



Technology Technician October 2025





Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire, HU5 4QH

Telephone: 01482 342229

Email: info@kelvinhall.net

Website: www.kelvinhall.net

Headteacher: Mr J Shaw

Deputy Headteachers: Mrs C Grandidge, Mrs L Piercy

Welcome letter from the Headteacher

Dear Applicant,

Thank you for enquiring about the position of Technology Technician at Kelvin Hall School. The successful candidate will be joining the school at a very exciting time in our development. We are looking for someone who can take us forward and build upon our sound foundations.

Kelvin Hall is a mixed 11-16 school on the outskirts of the city of Hull. We are a much larger than average secondary school. We have approximately 1640 pupils on roll with a year 7 intake of 320 pupils. We stand on the same campus as Wyke Sixth Form College where many of our Year 11 students progress.

Our success and reputation is built on our cooperative values and highly inclusive approach to children and their education. We have a strong ethos of working in partnership with all stakeholders, ensuring we are very ambitious for all our children. We are committed to ensuring that we provide children with the right academic teaching and supportive pastoral care to ensure that all children have the greatest opportunity to succeed.

The successful candidate must share our collaborative approach and values, promoting a strong team and partnership ethos and must believe in a self-improving and sustainable system of school improvement that shares our moral purpose.

If you firmly believe that you share our commitment and desire to provide the best life opportunities for our children, then we would very much welcome an application from you.

If you would like to have an initial discussion regarding this role, then please email the school for the attention of the **Headteacher, James Shaw**, at info@kelvinhall.net or contact the school on 01482 342229.

Yours faithfully

James Shaw
Headteacher





Welcome to Kelvin Hall School

We are a very successful 11-16 mixed comprehensive school with approximately 1640 students on roll. We are a popular first choice of school for families in Hull and the East Riding of Yorkshire and are a very successful school academically.

We are one of two secondary schools in a developing Multi-Academy Trust (Thrive Co-operative Learning Trust) that currently consists of 10 schools.

We are proud to be working in partnership with Newland School for Girls and The Boulevard Academy in the secondary Trust.



Senior Leadership Team



Christopher Leng
Director of Secondary Education



James Shaw
Headteacher



Claire Grandidge
Deputy Headteacher
DSL



Lauren Piercy
Deputy Headteacher



Jayne Graham
SEND



Jo Andrews
Inclusion



Rachel Hilton
Personal
Development



Claire Keddy
Developing
Teaching



Caroline Dawes
Key Stage 3

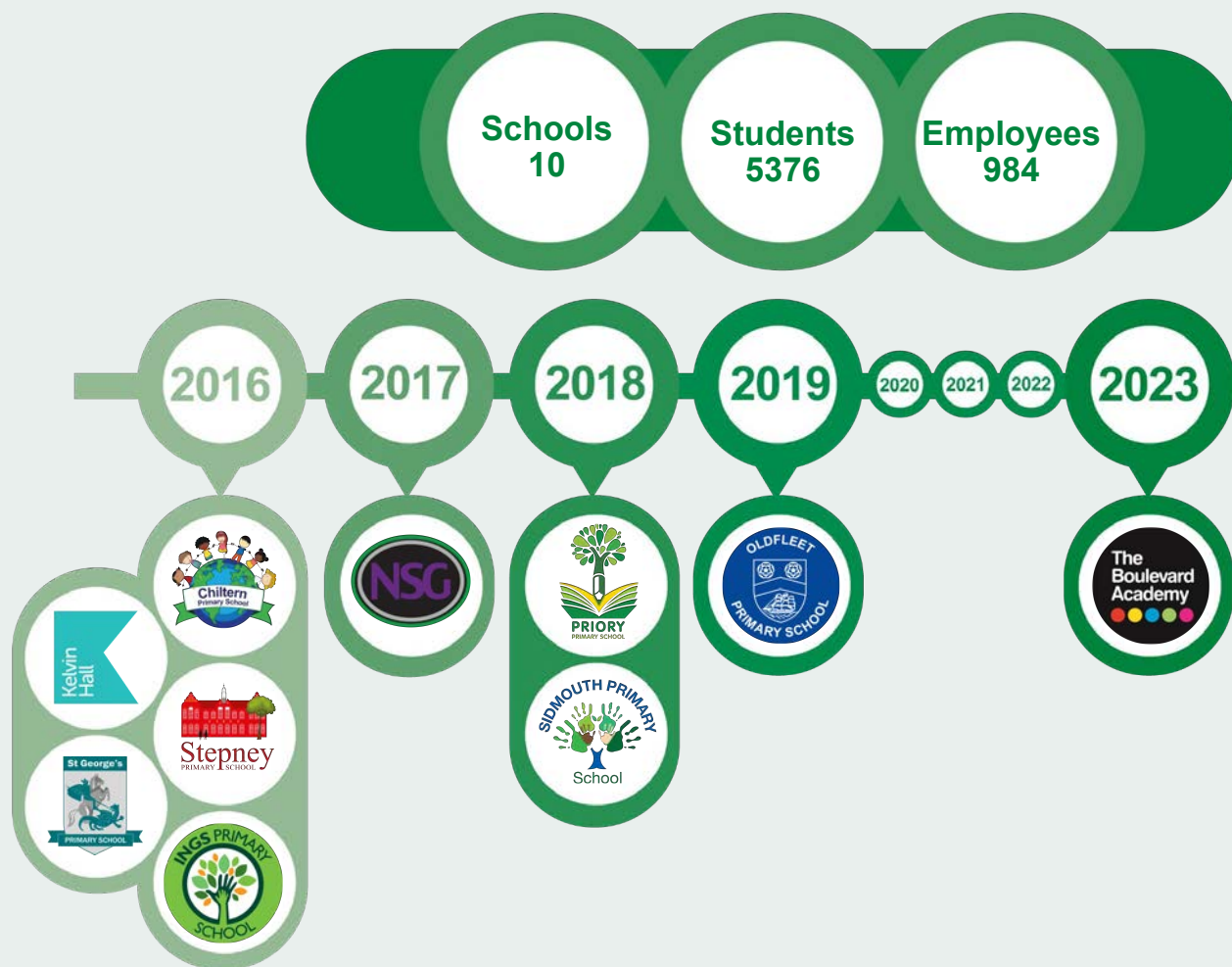


Emily Sansam
Key Stage 4



Craig Suddaby
Behaviour
and Culture

Our Journey so far...

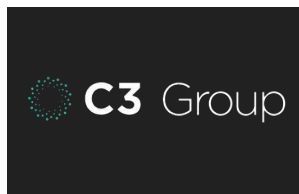


Our Partners

Our ongoing partnerships with the following organisations



Our partnership with the Reach Foundation is leading us to develop a 'Cradle to Career' model across our three schools in HU3 - and later across the whole of Thrive.



Our recent partnership with C3 Group has brought us closer to achieving our goal of net-zero emissions, reinforcing our pledge to create a more sustainable future for our students, staff, and the wider community.



Yorkshire 100 aims to identify 100 future school leaders and take them on a development journey of peer-led support and cutting edge national and international school development.



Coop Schools provides services and support for the network of cooperative schools, strengthening school improvement and local accountability.



Registered Office Address:

Kelvin Hall School, Bricknell Avenue, Hull, East Yorkshire HU5 4QH

Tel: (01482) 342229 | Email: jobs@thrivetrust.uk



Technology Technician
Grade 3, Scp 3-5, £12,089 - £12,473 (actual salary)
21 hours per week,
Monday, Wednesday & Thursday 8:30 am - 4:00pm (30 minutes unpaid lunch)
Term time only plus 5 training days
Fixed term until 31st August 2026
To start as soon as possible

Kelvin Hall School is part of Thrive Cooperative Learning Trust, formerly YHCLT. Founded in September 2016, it is now responsible for 10 schools across Hull, including 3 secondary schools and 7 primary schools.

We are looking to appoint an outstanding Technology Technician to join our Science and Technology Faculty at Kelvin Hall School. This is an exciting opportunity to work in a friendly and supportive school in continuing to drive outstanding outcomes for all of our students. We are looking for a suitably qualified technician who is able to support across all the Key Stages in the school and work with the Science & Technology staff, supporting both students and teachers.

Key duties are included in the Job Description within the application pack but the overarching purpose is to provide specialist support to the Science and Technology Faculty, working closely with the Faculty staff including the effective preparation of rooms and resources required for demonstrations and practical lessons.

Kelvin Hall School a very successful and expanding 11-16 mixed comprehensive school with approximately 1590 students on roll. We are a popular first choice of school for families in Hull and the East Riding of Yorkshire and are a very successful school academically. We are committed to ensure that all schools in the Thrive Co-operative Learning Trust have access to high quality support services to underpin the excellent work our schools do in educating our pupils.

We will offer you:

- An inclusive, successful school and outstanding Multi-Academy Trust to work in.
- Friendly, motivated and enthusiastic students.
- A 21st Century building with 'state of the art' facilities.
- A Development Programme aimed at both new and experienced teachers.

We recognise the importance of a visit when considering an application. Should you wish to have an informal and completely confidential discussion or to arrange a visit, please contact Mrs Helen Harrison (PA to the Executive Team) via email at info@kelvinhall.net or telephone Kelvin Hall School on 01482 342229 to arrange this.

Closing date: Wednesday 1st October 2025 9:00am

Interviews: W/C Monday 6th October 2025

As part of Thrive Co-operative Learning Trust commitment to safer recruitment processes and in accordance with statutory guidance: [Keeping Children Safe in Education](#) an online search will be carried out on all shortlisted candidates.

Please note, we do not accept CVs, applications must be submitted using our application form.

Our commitment to Safeguarding: Thrive Co-operative Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Each school has a robust Safeguarding Policy and all staff receive training relevant to their role at induction and throughout their employment.

A candidate's suitability to work with children will be explored at all stages of the recruitment process. The successful applicant will, in accordance with statutory guidance, be subject to a comprehensive pre-employment checking process including receipt of a satisfactory enhanced disclosure from the Disclosure and Barring Service (DBS), a Children's Barred List check, a Section 128 Management Check if relevant, Prohibition check and overseas checks as applicable, identity check, medical clearance, proof of qualifications, satisfactory references and a check regarding their eligibility to work in the UK.

This role involves contact with children and provides regular access to children, therefore it is 'regulated activity'. As such, this post is exempt from the Rehabilitation of Offenders Act - 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.

Our commitment to equality and diversity: Thrive Co-operative Learning Trust recognises and celebrates the diversity of its schools and their communities. There is a shared commitment across the Trust to develop further a culture of respect, where discrimination is not tolerated, and individuals are treated equitably and fairly and feel a sense of belonging.

Please visit [Thrive Trust website](#) to view our Job Applicants Privacy Notice, which explains how we collect, store, and use personal data about individuals applying for jobs at our school.

Job Description

Post Title	Technology Technician
Grade	3
Location	Kelvin Hall School
Reporting to	Progress Leader of Art and Technology

Purpose of Role

To provide key technical support to the Science and Design Technology Faculty at Kelvin Hall School.

Key Responsibilities

1. To promote and safeguard the welfare of children and young people.
2. Monitor and arrange orderly and secure storage of supplies.
3. Maintenance of everyday equipment, check for quality / safety. Undertake simple repairs and report other damages.
4. Undertake basic record keeping as directed and provide clerical / admin support e.g. photocopying, printing, and display as directed.
5. Ensure the maintenance of a clean and orderly working environment.
6. Stores, allocates and prepares learning resources e.g. preparation of physical resources and equipment for Design Technology and Food Technology lessons.
7. Maintain the teaching and any other working areas allocated, including care of store rooms, working surfaces and equipment.
8. Construct apparatus and equipment and assists in practicals and demonstrations.
9. Prepare materials and ingredients as required.
10. Provide support to teachers as directed for projects, activities and cooking preparation.
11. Operation of everyday equipment in accordance with instructions.
12. Store, handle and dispose of delicate and potentially dangerous materials e.g. sharps and food waste materials.
13. Timely and accurate preparation of routine equipment / resources / materials as set out in instructions.
14. Attend relevant meetings and participate in training and other learning activities and performance development as required.
15. Assist with the supervision of students out of lesson times e.g. clubs, extra-curricular activities where appropriate.
16. Assist the teachers with learning activities ensuring health and safety and behaviour of students.
17. Support students in accessing learning activities as directed by the teacher.
18. Any other duties of a similar nature and level of responsibility as requested by the Subject Leader, Director, Senior Leadership Team or Headteacher.
19. Carry out all duties in the strictest confidence and in compliance with the General Data Protection Regulation (GDPR).
20. To carry out your duties in line with the School's policy on Equality and diversity and be sensitive and caring to the needs of others, promoting a positive approach to a harmonious working environment
21. The Health and Safety at Work etc. Act 1974 and associated legislation places responsibilities for health and safety on the school, as your employer and you as an employee. In addition to the employer's overall duties, the post holder has personal responsibility for their own health and safety and that of other employees; additional and more specific responsibilities are identified in the schools Health and Safety policy.

Safeguarding Children

Thrive Co-operative Learning trust is committed to safeguarding and promoting the welfare of our pupils and young people. Each school has a robust Safeguarding Policy and all staff will receive training relevant to their role at induction and throughout employment at the school. We expect all staff to share this commitment. All post holders are subject to a satisfactory Enhanced disclosure from the Disclosure & Barring Service (DBS) and satisfactory employment references, as well as identification and qualification checks which will be required before commencing duties.

Responsibilities for Staff:	None
Responsibilities for Customers/Clients:	Safeguarding and promoting the welfare of children. Provide guidance and support to students with regard to Health and Safety
Responsibility for Budgets/Financial Resources:	Under the direction of the Director of Science and Technology
Responsibility for Physical Resources:	Responsible for the day to day running of the technology preparation room and technology rooms where appropriate

		E	D	How Identified
Qualifications	GCSE or equivalent grades A*-C including English and Maths or equivalent	✓		C
Relevant Experience	Experience of working in an education environment		✓	AF, I, R
	Ability to work within a team in an education environment	✓		
	Awareness of Health and Safety in relation to area of work - Science/technology	✓		
Training	To be prepared to undertake relevant and statutory school training	✓		AF, I
	Commitment to continued professional development	✓		
Skills & Abilities	Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓		AF, I, R
	Ability to work under pressure, independently and use own initiative	✓		
	An accurate and well organised approach to work and the ability to work towards deadlines	✓		

		E	D	How Identified
Skills & Abilities (cont)	Ability to establish professional, effective working relationships with a range of partners/colleagues and children and young people	✓		AF, I, R
	Motivation to work with children and young people	✓		
Knowledge	A knowledge and commitment to safeguarding and promoting the welfare of children and young people	✓		AF, I
	Knowledge of relevant policies, codes of practice and an awareness of relevant legislation		✓	
Interpersonal/ Communication Skills: Verbal Skills	Ability to establish professional, effective working relationships with a range of partners/colleagues and children & young people	✓		AF, I
	Excellent oral and written communication skills	✓		
Personal Qualities	Ability to work under pressure and meet deadlines	✓		AF, I, R
	Energy, ambition and enthusiasm	✓		
	To be able to work with staff from all backgrounds	✓		
Disclosure & Barring Service	The successful candidate's appointment will be subject to the School obtaining a satisfactory Enhanced disclosure from the Disclosure & Barring Service and Children's Barred list check	✓		DBS
	This post is exempt from the Rehabilitation of Offender Act 1974 the candidate is required to declare full details of everything on their criminal record.	✓		(after short listing)

How to apply



Application forms can be downloaded from TES or Eteach and should be returned via email to people@thrivetrust.uk

We recognise the importance of a visit when considering an application. Should you wish to have an informal and completely confidential discussion or to arrange a visit, please contact Mrs Helen Harrison (PA to the Executive Team) via email at info@kelvinhall.net or telephone Kelvin Hall School on 01482 342229 to arrange this.

Closing Date: Wednesday 1st October 2025, 9:00am

Interview Date: Week commencing Monday 6th October 2025