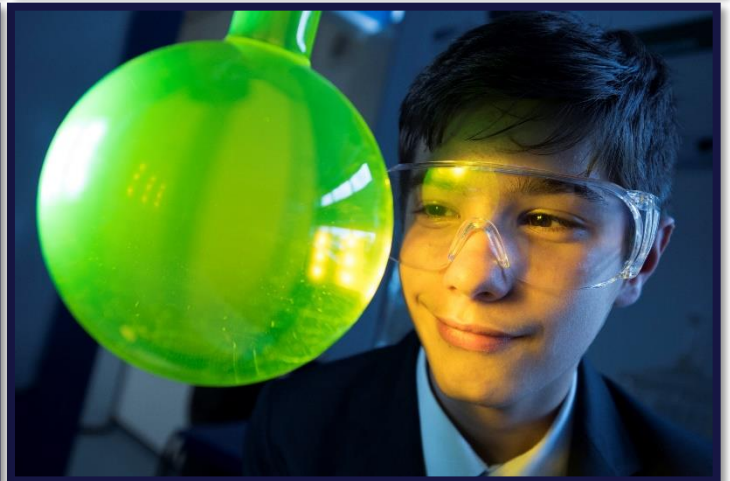


# Arts & DT Technician

## Information for Applicants



September 2026

Dear applicant,

I am delighted that you are looking to apply for a job here at Birchwood Community High School. I feel very lucky to be the headteacher at this vibrant school. BCHS is an amazing place to work, with a unique sense of spirit and community – it is warm and welcoming, people-focused and totally dedicated to the community that we serve.

Our staff are passionate about education and believe that all young people should be inspired to be the very best that they can be. Our vision and values articulate the things that we put importance on and also encapsulate the school's spirit: we are a team. The staff know this, our parents/carers know this and, most importantly, our students know this. Our vision at BCHS is to have students who understand the power of aspiration, knowledge and kindness.

We believe in the power of knowledge and the importance of a challenging, word-rich curriculum for all. That said, we are not all about the academic, we actively teach social responsibility and direct students in acts of kindness within the school setting but also in our wider community. We view it as our duty to ensure they leave us with high aspirations, secure knowledge and a kind heart.

We pride ourselves on the core ethos of our school being underpinned by the strongest foundations of discipline, respect, tolerance and compassion – we ensure our students are equipped with a strong moral compass. We offer a very strong extra-curricular programme with every member of staff offering a provision, it is an aspect of our school community that we are very proud of, and rightly so.

We know that our students are excellent people, and they thrive in a culture of achievement and success; we have high expectations, encouraging them to be aspirational in their learning and to enjoy all aspects of school life. Academic standards at BCHS are good for all students irrespective of their starting point. However, we know that we are all capable of even more. We continue to strive to improve levels of student achievement and move towards being recognised as outstanding in all areas.

Our website and this application summary can only give you a flavour of who we are, but I hope that it will inspire you to apply for the Technician vacancy. If you have any questions or need any further information about this fantastic opportunity, please do not hesitate to contact the us on [joinus@birchwoodhigh.org](mailto:joinus@birchwoodhigh.org)

**Vacancy details:**

**Salary Scale**

NJC Grade 4 £25,989 - £26,403, TTO plus1 week. Actual Pay is £22,356 - £ 22,712

**Start Date:**

October 2026

**Contract**

Permanent



**Birchwood**  
Community High School

Birchwood Community High School  
Brock Road, Birchwood,  
Warrington, Cheshire, WA3 7PT

Tel: 01925 853500  
Email: [contactus@birchwoodhigh.org](mailto:contactus@birchwoodhigh.org)  
[www.birchwoodhigh.org](http://www.birchwoodhigh.org)



**Method of Application**

The preferred method of application is electronically via email. All applications must be made using the school's application form. Applications will be shortlisted for interview and the HR Manager will contact those selected regarding the time and venue. Applicants who have not been contacted within two weeks of the closing date can assume that on this occasion their application was unsuccessful.

**Closing Date**

Applications received after the closing time of 9am on Tuesday 29<sup>th</sup> September 2026 will not be considered.

**Interview Dates**

Week commencing 28<sup>th</sup> September 2026.

**Safeguarding**

All staff who teach, train or work regularly with children aged up to 18 and vulnerable adults are required to comply fully with legislation and Birchwood Community High School policies and practices to ensure learners are safeguarded and protected. The school is committed to safeguarding and promoting the welfare of children. (Rehabilitation of Offenders Act 1974).

Please feel welcome to come and have a visit before applying, but be assured that whether you visit or not, it will not affect the short-listing process. If you would like to have a look round, please email our HR Manager, Tina Wiegand ([twiegand@birchwoodhigh.org](mailto:twiegand@birchwoodhigh.org)) to arrange.

Thank you for considering our truly amazing school as the next chapter in your career, and hopefully I will be reading your application soon.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'E Mills'.

Emma Mills  
Headteacher



**‘There is a ‘buzz’ of energy in classes, reflecting pupil’s positive attitudes to their learning.’**



## Our Vision

Team Birchwood believe in the power of aspiration, knowledge and kindness. We know that we achieve our best when we work together.

## Our Ethos

High aspirations, high expectations and high achievement rely upon a positive working environment based upon respect. For us, respect means consistent positive regard for everyone in our learning community. A strong moral purpose enables students in our school to grow into independent, responsible young adults who can access a happy and healthy future.

At Birchwood we strive to ensure that every lesson counts, for every child, every day. We expect teachers to deliver engaging lessons that ensure students acquire powerful knowledge and develop both essential and desirable skills. For this to happen, behaviour must enable every teacher to teach and every child to learn. We expect students to come ready each day to challenge themselves to be the very best they can be. We have a wide variety of extra-curricular activities to help children develop all their skills and talents and there are many opportunities to develop their leadership skills throughout their school life.

## Our Mission

We are 100% committed to our students. We seek to sustain a community that is rooted in respect and the belief that every student can succeed. We endeavour to equip our young people with the qualities, qualifications and values that will enable them to lead fulfilling lives and become responsible citizens. We want the children in our care to leave us with high aspirations, secure knowledge and a kind heart.

We maintain high standards of ethics and behaviour; one of the ways this is by embracing the British Values: democracy; the rule of law; individual liberty and mutual respect; and tolerance of those with different faiths and beliefs.

## Our Aims

We wish for our students to be:

- safe, happy and cared for in a secure and supportive environment.
- supported and challenged to do their best through excellent teaching, a broad and balanced curriculum and a wide variety of experiences.
- recognised, celebrated and rewarded for all their achievements that they develop confidence and independence.
- developed emotionally, intellectually and morally so that they are able to be successful in the rapidly changing, multicultural society in which we live.
- successful, whether through academic qualifications or a more vocational route, so they can move on to the next stage in their life.



# School Profile

- We joined One Community Multi Academy Trust on 1 September 2023
- The school is of an average size with 900 currently on roll.
- The most recent OFSTED inspection (December 2024) judged the school to be Good in all areas.
- The percentage of students on the Pupil Premium register is 39.1%, which is above the national average.
- The proportion of students with SEND (EHP) is in-line with the national average.
- Most students are of white British heritage.
- Students arrive at the school with outcomes broadly in line with national averages.

## JOB DESCRIPTION

|                                       |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
|---------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job title                             | <b>Arts &amp; DT Technician</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           |
| Reporting to                          | <b>Head of Faculty (HOF)</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                              |
| <b>Job Purpose</b>                    | To support school leaders and teaching staff at Birchwood Community High School in the delivery of high-quality Design & Technology and Art & Design provision by preparing rooms, equipment, materials and learner resources so lessons run safely, efficiently and effectively.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         |
| <b>Key Tasks and Accountabilities</b> | <p><b>Lesson and Resource Preparation</b></p> <p>Ensure Design &amp; Technology and Art &amp; Design rooms, studios and workshops are ready for teaching, including setting out equipment, tools, machinery, consumables and materials.</p> <ul style="list-style-type: none"> <li>• Prepare ingredients, materials and kits for practical lessons (including food, textiles, resistant materials and art materials) in accordance with teachers' specifications and health &amp; safety requirements.</li> <li>• Generate and prepare learner resources and worksheets from specifications provided by teachers (e.g. templates, cut lists, stencil work, digital printing files).</li> <li>• Set up demonstration areas and specialist equipment prior to lessons and clear/clean rooms on completion.</li> <li>• Maintain attractive and curriculum-relevant displays of pupil work and regularly update displays as directed by teaching staff.</li> </ul> <p><b>In-lesson and Departmental Support</b></p> <ul style="list-style-type: none"> <li>• Support the class teacher in the smooth running of practical lessons by assisting with equipment use, supervising safe tool/machine operation where appropriate and ensuring materials are used correctly.</li> <li>• Monitor and help maintain student safety in workshops, food areas and art rooms, intervening to highlight hazards to staff and students.</li> <li>• Provide administrative and practical help for Department/Subject Leaders to support day-to-day running of the subject area, including photocopying, laminating, simple digital file management and preparation of assessment folders.</li> </ul> <p><b>Resource Management and Stock Control</b></p> <ul style="list-style-type: none"> <li>• Order departmental resources and consumables; receive deliveries and store items safely and securely.</li> <li>• Undertake regular stock checks, maintain inventory records and advise teaching staff on re-ordering needs and budgetary implications.</li> <li>• Ensure safe storage and appropriate labelling of materials, tools, chemicals, paints and other potentially hazardous substances, complying with COSHH and other relevant guidance.</li> </ul> <p><b>Health &amp; Safety, Maintenance and Compliance</b></p> <ul style="list-style-type: none"> <li>• Help ensure Health &amp; Safety standards are maintained during lessons and in department spaces, following school policies and statutory guidance.</li> <li>• Carry out routine equipment checks and basic maintenance; escalate faults to appropriate staff and keep records of service/repairs.</li> <li>• Maintain up-to-date knowledge of relevant safety guidance (e.g. COSHH, manual handling, workshop machine safety) and ensure signage, risk assessments and safe systems of work are in place where applicable.</li> </ul> <p><b>Presentation and Environment</b></p> |

|                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |
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|                                                                                                                                                                                                                                                                           | <ul style="list-style-type: none"> <li>• Prepare and mount learner work attractively to showcase achievement and progress across the curriculum.</li> <li>• Keep departmental areas tidy, safe and welcoming to support positive student behaviour and wellbeing.</li> </ul> <p><b>Professional Participation and Flexibility</b></p> <ul style="list-style-type: none"> <li>• Take part in the staff professional development review system and take up opportunities for training and skills development.</li> <li>• Participate in induction and relevant training (including safeguarding, first aid awareness if required, and health &amp; safety).</li> <li>• Undertake other reasonable duties within the remit of the post as requested by the Headteacher or designated teacher, including occasional cover for other technicians or practical tasks across curriculum areas.</li> </ul> <p><b>Confidentiality</b><br/>During the course of employment you may see, hear or have access to, information on matters of a confidential nature relating to the work of One Community Trust. Under no circumstances should such information be divulged or passed on to any unauthorised person or organisation.</p> <p><b>Safeguarding Children &amp; Health and Safety</b><br/>One Community Trust is committed to adhering to the DFE guidance "Keeping Children Safe in Education". It is the individual's responsibility to promote and safeguard the welfare of children and young people in the school. Satisfactory references, enhanced DBS clearance &amp; social media check is required for this post. This post is exempt from the Rehabilitation of Offenders Act 1974. You are required to comply with the school's Health and Safety policy at all times.</p> |
| Please note that this is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher. |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     |

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| <p><b>All employees have the responsibility to:</b></p> <ul style="list-style-type: none"> <li>• Ensure any documentation produced is to a high standard</li> <li>• Be aware and comply with policies, protocols and procedures relating to safeguarding, child protection, health, safety and security, confidentiality and data protection, reporting all concerns to the appropriate person</li> <li>• Participate in training and other learning activities as required</li> <li>• Provide appropriate guidance and supervision and assist in the training and development of staff as appropriate</li> <li>• To promote the area of responsibility within the academy and beyond</li> <li>• To represent the academy at events as appropriate</li> <li>• To support and promote the academy ethos</li> <li>• To undertake any other duties and responsibilities as required that are covered by the general scope of the post.</li> </ul> |
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### **REVIEW ARRANGEMENTS**

The details contained in this job description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the Headteacher will expect to revise this job description from time to time and will consult with the post holder at the appropriate time.

### Person specification

| JOB TITLE            | GRADE       |
|----------------------|-------------|
| Arts & DT Technician | NJC Grade 4 |

NOTE TO APPLICANTS: Whilst all points on the specification are important, those marked 'E' are the key requirements. You should pay particular attention to these points and provide evidence of meeting them. Failure to do so may mean that you will not be invited to interview.

|                                      | Necessary requirements                                                                                                                                                                                   |   |
|--------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---|
| <b>Qualifications and experience</b> | GCSE (or equivalent) in English and maths                                                                                                                                                                | E |
|                                      | Relevant Level 2 qualification (BTEC or equivalent) or appropriate experience                                                                                                                            | D |
|                                      | Knowledge of health and safety regulations pertaining to schools                                                                                                                                         | D |
|                                      | Knowledge of safe working practices in relation to the handling and use of hazardous equipment and tools                                                                                                 | E |
|                                      | Able to prepare equipment and materials for lessons as requested by staff                                                                                                                                | E |
|                                      | Experience of stock control                                                                                                                                                                              | E |
|                                      | Practical skills relevant to Design & Technology and Art & Design: confident in handling and preparing materials used in resistant materials, systems & control, textiles, food, ceramics and art media. | E |
|                                      | Experience of working in a school or similar establishment                                                                                                                                               | D |
|                                      | First aid qualification or willingness to gain one.                                                                                                                                                      | D |
| <b>Skills</b>                        | Ability to form good relationship with students and staff                                                                                                                                                | E |
|                                      | Ability to communicate effectively with all members of the school community                                                                                                                              | E |
|                                      | Ability to work constructively as part of a team, understanding school roles and responsibilities including own                                                                                          | E |
|                                      | Good verbal and written communication skills appropriate to the need to communicate effectively with colleagues, students and other professionals                                                        | E |
|                                      | Good ICT skills                                                                                                                                                                                          | E |
|                                      | An enthusiastic and positive attitude                                                                                                                                                                    | E |
| <b>Other requirements</b>            | Ability to show initiative and to prioritise one's own work even when under pressure                                                                                                                     | E |
|                                      | Ability to attend training courses                                                                                                                                                                       | E |
|                                      | Able to work flexible to meet deadlines and respond to unplanned situations                                                                                                                              | E |
|                                      | Commitment to the highest standards of child protection and safeguarding                                                                                                                                 | E |
|                                      | Ability to build effective working relationships with staff and other stakeholders.                                                                                                                      | E |
|                                      | Ability to reach and bend, and to carry out some lifting/moving of equipment                                                                                                                             | E |
|                                      | Enhanced DBS Clearance.                                                                                                                                                                                  | E |

