



The West Bridgford School



Technology Workshop Technician Application Pack



Loughborough Road
West Bridgford
Nottingham
NG2 7FA

Tel: 0115 9744488
Email: adminoffice@wbs.school
Website: www.wbs.school

The West Bridgford School

Mr T Peacock B.Sc (Hons)
Headteacher

07th May 2026

Dear Applicant,

Re: Technology Workshop Technician

Thank you for your interest in the above post. The Governors are seeking to appoint a Technology Workshop Technician.

Enclosed with this letter are the following:

Copy of the Advertisement
Job Description

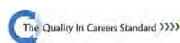
Applicants should return the application form (CV's are not acceptable), with a letter of application, by 12 noon , Sunday 31st May 2026

Yours sincerely,

Staff Services Department

EAST MIDLANDS EDUCATION TRUST, A COMPANY LIMITED BY GUARANTEE.

REGISTERED IN ENGLAND AND WALES. COMPANY NO. 7530373 REGISTERED OFFICE: LOUGHBOROUGH ROAD, WEST BRIDGFORD, NOTTINGHAM NG2 7FA



The West Bridgford School

Loughborough Road, West Bridgford, Nottingham, NG2

7FA Head Teacher: Mr T Peacock

Tel: 0115 9744488

Email: recruitment@emet.uk.com

Secondary Roll: 1813 including 453 in Post-16

Part of the East Midlands Education Trust



Technology Workshop Technician

37 hours per week- Term Time Plus 5 or 10-Days Negotiable

Hours of Work: 08.00am – 4.00pm Mon-Thurs (3.30pm on Friday)

Scale 3 Points 6 to 8 - £25,989 - £26,824 FTE

Actual Pro-rata Salary for: -

Term Time Plus 5 days = £23,112 - £23,855 per annum

Term Time Plus 10 days = £23,621 - £24,380 per annum

The West Bridgford School are looking to appoint a Technology Workshop Technician to work alongside our Teaching staff. The successful candidate will need to be flexible in their approach, work well in a team and be willing to carry out technical support to the team. Candidates should enjoy working as a member of a team and be able to demonstrate their proactive approach to the learning of students. The ideal candidate will have knowledge of workshop machinery, timber and metal works and show a willingness to operate new technology and software in the support of teaching and learning.

The successful candidate will have to meet the requirements of the person specification in order to be offered the post and will be subject to an enhanced DBS check. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. We welcome applications regardless of age, gender, ethnicity or religion.

For further information, and an application pack, please visit our web site at www.emet.academy/vacancies or email recruitment@emet.uk.com

Only applications submitted on the school's application form will be considered. We do not accept applications through recruitment agencies.

Closing date for applications is 12-noon, Sunday 31st May 2026



JOB DESCRIPTION

Workshop Technician



Grade: Scale 3, Points 6 - 8

Salary: £25,989 - £26,824 FTE

Term Time Plus 5 Days = £23,112 - £23,855 per annum

Term Time Plus 10 days = £23,621 - £24,380 per annum

Responsible to: Assistant Head of Department

Hours of work: 08.00am – 4.00pm Monday – Thursday, 08.00am – 3.30pm Friday

Term time plus 5 or 10 days (to be negotiated).

Other information: Appointments made are subject to the receipt of satisfactory references, and Enhanced DBS

The West Bridgford School is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.

Job Purpose

To provide support for the Design and Technology Department. Supporting with resources, lessons activities. Providing technical support to the teaching staff within the whole department, including Sewing and Food textiles when required. Maintain health and safety standards within the department.

Department support and responsibilities

1. Assist in the costing of new projects within the design and technology department. This will include projects that will support students achieve the best in their practical examinations.
2. Preparing equipment and materials, including handouts that will be required for demonstrations.
3. Setting up demonstration materials and equipment, restoring the workshops after use and safe storage of equipment and materials.
4. Assisting pupils where required with classroom practical lessons. Assisting the cutting of materials using the laser cutter on behalf of GCSE students.
5. Repair and maintain machinery mostly hand tools and reporting equipment for repair if outside of the technician's capabilities within the department, working with outside providers where advanced repairs are required.
6. Maintaining CLEAPPS records in line with school policy.

7. Construction and /or modification of simple teaching aids, including Jigs and marking templates
8. Be a first aider (Training will be provided)

Duties and Responsibilities

General

1. To make an active and effective contribution to the lesson's preparation with resources and resourcing of materials. Working with budget holders to provide cost effective purchases
2. Inspection of machinery for safety checks and correct use of equipment. Provide technical support to the teaching staff and other technicians in the department that includes sewing machines, CAD/CAM equipment and audio-visual equipment. Maintaining machine service records
3. Responsible for updating and maintaining classroom displays for promotional events, both within Design and Technology and assisting with the setup in other locations throughout the school for example, Open evenings, Year 9 and Post-16 Option evening.
4. To demonstrate effective communication and influencing skills, both written and oral.
5. To monitor the ICT provision in the department to make sure that all systems are in full working order and liaise with IT technicians where necessary. Including daily routine checks and fault reporting to IT support

Specifics to the role.

1. Maintaining stock levels of necessary material and operating administration stock control and ordering via EMET financials system, adding orders and raising requisitions, obtaining quotes and checking deliveries are received and accurate.
2. Monitoring the departmental documentation systems, cataloguing, filing and maintaining stock of class room resources and worksheets.
3. To bring to the notice of the Head of department any potential or actual Health and safety or discipline problems.

In addition, the post holder will be required to assume any other responsibilities which may reasonably be regarded as within the nature of the post, subject to the provision that normally any significant changes of a permanent nature should be incorporated into the above job description. This job description does form part of the Contract of Employment.

The West Bridgford School
PERSON SPECIFICATION
Workshop Technician

<u>Qualifications/training</u>	
5 GCSE's including English & Maths	Desirable

<u>Experience</u>	
Previous experience of working in a School/College environment	Desirable
Knowledge of Hand tools and Machinery	Desirable

<u>Skills</u>	
Good organisation skills and record-keeping skills	Essential
Good communication and telephone skills	Essential
Ability to work in a team	Essential
Typing Skills	Desirable
Basic ICT competence	Essential

<u>Qualities</u>	
Suitable for work with children	Essential
Enthusiasm for working with children of all ages	Essential
Willingness to continue learning and developing the role to meet the changing needs of the School	Essential
Commitment to excellence and personal endeavour	Essential
Empathy with children and their varied needs	Essential
Versatility	Essential
Flexibility	Essential