

Support Staff Job Outline and Person Specification

Position Title	Technician (Science and Technology)
Location	Holsworthy Community College
Reporting to	Curriculum Lead
Job Term	Permanent
Hours	23.5 hours/38 weeks We would like these hours split over five school days but we can be flexible for the right candidate.
Salary	Grade D
Organisation	Dartmoor Multi Academy Trust
Effective date of JD	13/01/2026

Summary of Roles:

Technicians play a vital role in the provision of high-quality teaching and learning in schools, from looking after specific equipment to helping staff to ensure that lessons are resourced effectively so that students can achieve their potential.

Working conditions are varied, with some working on their own and others working as part of a team. Technicians take on a wide range of tasks at work, which usually include some of the following*

Main duties and responsibilities:

This role will primarily support the staff and students working in and around the practical subjects in the College. Namely, the Science Department and then possibly the Technology Department. Technicians play a huge role in supporting high quality teaching and learning to occur inside and outside of the classroom environments and are key to students achieving the highest possible sense of achievement.

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Duties and responsibilities include.

- Maintaining, cleaning and storing equipment
- Constructing and modifying apparatus
- Setting up class tasks
- Ordering resources and keeping to budgets
- Supporting teachers in the planning and implementation of lesson practices
- Stocktaking of learning materials and resources
- Giving technical help to students and staff
- Maintain and update risk assessments
- Always meeting current health and safety standards
- Keep up to date with relevant qualifications to use equipment and machinery
- Maintaining an up-to-date knowledge of working practices specific to their role
- Assisting with trips and visits
- Maintain an up to date first aid certificate (paid for by the College)
- Support the first aid provision in the College

*This is not an exhaustive list and can be added to by their line manager, or changed due to the nature of the role

Person Specification

You are proactive and take a curious approach to work, with the ability to take the initiative.

You get your motivation from the excellent service you provide to classroom teachers and young people. You pay attention to the details. You stay focused, support, and achieve faculty objectives.

You take initiative to learn and understand the core business of education, its key challenges and changes as well as thinking through what that means for the young people of the trust.

You actively pursue being able to learn and understand technical detail quickly as well as grasp an understanding of complex issues and advise peers clearly and succinctly.

Innovative in approach and not afraid of trying something that is different and new.

You are forward looking - being a few steps ahead in your thinking and understanding the impact of the relationship management team on the bigger picture.

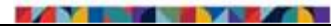
You have a passion for the subject that you will be working in and are able to be creative with resources and your time, working well as part of a team, but being equally able to manage your own workload independently.

Person Specification:

Criteria	Essential	Desirable
Professional Qualifications and Learning	<p>Level 2 In numeracy and literacy sufficient to carry out the duties of the post.</p> <p>A working knowledge of ICT skills sufficient to carry out the duties of the post.</p> <p>Monitor condition and shelf life of all apparatus and machinery if appropriate with reg health and safety checks</p>	<p>Role / Subject specific qualifications</p> <p>Experience working with similar machinery and or subject specific equipment</p>
Experience	<p>Experience of dealing with young people</p> <p>Good knowledge and understanding of Financial Procedures</p>	Recent experience in subject area.
Skills, Knowledge and Capability	<p>Good MS Office skills, able to present work effectively, and use Outlook, Word effectively</p> <p>Experience of general admin and specific subject systems.</p>	



	<p>Excellent written and oral communication</p> <p>Excellent time management and organisational skills with a high degree of accuracy</p> <p>Ability to prioritise for self and others</p> <p>Attention to detail</p> <p>Ability to multi-task</p> <p>Ability to use initiative and work independently</p> <p>Resilience to cope with the demands of working in a school</p> <p>Ensure specific debris and hazardous materials in according to Health and Safety guidance within subject area.</p> <p>Diagnose faults and take necessary action includes proposal of alternatives for damaged/faulty equip and machinery</p> <p>Maintain all safety equip used by all staff, teachers and students</p>	
Additional	<p>Good communicator with young people, staff, and parents.</p> <p>Commitment to the highest standards of child protection.</p>	



	<p>Commitment to equal opportunities – and to upholding the school values.</p> <p>Approachable and friendly persona.</p>	
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