting up of resources and equipment.
- To undertake data entry, record keeping, scanning, filing and other general administrative duties as required.
- To assist with the collection, recording and organisation of assessment and other departmental information.
- To assist with the organisation of departmental activities, events, trips and other practical arrangements.
- To provide flexible support to teaching and support staff throughout the school day.
- To provide appropriate support and supervision to students, including internal supervision arrangements where required.
- To undertake cover and other appropriate duties as required.
- To liaise effectively with teaching and support staff across the school.
- To maintain accurate records and respect confidentiality at all times.

General

- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager.
- To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace.
- To ensure that all duties and services provided are in accordance with the School's Equal Opportunities Policy.
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the Department Technician will carry out. The postholder may be required to do other duties appropriate to the level of the role.

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Person specification

CRITERIA	QUALITIES
Qualifications and training	• Appropriate Literacy and Numeracy skills, ideally to NVQ Level 2. • Appropriate ICT skills and/or relevant experience.
Experience	• Experience of working in a school or similar organisation desirable. • Experience of providing administrative, practical or organisational support desirable. • Experience of working with young people desirable.
Skills and knowledge	• Good organisational and administrative skills. • Good working knowledge of ICT and ability to use relevant computer systems. • Ability to undertake accurate data entry and maintain records. • Ability to organise and manage resources effectively. • Ability to undertake varied duties and respond positively to changing priorities. • Ability to work under the direction of different people and as part of a team. • Highly effective communication skills with both children and adults. • Ability to organise own workload in the context of varied tasks. • Ability to work calmly under pressure. • Good attention to detail and accuracy. • Ability to demonstrate limits of responsibility and seek support when appropriate. • Ability to maintain confidentiality at all times.
Personal qualities	• Reliable, approachable and professional. • Flexible and willing to support colleagues across the school. • Positive attitude towards working with students and staff. • Proactive approach to work and willingness to use initiative. • Ability to build positive working relationships with colleagues and students. • Commitment to providing a high standard of support.
Safeguarding	• Unswerving commitment to implementing whole school/staff policies relating to the safeguarding of children. • Understanding of the importance of child protection, student welfare and confidentiality.



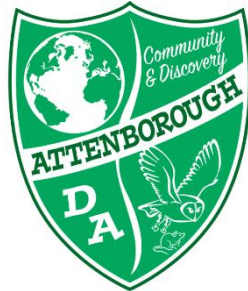
SHENFIELD HIGH SCHOOL

ABOUT US

Shenfield High School is a standalone 11-18 Academy with a comprehensive ethos and a commitment to high academic standards supported by a significant investment in pastoral care and wellbeing.

We offer a broad and rich curriculum from years 7 to 13 with a full commitment to the traditional academic, creative and the physical. Our reputation for sport, both elite and recreational and for our creative arts is second to none for a state comprehensive school. Through the efforts of our highly engaged staff the curriculum runs strongly through into the extracurricular with clubs and activities offered in all areas.

The whole school community has devoted significant time in the most recent years revisiting the school values and the House System.



SUPPORT

Our greatest asset is our staff, 'Team Shenners'. Our teaching staff are very experienced and committed to Shenfield High School and they are complimented by a group of newer entrants to the profession who bring fresh ideas and energy to the school. The teaching team works hand in hand with the highly qualified and experienced support staff who are integral to the daily functioning of the school.

At Shenfield High School we recognise that starting at a new school whether a new entrant to the profession or more experienced can feel daunting and comes with added pressure. The evaluation extract below highlights some of the key actions taken this year in support of staff wellbeing.

Shenfield High School is a strong community of staff, students, and their parents. Parents are very supportive of the school and recognise the uniqueness of some of the opportunities their children are afforded by attending the school.

As a standalone academy it is our governing body that works in partnership with the Headteacher and senior team in setting the strategic direction of the school. Our governors come from a variety of backgrounds and professions and are very supportive of the school.



SHENFIELD HIGH SCHOOL

THE APPLICATION PROCESS

The best way to find out about our school is to visit our website and come for a guided tour of the site.

If you are interested in a tour or would like some further information about the role, please contact the HR Manager, Mrs Kirk e.kirk@shenfield.essex.sch.uk.

- Please visit our website for an application form [Job Vacancies - Shenfield High](#)
- In the personal statement please give your reasons for applying for this post and say why you believe you are suitable for the position. Please take note of the person specification and keep your statement to no more than two sides of A4.
- CVs are welcome in the first instance.

Interviews are a two-way process, please ask as many questions as you have and make sure you feel this is the school for you.

If your interest in our school has been piqued by anything you have read here then we would love to hear from you.

We wish you well in your search.

Clare Costello
Headteacher



SHENFIELD
HIGH SCHOOL

RESPECTFUL
RESPONSIBLE
READY