Bishop Rawstorne
Church of England Academy

FORTITER ET FIDELITER
Bravely and Faithfully

Technology Technician Recruitment Pack

Permanent Contract
(to start 26 August 2025)

JOB DESCRIPTION

JOB ROLE:	TECHNOLOGY TECHNICIAN
SALARY GRADE:	GRADE 4 (£24,404 – £25,183 PRO RATA)
	ACTUAL SALARY IS £12,491 – £12,890
	22.5 HOURS PER WEEK (OVER FIVE DAYS) – TERM TIME ONLY
REPORTING TO:	SENIOR TECHNICIAN /CURRICULUM LEADER OF DESIGN AND TECHNOLOGY

OVERALL PURPOSE

To assist the Senior Technician with the preparation and maintenance of resources and equipment across all the curriculum areas in technology (Design and Technology, Engineering, Art and Food Preparation and Nutrition), in line with health and safety requirements.

ROLES AND RESPONSIBILITIES

Main Responsibilities

- To be committed to the mission statement and the aims of a serving Christian academy.
- Ensure health and safety procedures/requirements are followed and support the production of risk assessments.
- Promote positive health and safety practices throughout the curriculum area.
- Regularly clean all work areas and equipment, i.e. ovens, all sinks, benches, work surfaces in the workshop and extraction equipment.
- Support the Senior Technician in developing, preparing and maintaining specialist resources.
- To help implement structured and agreed practical learning activities for students, and support groups and individuals with practical work in lessons.
- Prepare and set up materials and equipment for lessons as directed by the Senior Technician and teaching staff.
- Ensure the safe and secure storage of allocated resources, materials and equipment to prevent misuse.
- To help maintain tools, machines and equipment to keep them in good working order.
- Display student work effectively (in the technology block and throughout the rest of school) with guidance from teaching staff.
- Keep all preparation and stock areas clean, tidy and well organised,.
- Contribute to the planning and development of systems, policies and procedures for the curriculum area.
- Undertake all relevant technology training courses, in particular those relating to health and safety, food hygiene and the use of technical equipment.
- Demonstrate the use of equipment to other staff.
- Ensure the safe treatment and disposal of used materials, including hazardous substances, and respond effectively to actual or potential hazards.
- General administrative duties.

Safeguarding

- To adhere to the school's safeguarding policies and procedures and undergo safeguarding training.
- To review the current 'Keeping Children Safe in Education' guidance (and other documentation as directed) and undertake regular refresher training for safeguarding.

Professional Standards and Development

- Be a role model to students through personal presentation and professional conduct.
- Establish effective working relationships with professional colleagues and associate staff.
- Be aware of the role of the Governing Body of the academy and support it in performing its duties.
- Be familiar with and implement the relevant requirements of the current SEND code of Practice and the Disability Discrimination Act.

Health and Safety

- Be willing to undergo Basic First Aid training and update courses as appropriate.
- To support the implementation and operation of the School's Health & Safety policy ensuring that students adhere to it.
- To adhere to the health and safety regulations for technical support staff within the school.
- To be aware of the responsibility for personal health, safety and welfare and that of others who may be affected by your actions or inactions.
- To co-operate with the employer on all issues to do with health, safety & welfare.

Data Protection and Data Security

- To ensure strict confidentiality in all areas of work.
- To work and process personal and sensitive information in accordance with the Data Protection Act 2018 including the General Data Protection Regulations (GDPR) 2018.
- To ensure work is conducted in a way that protects the safety and security of information (e.g. strong passwords, reporting breaches, securing paper records, securely disposing of records) in line with all school policies relating to data protection and data security.
- Undergo relevant induction and refresher training in regard to data protection and data security.

Continuing Professional Development

- Undergo induction within a Christian context to be fully aware of the responsibilities, culture and ethos of Bishop Rawstorne as a Church of England school.
- Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

STAFF CONDUCT

This is a Church of England Academy. All staff are expected to familiarise themselves with our Christian ethos and ensure it is maintained and wherever possible further developed.

We expect our staff to be positive role models for all students, members of staff and visitors to the school and expect professional conduct based on mutual respect, good manners, politeness and common courtesies.

The school expects staff to wear professional business dress mirroring our high expectations of the student dress code.

GENERAL NOTES

Please note that this is illustrative of the general nature and level of responsibility of the role and this document is considered to provide an outline of the areas that this role involves. It is not a comprehensive list of all tasks that the Technology Technician will carry out. The postholder may be required to perform other duties appropriate to the level of the role, as directed by the Headteacher. This document does not preclude the postholder developing systems and structures not specifically mentioned but related to their broad areas of responsibility. The roles outlined above are indicative and do not preclude anything else which may be reasonably requested commensurate with the post held and duties undertaken. This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

May 2025

PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	Appropriate academic qualifications to at least GCSE standard (or equivalent), or ability to demonstrate literacy and numerical competency through proven work experience Current first aid qualification, or commitment to working towards	Possession of, or the ability to demonstrate the capability to gain, relevant qualifications to operate machinery.
EXPERIENCE	Experience of working effectively within a multi-discipline team A background in any relevant field: technology, art, food, engineering or education A good understanding of health and safety	Experience as a Technology Technician, in a school environment, or in a relevant industry
SKILLS AND QUALITIES	Effective team member and able to work co-operatively Ability to use initiative, prioritise conflicting demands and manage own workload Confidence working with tools, equipment and materials. Calm, adaptable and has the flexibility to cope in a busy and diverse curriculum area Likes to solve problems and come up with practical solutions Produces work that is accurate and precise Good practical skills and enjoys creative projects Always maintains a high level of confidentiality and respects the confidentiality of others An enthusiasm for working with young people and helping to improve their practical skills	
COMMITMENT	To the mission statement and aims of a Christian school and to the safeguarding and welfare of all students and staff Commitment to raising attainment and aspirations of students Interest in the education of young people To being actively involved in the full life of the academy Commitment to equality and diversity Commitment to health and safety Commitment to attendance at work	