



JOB DESCRIPTION

ADT Technician

REPORTS TO:	ADT Head of Faculty
PAYSCALE:	Band 2, Scale Point 3-6
LOCATION	Epping St. John's Church of England School
TERMS	37 hours per week – term time only (8.00am to 4.00pm, Monday to Thursday and 8.00am to 3.30pm on Friday) 39 weeks per year
CONTRACT:	Permanent, Full time – April 2026

PURPOSE OF THE JOB

- To provide support to the ADT teaching staff, Art, Design and Technology and Food Technology particularly with the preparation and cleaning / clearing of lesson materials and maintenance of equipment across all departments.
- To have knowledge and skills with textiles, resistant materials and basic knowledge of food preparation.
- Key to the position is adopting a proactive approach to achieving a positive, engaging, promotional and relationship building role with all staff.

Liaison with:

- The post-holder will be expected to network and liaise across the range of external providers, schools, community and coordinator networks to ensure a consistency of approach regarding standards, support, transition and high-quality learning and teaching across the Trust schools.

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

This list is not exhaustive, but includes:

Oversight of:

- To ensure the efficient preparation and organisation of lesson materials to maximise student "learning time" and enable high-quality practical outcomes across the three subjects.
- To support teaching staff and students during lessons, providing targeted technical interventions that help students overcome practical barriers to progress.
- To curate and present professional displays for Parents' Evenings and the school environment, enhancing student pride and celebrating high-level outcomes.
- To maintain and repair tools, equipment, and machinery to industrial standards, preventing disruptions to learning and ensuring students work with professional-grade resources.
- To conduct termly audits of stock and maintain accurate records, ensuring high-quality materials are consistently available to support ambitious and creative student projects.
- To work alongside students in preparing materials for examination coursework, scaffolding their practical skills to ensure work meets or exceeds assessment criteria.
- To prepare high-quality resources for theory lessons and cover (e.g. photocopying, laminating), ensuring continuity of learning and student engagement in all settings.
- To ensure the rigorous application of Health & Safety procedures, modelling professional workshop habits for students to ensure they can work independently and safely.
- Maintain a safe, clean, and inspiring working environment that reflects high aspirations for student work.
- To attend relevant first aid training to ensure a secure environment for student practical work.
- To conduct risk assessments in the food room to facilitate a safe, high-paced practical learning environment.
- To maintain the highest standards of health and hygiene in the food room, ensuring students understand and meet industry-standard food safety outcomes.
- To manage orders accurately with the finance team, ensuring resources are cost-effectively directed toward student-facing materials.

- To undertake administrative and clerical tasks that support the smooth running of the department and reduce administrative burdens on teaching staff.
- To provide curriculum support to the ADT team, helping to deliver a modern, technical curriculum that prepares students for post-16 success.
- To undertake necessary training, particularly in machinery, to stay abreast of technical advancements that benefit student skill development.
- To comply with Health and Safety responsibilities, actively raising awareness among students to foster a culture of mutual responsibility and care.
- To ensure all duties and services promote the School's Equal Opportunities Policy, ensuring all students have equitable access to high-quality practical learning.
- To be flexible and assist with other duties to ensure the seamless operation of the faculty in its mission to drive student progress.

Main expectations of the role:

- Be aware of and comply with procedures relating to child protection and safeguarding, ensuring a safe and supportive atmosphere where students can flourish.
- Contribute to the overall ethos and aims of the school, acting as a professional role model for students across the 11-18 age range.
- Participate in the evaluation of the support programme to continuously improve the impact of technical support on student results.
- Prepare and present professional displays of student work to foster a culture of excellence and achievement.
- To develop a knowledge of a range of learning support needs, ensuring technical instructions are accessible to every student.
- To supervise and provide support for students, ensuring their safety and maximising their engagement with complex learning activities.
- Develop a deep understanding of the specific needs of students to be supported, tailoring technical help to ensure no student is left behind.
- Undertake other duties as required by the Headteacher or senior leaders to support the wider progress and well-being of the school community.

Safeguarding Children

BMAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The person undertaking this role is expected to work within the policies, ethos and aims of BMAT and to carry out such other duties as may reasonably be assigned. The post-holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

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

General responsibilities common to all members of staff

All staff are responsible for the safeguarding and wellbeing of Students and must follow BMAT guidance and policies.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post-holder.

Person Specification ADT Technician			
		Essential	Desirable
Qualifications and documentation	<ol style="list-style-type: none"> 1. Enhanced DBS and validated references 2. Eligibility to work in the UK 3. Able to demonstrate a good level of general education to GCSE standard in Mathematics and English or equivalent. 4. First Aid Qualification 	X X X	X
Experience	<ol style="list-style-type: none"> 1. Successful recent experience working with students in a school environment. 2. Experience of working in a school or community club environment 3. Experience of working with safeguarding regulation 	X X	X
Knowledge	<ol style="list-style-type: none"> 1. Good knowledge of Microsoft Office 2. An understanding of the expectations of Ofsted Framework 3. Current developments within all phases of education 4. Understanding safeguarding requirements 		X X X X
Skills / Competencies	<ol style="list-style-type: none"> 1. Good numeracy/literacy/ICT skills 2. Good communication skills 3. Good organisation skills 4. Ability to relate well to children and adults 5. Ability to work independently 6. Ability to work constructively as part of a team, follow instructions, understand roles and responsibilities 7. Attention to detail 8. Ability to work to deadlines 9. Ability to prioritise tasks 	X X X X X X X X X	
Personal Qualities	<p>Characterised as:</p> <ol style="list-style-type: none"> 1. Sensitivity to the needs of others 2. Flexible and adaptive approach to work 3. Reliable and trustworthy 4. Committed to safeguarding children 5. Values and behaviours suitable for working with children and young people 6. Committed to equal opportunities 7. Calm under pressure and flexible in approach 8. A belief in the ability of children and young people to achieve and to overcome obstacles to their learning 9. Evident of further study/higher education/professional development 10. Have high expectations 11. Resolve routine issues independently within general procedural framework but refer complex or serious problems to the Headteacher 	X X X X X X X X X X X	