



Application Pack

KINDNESS ~ RESPECT ~ DETERMINATION

WHOLE SCHOOL TECHNICIAN

Welcome to our School

Welcome to Bourne Community College, a unique secondary school on the south coast of England, located between the historic city of Chichester and the villages of West Sussex and Hampshire.

We are delighted to welcome you to our school community. We are proud of our dedicated staff and supportive Governing Body, who work together to create a positive and inspiring environment for every student where we all strive to become the best version of ourselves.

At the heart of everything we do are our core values:



KINDNESS



RESPECT



DETERMINATION



These values guide our shared mission:

To inspire and enable everyone to make a positive contribution to themselves, our community and wider society

To strive for excellence in both character and learning

“Pupils enjoy the many opportunities they have”

Ofsted 2026



Our Vision

Bourne Community College is a very special place to work where every student and staff member is known and valued. Our students are proud of their school and actively participate in a wide range of extra-curricular opportunities, from performing arts and sports to leadership programmes, enrichment activities and community events. We are looking to hear from people who share our vision of helping every student flourish and who believe that education extends far beyond the classroom.

We are proud to hold Gold status as a Rights Respecting School, with respect at the heart of daily life. Our International School Award also gives students the chance to learn about different cultures, broaden their horizons, and develop understanding, tolerance and respect for others.

Above all, we are incredibly proud of our students and everything they achieve both in the classroom and through sport, enrichment and charitable work.



The school is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo an enhanced DBS check.

Leadership



At Bourne Community College, the Senior Leadership Team is unwavering in its dedication to achieving the highest possible outcomes and providing exceptional support for every student. Our cohesive school thrives on strong, collaborative relationships.

Our Senior Leadership Team work alongside our dedicated governors, to define the overarching shared vision for Bourne. We are entering an ambitious new phase of development in how Leadership is distributed in the school, making this an exciting time to join the school. Strategic leadership of our school priorities is being spearheaded through our newly formed Faculties, empowering all leaders to define a shared vision for Bourne.

The Middle and Senior Leadership teams play a vital role in guiding and supporting our dedicated teaching and support staff across the school, ensuring that strong, positive relationships are at the heart of everything we do. We believe that high-quality teaching and learning flourish in an environment built on trust, collaboration and mutual respect, where staff and students feel valued, supported and inspired to achieve their best. There is an unwavering commitment to professional development and growth, recognising that investing in our people strengthens the relationships and culture that enable students to thrive academically and personally.

Our aim for the future is to create a school environment where every student is encouraged to achieve their best through high-quality teaching and engaging learning experiences. We are committed to providing strong support for all students, helping them feel valued, confident, and able to succeed. We also strive to promote effective leadership throughout the school to maintain high standards and continue improving the experience for both students and staff.

Why work at Bourne?

We have a proactive approach to support a healthy work life balance including:

- Meetings, events, and activities are carefully planned throughout the year to minimise the number of occasions staff are required to work beyond the school day.
- Early finishes are provided for Open Evening, Christmas, and the end of the summer term.
- Flexible discretionary leave is available to support family commitments and significant life events.
- Staff voice is highly valued, and concerns are listened to and acted upon.
- A clear appraisal system is in place for all staff, with realistic and meaningful objectives.
- We promote supportive relationships between staff, students, and families, creating a collaborative and welcoming working environment.
- Access to professional development and training opportunities.
- The opportunity to work for an organisation held in the highest regard by the local community.

We offer these great employee benefits

- Free on-site parking
- Near railway station
- Cycle to work scheme with West Sussex Choices
- Gym Membership Discounts
- Health Cash Plans with BHSF
- Employee Assistance Programme
- Governor dedicated to staff wellbeing





WHOLE SCHOOL TECHNICIAN

Job Title: Whole School Technician

Are you a practical, hands-on individual looking to make a difference in a vibrant secondary school? Bourne Community College is seeking a proactive Whole School Technician to join our dedicated staff team.

As our Whole School Technician, you'll play a vital role in supporting teaching and learning by preparing and maintaining equipment, resources, and workspaces for practical lessons and activities across the school. You'll assist staff and students in practical sessions, carry out routine maintenance and repairs, and ensure all areas are safe, tidy, and ready for use. You will be working across different faculties under the direction of the Director of the Technology Faculty.



JOB DESCRIPTION

Key Responsibilities and Main Duties are to:

- Prepare, set up, and maintain equipment, materials, and resources for lessons and practical activities across relevant faculties
- Support teaching staff and students during practical sessions, providing technical advice and assistance as required
- Ensure all equipment and materials are safely stored, maintained, and accounted for in line with school and health & safety guidelines
- Assist with inventory management, stock control, and ordering of supplies
- Assist in mounting displays of work
- Carry out routine maintenance and repairs of equipment, arranging for specialist repairs when required
- Ensure workspaces, prep rooms, and storage areas are clean, tidy, and compliant with health & safety requirements
- Assist with risk assessments and promote safe working practices among staff and students
- Participate in school training and development as required
- Support other departments or areas of the school as directed by line manager
- Previous experience of working with specialist equipment desirable but training will be provided (e.g. CAD/CAM, use of heat treatment facilities – brazing, pewter casting and soldering and use of metal lathe)



PERSON SPECIFICATION

Qualifications (Essential)

- Good standard of general education.
- Relevant technical qualification/s or willingness to undertake training
- First Aid qualification

Experience, Knowledge & Understanding (Essential)

- Previous experience in a school or educational environment
- Experience supporting curriculum practical areas
- Good organisational and time-management skills
- Ability to prioritise jobs and work on own initiative
- Understanding of COSHH, risk assessments, and basic health & safety procedures
- Good communication skills for working with staff and students
- Ability to work effectively as part of a team and independently
- Flexible and adaptable approach, including covering events and out-of-hours work when required
- Willingness to learn and develop new skills

The person undertaking this role is expected to work within the policies, ethos and aims of BCC and to carry out such other duties as may reasonably be assigned by the Head teacher

How To Apply

Applications should be completed using the application form along with our recruitment monitoring form (both available on our website) and supporting statement (no more than two sides of A4).

Your supporting statement should demonstrate how you would fulfil the job description and the degree to which you meet the person specification.

Please email the documents to office@bourne.org or post to Mrs Menzies (Headteacher's PA) no later than the advert deadline.

Suitable candidates may be invited to interview prior to the closing date, and we reserve the right to close the vacancy early should sufficient applications be received.

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