



SITE TECHNICIAN APPLICATION PACK

Contract	Permanent, all year round
Hours	37 hours per week, Monday to Friday Split-shift arrangement including opening at 7.00 am and securing the premises at 6.00 pm; exact pattern to be agreed
Grade / salary	Grade 7, £31,015 to £34,811
Closing date	Sunday 1 November 2026
Interview date	Monday 9 November 2026

Make a tangible difference every day

A practical, responsible role maintaining a safe, secure and welcoming environment for students and staff.



Welcome from the Headteacher

Dear Applicant,

Thank you for your interest in the position of Site Technician at Hednesford Valley High School. I am delighted that you are considering joining our school community.

We are a maintained secondary generic special school set against the backdrop of Cannock Chase. We educate students across two sites, with Years 7 to 11 at our main Stanley Road site and our Sixth Form based in a dedicated building at Cannock Chase High School.

Our students have a range of learning needs and are supported by dedicated staff who are passionate about transforming lives. A safe, secure, well-maintained environment is essential to their learning and wellbeing, and the Site Technician plays a central role in achieving this.

This pack explains the role, the person specification and the application process. If you are practical, reliable and proactive, take pride in high standards and have the experience and personal qualities described, we warmly encourage you to apply.

Visits to the school are welcomed. Please contact the school office on 01543 423714 to arrange a convenient date and time.

Yours sincerely,

Stephen Stokes
Headteacher

Make a Difference Every Day

Are you a skilled, practical and proactive site professional looking for a role where you can make a real difference?

Hednesford Valley High School is seeking an experienced and highly motivated Site Technician to help maintain a safe, secure and welcoming environment for our students with Special Educational Needs and Disabilities (SEND).

This is a varied and rewarding role for someone who takes pride in their work and enjoys the challenge of managing a busy school site. You will be responsible for site security, health and safety compliance, planned and reactive maintenance, contractor supervision and ensuring our buildings and grounds remain safe, functional and well presented.

Key responsibilities

- Open, secure and monitor the school premises and grounds.
- Operate and monitor heating, alarm.
- Complete routine maintenance, minor repairs, decorating, joinery and basic plumbing tasks.
- Undertake and contribute to risk assessments, COSHH procedures and safe working arrangements.
- Maintain safe access, including gritting and snow clearance during adverse weather.
- Supervise contractors and utilities representatives working on site.
- Maintain statutory and operational records, complete weekly alarm checks and monitor site supplies.
- Respond calmly and effectively to faults, incidents and emergencies.
- Upkeep of the grounds including cutting of grassed areas and hedges.
- Undertake portage, room set-up and other practical duties required to support the school.

We are looking for someone who

- Has proven experience in building maintenance, facilities management or a similar site-based role.
- Understands health and safety requirements, risk assessment and safe working practices.
- Is practical, resourceful and able to solve problems independently.
- Can prioritise work, maintain accurate records and pay close attention to detail.
- Communicates positively with staff, contractors, students and visitors.
- Is reliable, trustworthy and committed to safeguarding children and young people.
- Remains calm under pressure.
- Is comfortable working on their own during school closure periods.

Job description

Post title	Site Technician
Grade	Grade 7
Responsible to	School Business Manager

Statement of purpose

To provide efficient and effective caretaking support, ensuring that the security and general appearance of the buildings and surrounding areas are maintained to the standards required by the school and that heating systems operate efficiently. The postholder will plan and prioritise their own work without direct supervision.

Line management

- May be required to line manage a small team of cleaning staff.

Security and safety

- Operate heating plant and equipment efficiently, make appropriate adjustments and report defects or malfunctions.
- Maintain the security of the premises, grounds and contents.
- Replace minor lighting components safely, including tubes, bulbs, fuses, starters and diffusers.
- Take appropriate remedial action following break-ins or damage, including temporary boarding and glazing where competent to do so.
- Contribute to and undertake risk assessments and COSHH procedures as appropriate.
- Assist with fire evacuation procedures and maintain clear, safe access to the site.

Maintenance and cleaning

- Arrange for blockages and foreign matter to be cleared from sinks, toilets and drains, and clean spillages as required.
- Respond to leaks by isolating the water supply where appropriate and making the area safe.
- Keep gullies, drains, grounds and external areas clear of debris and litter.
- Dispose of waste safely and hygienically.
- Undertake snow clearance and gritting to maintain safe pedestrian access.

Job description continued

Maintenance and repair

- Undertake touch-up painting, temporary making-good, graffiti removal, redecoration and suitable improvement projects.
- Complete first-line maintenance and minor repairs to fixtures, fittings, furniture, locks, doors and windows.
- Install small shelves, display boards and noticeboards where appropriate.
- Carry out basic plumbing such as unblocking traps and waste pipes, adjusting taps and stopping minor leaks.
- Liaise with contractors regarding larger building maintenance projects.
- Cutting of the grassed areas, hedges and general upkeep of the grounds.

Resources and operational support

- Undertake portage and set up or clear away furniture and equipment.
- Control, store and distribute toiletries and other consumables, monitoring stock levels and arranging replenishment.
- Maintain relevant records, including intruder alarm and fire alarm log books, and test
- Report emergencies involving gas, electricity or water supplies and report minor site faults promptly.
- Receive and monitor contractors and utilities representatives visiting the site.
- Check the availability and suitability of premises for lettings.
- May be required to drive the school minibus and/or complete weekly minibus maintenance checks, subject to relevant authorisation and training.
- May be required to attend governors' meetings to provide information.

Support to the school

- Promote and safeguard the welfare of children and young people.
- Follow policies relating to child protection, health and safety, security, confidentiality and data protection, reporting concerns appropriately.
- Support equality of opportunity and contribute to the ethos, work and aims of the school.
- Attend relevant meetings and participate in training and performance development.
- Assist with student needs as appropriate during the school day.
- Observe safe working practices and follow instructions issued by technical consultants, contractors and manufacturers.

Review of duties

The content of this job description will be reviewed annually with the postholder. Reasonable changes may be made following consultation. Any significant change in accountability that could affect the grade must be discussed with the postholder and the relevant trade union before re-evaluation.

Person specification

Shortlisting and selection will be based on the essential criteria below. AF = application form; I = interview.

Area	Essential criteria	Measured by
Experience	• Extensive experience of working in a site security or maintenance environment. • Management or supervisory experience.	AF / I
Qualifications and training	• NVQ Level 3 in Building Maintenance and Estates Services, or an equivalent qualification in a relevant discipline.	I
Knowledge and skills	• Good understanding of, and ability to use, specialist equipment and resources. • Ability to organise, lead and motivate other staff. • Ability to plan and develop systems. • Full working knowledge of relevant policies, codes of practice and legislation. • Ability to relate well to children, young people and adults. • Strong organising, planning and prioritising skills. • A methodical approach with good attention to detail.	AF / I

Area	Essential criteria	Measured by
Behavioural attributes	• Builds effective relationships with stakeholders through regular contact and consultation. • Supports and empowers team members to take responsibility for high standards and customer care. • Accepts and implements change, identifies best practice and shares ideas. • Communicates clearly and accessibly. • Works with minimum supervision and takes responsibility for actions. • Identifies barriers, manages risks and takes prompt, effective action. • Works constructively with others to resolve differences. • Is committed to continuous learning and development.	AF / I
Safeguarding	• Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries. • Emotional resilience when working with challenging behaviour. • Appropriate attitudes towards authority and maintaining discipline.	AF / I

What we can offer you

Hednesford Valley High School recognises that its employees are central to the school's success. Staff benefits include:

- A welcoming, supportive working environment and a strong focus on colleague wellbeing.
- Termly Deep Work days to support your role.
- Continued professional development and training opportunities.
- Pay progression and recognition of continuous service.
- Access to the Local Government Pension Scheme.
- Employee assistance and wellbeing support, including counselling, physiotherapy, financial guidance and health resources.
- Cycle to Work schemes, online gym classes and retail discounts.
- Free car parking, tea and coffee.
- A varied role with responsibility, autonomy and the opportunity to make a tangible difference to students and staff.

About our school

Hednesford Valley High School is a maintained secondary generic special school in Cannock. Students in Years 7 to 11 attend the main site on Stanley Road, while Sixth Form students attend a dedicated centre at Cannock Chase High School. The school provides an inclusive community for students with a wide range of additional needs.

Safeguarding and equality

Hednesford Valley High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be required to undertake an enhanced Disclosure and Barring Service check, a barred list check and all relevant pre-employment checks.

We welcome applications from candidates whose skills, experience and values meet the requirements of the role. Reasonable adjustments are available throughout the recruitment process.

Information for applicants

1. Complete the application form

Download the application form from the school vacancies webpage. CVs are not accepted. Complete all relevant sections using your full legal name and enter N/A where a field does not apply.

2. Address the person specification

Shortlisting is based on the essential criteria. Use your supporting statement, which should be no more than two sides of A4, to explain clearly how you meet each requirement and include specific examples.

3. Provide complete employment history

Include all relevant employment, agency work and any breaks in employment, together with the reason for each break.

4. List relevant qualifications and training

State dates and grades or levels achieved. Original certificates will be required for qualifications listed if you are shortlisted.

5. Provide suitable referees

Include your current or most recent employer. If you work in a school, include your current Headteacher. Use professional email addresses and ensure referees are willing to be contacted.

6. Submit your application

Email the completed application form to l.bent@hvh.staffs.sch.uk by the closing date. Shortlisted candidates will be contacted by telephone or email.

7. Prepare for selection

The process will include a formal interview and may include a practical task related to the role. Shortlisted candidates may be subject to online checks as part of safer recruitment.

Key dates and contact details

Advertised	Tuesday 13 October 2026
Closing date	Sunday 1 November 2026
Interview date	Monday 9 November 2026
Proposed start date	To be agreed
Application email	l.bent@hvh.staffs.sch.uk
School office	01543 423714
Apply online	www.hvh.staffs.sch.uk/about-us/vacancies