



Orbis  
Education  
Trust



Southfield School



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Orbis Education Trust

**Technician**

**RECRUITMENT PACK**

December 2025



## About Orbis Educational Trust

**Orbis Education Trust** was founded In September 2021 and comprises of:

- **Southfield School**, 11-18 years of age, single sex (mixed sixth form), 1,200 place secondary school (Ofsted rating – Good, with outstanding features (April 23).

- **Kingsthorpe College**, 11-18 years of age, mixed sex, 1,500 place secondary school (Ofsted rating – Good, December 2019).

A third school will soon join the Orbis family;

- **Hanwood Park School**, 900 place secondary school.

Our mission is:

'To provide world-class education and extra-curricular activities, that empower every student to achieve their full potential. Through collaboration and innovation, we strive to create a learning environment that is inclusive, supportive, and challenging, and that inspires students to pursue their interests and passions.'

We are committed to closing the 'enrichment gap' and providing all students with a wider education to develop their life skills In our schools we have Combined Cadet Force (CCF) contingents (Royal Navy and Army), and extensive Duke of Edinburgh award programmes along with a broad enrichment offer.

We understand that every child is different and, therefore, encourage a culture of collaboration that embraces the views of students, parents/carers, staff and trustees. It is important that all stakeholders feel an integral part of the Orbis family.

As a trust, we are dedicated to working together to share best practices and resources and providing our students with a diverse range of opportunities that prepare them for success in whatever path they choose to follow.

## Staff Wellbeing

We truly believe that our staff are our greatest asset. We start from a position of professional trust and empower our staff to be the best they can within their roles. We know our staff want to deliver the best possible experience and outcomes for our students and we see it as our duty to make sure the training, wellbeing and motivation we provide to our staff allows this.

We continuously review our benefits package to balance the importance of career satisfaction, development and achieving a balanced approach to work and personal time and commitments.

Professional development is at the core of any profession. We ensure that staff have every opportunity to develop their teaching throughout their career. Our schools have a professional learning afternoon each week that enables staff to focus upon up to date, research led and relevant Continuous Professional Development.

What we offer:

- A competitive salary;
- Healthcare scheme for staff members and their families;
- One early or late finish per fortnight for teaching staff;
- Automatic progression through pay points;
- Extensive Continuous Professional Development;
- An in-house Leadership Development Programme;
- Career progression opportunities, we will always recruit internally where possible;
- Competitive pension;
- Generous paid holiday entitlement (support staff)
- Opportunities for flexible working Including a nine day fortnight;
- Free parking;
- A staff wellbeing day during term time;
- Cycle to Work Scheme;
- Discounts on holidays and retailers;
- Collection and delivery of dry cleaning;
- Long service awards and social events.





## JOB DETAILS

<b>POST OF:</b>	Technician
<b>AT:</b>	Southfield School, Orbis Education Trust
<b>SUMMARY OF ROLE:</b>	Preparing practical equipment for lessons alongside offering support to teachers in lessons
<b>COMMENCEMENT:</b>	January 2026
<b>CONTRACT TYPE:</b>	Permanent
<b>SALARY:</b>	Orbis Scale Points: 9-11 £25,067 - £25,824 FTE. Actual pro-rata salary: £21,761.98 - £22,419.17

# Joining Southfield School

**Southfield School has an enviable reputation, both locally and nationally, due to our established culture of high aspiration, high expectations and sustained academic achievement.**

We are committed to providing a world class education that focuses on every student achieving their potential through a challenging and balanced curriculum, set within a calm, safe and stimulating learning environment. This is underpinned by our commitment to develop life long learning habits and personal characteristics through our shared values of optimism, resilience, balance, individuality and synergy.

We are preparing all of our students for a world of exciting possibilities. We believe that our school provides something unique and the perfect environment in which to flourish and grow.

At Southfield School, we want to instil certain habits and attitudes to enable our students to be more confident in their own learning ability. By becoming more effective learners, students will better concentrate, think harder and find learning more enjoyable.

Whilst exam results are exceptionally important we believe that it is also our duty to support our students to become lifelong learners.

From the very first day of year 7 we promote the idea that all Southfield students should aspire to be high level learners.

There is a vibrancy and an energy across our school. We firmly believe that Southfield School is successful because we work so well with each other.

Our commitment to staff development and well-being is structured so that our students receive the very best every day.

Southfield School aims to provide for the future needs of our students. Careers and types of employment opportunities are evolving continually. Some are yet to be created and so we see it as our obligation to prepare our students to be competitive in anticipation of the unknown. Therefore, our strong focus on academic attainment is equalled by our commitment to develop transferable skills and personal characteristics through the many opportunities we provide.

We provide an education that prepares our young people for a future in which they will need to be adaptable, resourceful and ethical in facing complex challenges. Being a Southfield School student will mean the chance to be successful and have a positive influence on the global community. We aim for all of our students to be able to make an impact and leave a positive imprint on the world. We nurture our students with the future in mind today.

Southfield School is justifiably proud of its well-developed enrichment programme. Every week students take part in our 'Electives' programme in which they enjoy a range of physical/adventurous, creative and cultural activities. There are a similarly wide range of clubs and fixtures and a wide range of school trips.

The Royal Navy Combined Cadet Force (CCF) Contingent is now well established and cadets enjoy a full programme of yacht and dinghy sailing, canoeing, kayaking and paddleboarding.

Finally, the Duke of Edinburgh (DofE) Award Scheme is well attended at all awards levels, bronze, silver and gold; the expeditions take place both on foot and in canoes.





POST TITLE Technician  
RESPONSIBLE TO Deputy Head of Healthy Living  
Hours: 37 hours per week (with a 30 mins unpaid lunch break each day)  
Duration Permanent  
Working Pattern: 8.00am to 4.00pm (Monday to Thursday), 8.00am – 3.30pm (Friday)  
Number of Weeks Worked: 195 days per year (Term time plus 7 other days as required)

We are seeking to appoint a positive, proactive, and confident technician who will work predominantly in the science and food and nutrition department but will also offer technician support to other subject areas as required.

The technician will be involved in preparing practical equipment for lessons alongside offering support with practical's in lessons under the direction of the class teacher. There will be some responsibility for ensuring equipment is stored away correctly and that consumables are kept well stocked.

Ethical leadership is at the core of all decision making at Southfield School. As such, staff are valued, treated with respect and afforded a diverse range of opportunities that come with professional trust. We place significant emphasis on working collegiately as a staff to share our expertise and subsequently enhance the learning experience with our students. Every member of the staff is involved in a variety of professional learning programmes that take place every Wednesday across the academic year.

You would be joining a friendly, hard-working team, with an ethos of collaborative planning and shared resources.

We would like the successful applicant to start as soon as possible.

With our trust growing, we are likely to have many more career development opportunities coming up in future.

**Closing date for applications: 9.00am, Thursday, 8th January 2026.**

Provisional Interview dates week starting Monday, 12<sup>th</sup> January 2026. If this role attracts sufficient interest before closing date, we may decide to close and interview this vacancy at an earlier date, so an early application is advised. If you want more info about the role, please contact us at [recruitment@orbismat.com](mailto:recruitment@orbismat.com) or 01536 513063

To apply for this role, please visit: <https://mynewterm.com/jobs/136976/EDV-2025-SSG-16156>

*Southfield School is committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undergo enhanced DBS clearance. The school is committed to Equal Opportunities in Employment.*



# Job Description

POST TITLE	Technician
RESPONSIBLE TO	Deputy Head of Healthy Living
JOB PURPOSE	To support the smooth running of various subject areas and their teachers ensuring that teaching and learning meets the needs of all learners, with some specific duties in the Science Department and Food and Nutrition Department.

## PRINCIPAL RESPONSIBILITIES:

### Curriculum Support – General

- to assist in the setting up/clearing away of equipment/ resources
- to ensure all equipment/resources are stored tidily and that all resources are in good order
- to order supplies and equipment as required
- to maintain an inventory of subject resources / equipment as required
- to support learning and teaching by managing areas of the shared areas
- to update and maintain notice boards and displays
- to assist in the preparation of cover lessons, ensuring that resources, lesson notes and seating plans are provided to the cover teacher
- to organise letters and/or make phone calls home
- to support with administration of, practicals, after school clubs and enrichment activities
- to support in the submission of coursework and controlled assessments
- to support behaviour management administration (phone calls home, reminder notices and collecting students)
- general filing and data entry
- to deploy equipment to students (e.g. issue laptops, issue sets of books)
- Assisting in the preparations for events such as open evenings
- Ensure compliancy with GDPR principles

### Curriculum Support – Science and Food Technician

- To maintain machinery and equipment ensuring that it is clean and in good working order in accordance with Health and Safety requirements.
- Assist in the production of specific and general risk assessments.
- To carry out weekly equipment checks
- To be proficient in the use of the range of equipment and provide technical support during lesson time.
- Sourcing and ordering of materials
- To deal with all orders from creation of order to receipt and unpacking of delivery
- To ensure the safe storage of students' work
- To carry out/arrange for repairs to equipment when necessary
- To maintain an inventory of all equipment and maintain stock for each classroom
- To ensure that classrooms and work surfaces are kept clean, tidy and clear of obstructions
- To ensure compliance with health and safety guidelines and that relevant safety practices are maintained

#### SUPPORT FOR WIDER LIFE OF THE SCHOOL:

- maintain mutually supportive working relationships with teaching and other support staff
- assist in preparation of areas of the school for key events such as open evenings
- assist in the general efficient operation of the school
- maintain confidentiality at all times in respect of school-related matters and prevent disclosure of confidential or sensitive information.
- undertake relevant training to enhance your own professional development, using the knowledge and skills developed to support the school and its key aims
- to be prepared to support in other relevant roles when required, due to staff shortages
- to be prepared to support Brew52 when required
- to provide photocopying services for the whole school
- undertake any other reasonable duties as requested by the Headteacher, SLT or Line Manager.

The post holder's responsibility for promoting and safeguarding the welfare of children and young people for whom s/he comes into contact with will be to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to his/her line manager or to the designated senior member of staff.

This job description reflects the major tasks to be carried out by the post holder and identifies a level of responsibility at which they will be required to work. In the interests of effective working, the major tasks will be reviewed from time to time to reflect changing needs and circumstances. Such reviews and any consequential changes will be carried out in consultation with the post holder.



# Person Specification

Attributes		Essential	Desirable
Education and Qualifications	<p>GCSE English and Maths grade A* – C / 9-4 or equivalent</p> <p>First aid trained (or willingness to train)</p> <p>MIDAS minibus driver trained or willingness to train</p>	<p>✓</p>	<p>✓</p> <p>✓</p>
Experience	<p>Experience of working as part of a team</p> <p>Experience of working with young people</p> <p>Experience of working in a school environment</p> <p>Experience of working in a Science laboratory environment</p> <p>Experience of working in a kitchen environment</p>	<p>✓</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>
Knowledge and Skills	<p>Excellent communication skills, both oral and written and an eye for detail.</p> <p>Excellent organisational skills and able to prioritise own workload to meet deadlines.</p> <p>Ability to use Microsoft office programmes</p> <p>Have a good understanding of the demands of a practical subject</p> <p>Ability to provide technical support during lesson time</p> <p>Ability to build good working relationships with colleagues, students and the wider community.</p> <p>Flexibility in the role to meet the needs of the school</p> <p>Working knowledge of reprographics equipment (or willingness to be trained)</p>	<p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p> <p>✓</p>	
Suitability to Work with children	<p>Candidates must be able to undergo successful checks in line with standards for 'Safeguarding Children and Safer Recruitment in Education'. Appropriate and relevant references will be checked.</p> <p>Understanding and acknowledgement of the individual's responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she has responsibility or with whom he/she has contact.</p>	<p>✓</p> <p>✓</p> <p>✓</p>	
Equal Opportunities	<p>Ability to demonstrate awareness/understanding of equal opportunities.</p> <p>Commitment to equal opportunities in the delivery of the curriculum.</p>	<p>✓</p> <p>✓</p>	