



**APPLICATION PACK:**

**TECHNOLOGY TECHNICIAN  
(part-time)**



## **Technology Technician**

**Salary:** Grade C (*range currently equates to £5,786 to £6,029 per annum*)

**Hours:** 10 hours (worked over 2 days, as agreed between 8.30am and 4pm)

**Start date:** ASAP

We require a Technology Technician on a permanent contract starting as soon as possible, to work for 10 hours per week worked over 2 days with our Technology Team. The role will also involve working to support teachers, in the practical delivery of the Technology curriculum at both Key Stage 3 and 4, providing a safe and enriched learning experience for all students.

The successful candidate will have an interest in supporting young people and will need to have a professional but friendly manner, respecting confidentiality at all times. The ability to work on your own initiative as well as part of a wider team is essential. Good IT skills are also required.

To request an application pack please email Mrs Amanda Simmons via [a.simmons@cowplainschool.co.uk](mailto:a.simmons@cowplainschool.co.uk) or access via [www.cowplainschool.co.uk/about-us/vacancies](http://www.cowplainschool.co.uk/about-us/vacancies). If you wish to apply for this post you will need to return a fully completed 'The Cowplain School' application form to Mrs Amanda Simmons, PA to the Principal, via email or post to The Cowplain School, Hart Plain Avenue, Cowplain, Waterlooville, Hants, PO8 8RY.

**The closing date for receipt of applications is Monday 28<sup>th</sup> April 2025 at midday.**

*The Academy reserves the right to interview earlier should suitable candidates apply.*

*The Cowplain School is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to Disclosure and Barring Service checks along with other relevant employment checks.*



### **Join us on our journey to outstanding!**

Thank you for your interest in the post of **Technology Technician** at The Cowplain School. I sincerely hope that you will continue your application and wanted to share with you a few words that I hope will convince you to apply.

I know that applying for a new position is a big decision so I thought it would be useful to explain why I think The Cowplain School is the right choice for your career; firstly, the school is part of a community that values it and parents and students enjoy attending Cowplain and are very proud of it.

Secondly, the school provides a caring and inclusive environment that values each child. Staff are committed to ensuring the best outcomes for those that they teach and work with and there is a very positive feeling and ethos in the school which I am determined to maintain.

Thirdly, we have an exciting challenge ahead of us to raise the standards of attainment, achievement and behaviour in the school. Results have already improved dramatically but they need to improve further and I am looking for staff who can help raise standards. I am extremely ambitious for the school and its students and require colleagues who share this ambition.

The desire to accept the challenge should, I trust, be one that inspires and motivates you to apply; if you are successful I can offer you the opportunity to play a big part in the continued and future success of The Cowplain School through the chance to enhance the whole school experience for each child.

For more information about the school, please consult our website [www.cowplainschool.co.uk](http://www.cowplainschool.co.uk). To receive more information or ask any questions that may inform your application, please contact Mrs Amanda Simmons, PA to the Principal:

[a.simmons@cowplainschool.co.uk](mailto:a.simmons@cowplainschool.co.uk)

Once again, thank you for your interest in the post.

Ian Gates  
Principal



### **Information for applicants**

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The Cowplain School  
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## THE COWPLAIN SCHOOL

### Job Description

<b>Post Title:</b>	Technology Technician
<b>Grade:</b>	C (10 hours per week)
<b>Responsible to:</b>	Head of Science and Technology

#### **Principal Responsibilities/Duties**

We are currently seeking a motivated and enthusiastic Technology Technician to support our successful technology department with the highest standard of technical support, ensure safe equipment use and day to day assistance.

The role is integral to the effective operation of the department and will entail support in the popular subject areas of Design and Technology at Key Stage 3 and Engineering and Textiles at Key Stage 4. You will be required to prepare for practical lessons, support teaching staff and students across all key stages with the use of all machinery including saws, drills and also the use of laser cutters.

This hands-on role will provide you with an opportunity to showcase your creative flair and pass on your skills and expertise to our students; providing them with the tools to help fulfil their career ambitions in engineering and design.

#### **The role would further require**

1. Preparing resources for lessons to assist teachers in delivering the curriculum.
2. Assisting with the setting up of lessons requiring equipment and materials.
3. Maintaining a safe and tidy working environment in the workshops and preparation areas.
4. Maintaining equipment and appropriate resources. Cleaning and clearing out storage cupboards and areas as required, to ensure that the storage of equipment and materials is correct.
5. Cleaning and ensuring the maintenance of work benches, fittings and other equipment within the area of responsibility.
6. Monitoring resources and maintaining inventories of equipment and tools.
7. Assisting with periodic inspection of equipment, fittings and apparatus to ensure they continue to be in working and safe order.
8. Carrying out visual and other routine safety checks, ensuring that COSHH and other Health and Safety regulations are applied in all procedures and areas for which responsibility is allocated.
9. Unpacking and checking the receipt of equipment and material orders.
10. Assisting with clerical and administrative duties, updating departmental records.
11. Shopping locally for necessary materials.

#### **OTHER DUTIES**

Such other duties as may reasonably be allocated by the Head of Science and Technology and the Principal within the purview of the post.