



**Ark Boulton
Academy**

School Technician

Reporting to:	Director of PE/ Operations Manager
Start Date:	September 2026
Location:	Ark Boulton Academy, Golden Hillock Road, Birmingham, B11 2QG
Contract:	Permanent
Working Hours:	Part time
Salary:	Band 5, point 5 -12 (£25,583 – 28,598)
Closing Date:	Monday 20th July 2025 at 10am

As a School Technician, you will support teaching and learning across the academy by ensuring that equipment, resources and learning spaces are prepared, maintained and available for lessons. You will provide practical and technical support to staff and students, maintain high standards of health and safety, contribute to the smooth day-to-day operation of the school, and provide practical support to the wider Site and Facilities team.

- Prepare and set up equipment, materials and resources required for lessons and practical activities.
- Move, transport and prepare equipment before lessons and ensure all equipment is safely stored away afterwards.
- Support teachers with practical demonstrations and classroom activities where appropriate and under their direction.



Respect



Curiosity



Perseverance

Key Responsibilities

Learning Support

- Prepare and set up equipment, materials and resources required for lessons and practical activities.
- Move, transport and prepare equipment before lessons and ensure all equipment is safely stored away afterwards.
- Support teachers with practical demonstrations and classroom activities where appropriate and under their direction.
- Assist staff in sourcing and preparing resources required for teaching and learning.
- Photocopy teaching resources and other curriculum materials as required.
- Assist departmental staff in developing appropriate teaching and learning resources, including preparation for examinations.
- Ensure equipment and resources are available, functioning correctly and returned to the appropriate storage areas after use.
- Support school events, fixtures, trips, exhibitions and other curriculum-related activities as required.
- Accompany students to meetings, appointments or the main reception when requested.

Equipment and Resource Management

- Maintain, service and organise equipment, tools and resources to ensure they remain safe, clean and fit for purpose.
- Order, receive and maintain stock of curriculum equipment, resources and kit.
- Monitor stock levels and maintain accurate inventory records.
- Report faulty or damaged equipment promptly and arrange repairs or replacement where appropriate.
- Retrieve equipment from difficult-to-access locations, where safe to do so (e.g. sports equipment).
- Ensure all equipment is returned to the appropriate storage area at the end of lessons.

Health & Safety

- Ensure all work areas, preparation rooms and storage areas are maintained to a high standard and kept clean, tidy and free from hazards.
- Monitor student changing rooms, where required, to support the smooth and safe running of lessons.
- Clean and maintain reusable equipment, including washing bibs and other PE resources.

- Ensure equipment is used, stored and maintained in accordance with health and safety requirements.
- Carry out routine safety checks and support departmental risk assessments.
- Ensure statutory health and safety regulations are adhered to, immediately reporting any concerns to the relevant line manager.
- Provide First Aid as required.

Educational Visits and Extra-Curricular Activities

- Act as a second member of staff to support PE fixtures and educational visits where required.
- Provide additional supervision for off-site PE activities and educational visits in line with school procedures.
- Support the safe organisation, transport and return of equipment for extracurricular activities and events.

Site Support

- Lock and unlock designated areas of the school premises in accordance with academy procedures.
- Assist with setting up and dismantling venues for school events, including examinations, parents' evenings, careers events, performances, Art Fest, open evenings and other academy functions.
- Carry out litter picking and general site tidiness to help maintain a safe, clean and welcoming environment.
- Empty bins and dispose of waste in accordance with academy procedures.
- Support office and classroom relocations, including moving furniture, equipment and resources.
- Assist with general site tidy-ups and presentation for VIP visits, inspections, events and other important occasions.
- Support the wider Site and Facilities team with reasonable operational tasks as directed by the line manager.

General

- Actively promote the safety and welfare of our children and young people.
- Ensure compliance with Ark's data protection policies and procedures.
- Liaise confidently and professionally with colleagues and external contacts at all levels.
- Work collaboratively with Ark Central and other academies across the Ark network, sharing good practice where appropriate.

This job description is not exhaustive, and you will be expected to undertake any other reasonable duties as directed by your line manager.



Person Specification: Art/Design Technology Technician

Qualifications

- Maths and English GCSE at grade C or above (or equiv)
- Health and Safety qualification or training or commitment to work towards
- Qualification in relevant field, desirable
- First Aid qualification or training or commitment to work towards, desirable

Knowledge, Skills and Experience

- Experience of maintaining tools and machinery in a workshop or school
- Awareness of safety issues as appropriate to the post, including health and safety risk assessments
- Strong IT, administrative and organisational skills
- Excellent communication and interpersonal skills with children and adults
- Able to deal with minor incidents including first aid

Behaviours

- Genuine passion for and a belief in the potential of every pupil
- A robust awareness of keeping children safe, noticing safeguarding and welfare concerns, and you understand how and when to take appropriate action.
- Belief that every student should have access to an excellent education regardless of background
- Professional outlook, detailed orientated and able to multi-task and meet deadlines
- A team player that can work collaboratively as well as using own initiative
- Helpful, positive, patient and caring nature
- Calm and professional under pressure
- Understanding of the importance of confidentiality and discretion
- Flexible attitude towards work and demonstrates sound judgement

Other

- Right to work in the UK
- Commitment to equality of opportunity and the safeguarding and welfare of all students
- Willingness to undertake training
- This post is subject to an enhanced DBS check

Ark is committed to safeguarding and promoting the welfare of children and young people in its academies. In order to meet this responsibility, its academies follow a rigorous selection process to discourage and screen out unsuitable applicants.

Ark requires all employees to undertake an enhanced DBS check. You are required, before appointment, to disclose any unspent conviction, cautions, reprimands or warnings under the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975. Non-disclosure may lead to termination of employment. However, disclosure of a criminal background will not necessarily debar you from employment - this will depend upon the nature of the offence(s) and when they occurred. To read more about Ark's safer recruitment process, please click this [link](#).