

Job Description and Person Specification

Role

Department Technician

Secondary School

Grade: Scale 3

Reporting to: Heads of Department

The Saint John Southworth Catholic Academy Trust is committed to creating a diverse workforce. We will 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.

Job Description

Corporate Responsibilities

- To contribute to a working environment underpinned by the principles of Catholic Social Teaching
- To ensure probity, propriety and adherence to the Nolan Principles both in personal conduct and throughout the Trust
- To comply with policies and procedures relating to safeguarding and report any such suspicions, no matter how small, to the Designated Safeguarding Lead or in the case of concerns about a member of staff, the Headteacher
- To comply with all other policies, procedures, working practices and regulations, in particular, Equality and Diversity, Health and Safety, Confidentiality, Data Protection and Financial Regulations in line with our Scheme of Delegation
- To be accountable to and carry out any reasonable request from the Headteacher(s) / Line Manager

This is a school-based role that will involve contact with children.

Key Duties and Responsibilities

- To assist the Heads of Departments and Senior Technician in coordinating the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the curriculum, including liaising with teaching staff and support staff throughout the school
- To assist the Heads of Departments and Senior Technician with the day-to-day organisation and development of trainee staff to ensure that essential performance standards are achieved
- To support the Heads of Departments and Senior Technician in ensuring the availability of suitable materials and equipment, helping to compile orders and liaising or negotiating with suppliers and the Finance Team. This will include sourcing, costing and suggesting economic alternatives to maintain stock levels as well as keeping up-to-date stock records
- To assist the Heads of Departments and Senior Technician in ensuring that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard
- To ensure the maintenance of a healthy and safe working environment through:
 - Actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources
 - Keeping up to date with current procedures and practices through continuing professional development
 - The provision of technical advice and support on health and safety issues to teaching and trainee technical staff
 - The safe treatment and disposal of used materials, including hazardous substances and responding to actual or potential hazards
 - The health and safety storage and accessibility of equipment and materials
- To contribute to the design and maintenance of specialist resources and/or long-term projects

- To contribute to the departments' preparation and presentation at Open Evening events
- To undertake other reasonable tasks as directed by the Heads of Departments and Senior Technician

Professional Development

- To be committed to own professional development
- To establish and participate in training opportunities, meetings and networks to support and maintain excellent skills, techniques and knowledge
- To seek feedback and act on it to improve performance within and beyond formal coaching and appraisal opportunities
- To undergo regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD)

Fluency Duty

In line with Part 7 of the Immigration Act 2016, the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role, the post holder is required to meet the advanced fluency level. The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly
- Explain difficult concepts simply without hindering the natural smooth flow of language
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in the Trust

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check with Children's Barred List.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020)) provides that when applying for certain jobs, certain spent convictions and cautions are protected and they do not need to be disclosed to employers. If they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the [Ministry of Justice website](#) and further information about filtering offences can be found in [DBS filtering guide](#).

The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.



Date: October 2025

This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks.

Post holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager.

This job description will be reviewed with the post holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.

Name: _____

Signature: _____

Date: _____

Person Specification

	Essential Requirements	Desirable Requirements	How Identified
Qualifications	Minimum of five GCSE (A-C/ 4+) including English and Maths or equivalent e.g., Adult Literacy/Numeracy at level 2	Relevant qualifications in Health and Safety (e.g. COSHH)	Application
Experience	Working in a workshop or a technical support role	Working within a school or educational setting	- Application - Interview
Knowledge, Skills and Ability	- Knowledge of tools, machinery and materials used in secondary school departments - Ability to use their initiative and sometimes work unsupervised - Working knowledge of Microsoft Office Software, e.g. Excel and Word - Excellent literacy, numerical, analytical and problem-solving skills - A proactive approach to identifying and resolving issues creatively and flexibly - Ability to communicate effectively both orally and in writing to a variety of audiences - Excellent stakeholder service skills and the ability to understand the needs of the school - Excellent organisational and time management		- Application - Interview - References

	skills and the ability to prioritise work for oneself and others • Ability to disseminate knowledge and good practice to other members of the school • Understanding of the need to meet internal and external deadlines		
Character and Values	• High commitment to safeguarding and promoting the welfare of children • Excellent record of attendance and punctuality • Ability to relate to and communicate with a wide range of stakeholders (staff, contractors, pupils, etc.) with a calm and courteous manner • Have self-motivation and personal drive to complete tasks to the required timescales and quality standards • Commitment to continuous self-development including undertaking training in key areas		• Application • Interview
Personal Circumstances	• Legally entitled to work in the UK • Ability to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act 2010	• Flexibility to support out of hours activity on occasion	• References • Interview