



Dear Applicant

Thank you for showing an interest in the Technology Technician post at Portchester Community School.

We are seeking to appoint an adaptable individual to work as part of the Technology department team within a busy school environment.

As a school we invest heavily in support and training and have a commitment to individual professional development.

All of the information required for application is available through our school's website; please ensure all forms are completed as instructed.

Visits to the school are welcome as well as informal discussions to support and inform your application. Please email recruitment@portchester.hants.sch.uk or call the school on 023 9236 4399, to arrange a visit.

Once again, thank you for showing an interest in this post and I wish you every success in your application.

Yours faithfully

Mr R Carlyle
Headteacher



Technology Technician
Permanent, Part Time - 30.4 hours per week
Term time only plus one week (40 weeks)
Grade C
Actual Salary: £18,154 to £18,917 p.a.
Full Time Equivalent salary: £25,186 to £26,244 p.a.
Closing date: Friday 8 May 2026

We seek an individual with excellent communication skills and a flexible approach to provide technician support to Technology and Food Technology.

Key aspects of the role include:

- Organising resources, maintaining records and ensuring appropriate standards of hygiene and food organisation are adhered to in Food Technology
- Stock control and managing resources
- Workshop organisation, including overseeing the maintenance and safe storage of equipment and supplies
- General office duties
- Maintaining a safe, clean and tidy environment for pupils
- Leading groups of students/demonstrating to groups of pupils
- Line management will be overseen by a Senior Technician and supported by the Subject Leader of Technology

The successful candidate will be capable of working directly with pupils in a classroom environment.

There will be a requirement to complete an online Food Hygiene course as well as machine tools. Training will be provided for the right candidate.

GCSE Grade C (or equivalent) in English and mathematics is essential.

Portchester Community School is a strong 11-16 Local Authority school of approximately 700 pupils with a resourced provision for physically disabled pupils. The school was last inspected by Ofsted on **30–31 January 2024**, with the final report published on **7 March 2024**. A full copy is available from the school website.

The school was judged:

- **Good** overall
- **Good:** Quality of Education
- **Good:** Behaviour and Attitudes
- **Outstanding:** Personal Development
- **Good:** Leadership and Management

Key Themes from the 2024 Ofsted Report:

- The curriculum is **ambitious and well-sequenced**, and teachers provide strong subject expertise.
- Behaviour is good, pupils feel safe, and pastoral support is strong.
- Reading is central to school culture.
- The school is described as **highly inclusive**, with well-understood and well-supported SEND student needs.
- Pupils benefit from **rich extracurricular opportunities**, including arts and sports programmes.
- Some subjects require improvement in how new learning is introduced; staff training is underway to address this.

Within the school we also have a resourced provision for physically disabled students who are integrated fully into the life of the school, which brings a richness and variety to the curriculum and adds to our extensive after school provision. As a community school we also run a local nursery and a pre-school.

Visits to the school to help inform applications are welcome and encouraged. If you would like to find out more about the school then please email Mr Nick Cousins, Deputy Headteacher – n.cousins@portchester.hants.sch.uk

To apply:

An application pack is available from the school website: www.portchester.hants.sch.uk/vacancies under the 'About Us' menu, or email: recruitment@portchester.hants.sch.uk

Please email your completed application to recruitment@portchester.hants.sch.uk, or send to Portchester Community School, White Hart Lane, Portchester, Fareham, Hampshire, PO16 9BD, marked for the attention of Mrs Y Boxall, Personnel Services Leader. Please return the equalities monitoring form in line with the details shown on the form.

Please be aware that a Hampshire County Council application form must be completed, as CVs are not accepted.

Closing Date: Noon on Wednesday 15 April 2026.

Portchester Community School is committed to safeguarding and promoting the welfare of children and young people and expects 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.

Online searches will form part of the pre-employment checks on shortlisted candidates.

We are committed to creating a diverse workforce and applications are encouraged regardless of sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are 'spent'. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website.
DBS filtering guidance - GOV.UK (www.gov.uk)



Headteacher: Mr R Carlyle BEd (Hons)

Portchester Community School

White Hart Lane, Portchester, Fareham, PO16 9BD. Telephone: 023 9236 4399

Technology Technician

JOB DESCRIPTION/LOCAL LIST OF DUTIES

Responsible to: Senior Technician / Subject Leader for Technology

The post requires you to provide a support service complementary to the teaching activities in this school, as outlined in Hampshire County Council's Manual of Personnel Practice, which has been adopted by the Governing Body of this school.

To carry out duties correctly and promptly in a good working atmosphere and to assist in the creation of a safer environment by adhering to Health and Safety Regulations and agreed Codes of Practice for HCC employees.

The holder of this post will work under the day-to-day direction of the Senior Technician and Subjects Leader for Technology and take guidance from the class teacher. Qualities of flexibility and a willingness to provide quick and efficient service are required.

The post holder is responsible for ensuring that all school and County Safeguarding policies are adhered to and concerns are raised in accordance with these policies.

1. Teaching, Learning and the Curriculum

- 1.1 Preparing and set up classroom equipment needed by teachers for class use.
- 1.2 Supporting and assisting teachers in class with practical lessons in Technology, and Food Technology.
- 1.3 In line with teacher instructions, lead demonstrations to groups of pupils when required.

2. Monitoring and Evaluation

- 2.1 Processing Progress Reviews and assessment sheets, checking, collating, photocopying and maintaining records, including spreadsheet management and databases.

3. Leading and Managing People and Relationships

- 3.1 Personal Development /Training – involvement in 'in-house' training and external courses to develop expertise and keep skills and knowledge up to date, e.g. Health and Safety, Manual Handling, Food Hygiene certification.

- 3.2 Encourage good pupil behaviour and work.
- 3.3 Liaising with contractors and repairers to ensure that work is carried out to specification, as and when required.
- 3.4 Develop good working relationships with pupils and staff.
- 3.5 Liaise with the Site and Facilities Manager to conduct periodic safety checks on equipment and materials.

4. Managing Resources

- 4.1 General Office duties.
- 4.2 Photocopying students' handouts, information sheets, letters, meeting agendas, minutes etc.
- 4.3 Study Guides, making up/instruction booklets for pupils. To include design sheets to be used by teachers and pupils.
- 4.4 Preparing inventories for stock control including; identifying when stocks are running low, ordering supplies, checking orders, recording and storing supplies when received.
- 4.5 Dealing with telephone/email enquiries from/to suppliers and resolving issues.
- 4.6 Organising resources, maintaining records and inventories in line with Health and Safety requirements, including ensuring that agreed checklists are completed for food stored in cupboards, fridges and freezers, disposing of 'out of date' items and maintaining appropriate standards of hygiene and food organisation.
- 4.7 Regularly ensuring that materials and equipment are in good and usable use, identifying and resolving problems, identifying potential hazards, and contacting outside agencies when equipment/machinery needs servicing/replacement/repair.
- 4.8 Testing of portable appliances and minor maintenance and recording results.
- 4.9 Workshop organisation – fitting bandsaw blades, sharpening tools, cleaning, painting, maintenance of tools and machinery, devising storage racks/systems.
- 4.10 Overseeing the safe storage of equipment and supplies in line with requirements and maintaining appropriate records.

5. Improvement

- 5.1 Room displays, preparation of boards, labels, posters, heading etc.
- 5.2 Contribute to the appropriate sections of the School's Improvement Plan, meeting agreed timescales and criteria.
- 5.3 Participate in the school's Appraisal process.

6. Accountability

- 6.1 Be aware and comply with policies and procedures relating to safeguarding, child protection, equal opportunities, health and safety and security and data protection.
- 6.2 Maintaining a safe environment within Technology in line with Health and Safety requirements. Preparation room to be kept clean and tidy, free from obstruction.
- 6.3 All relevant Health and Safety requirements for technology areas to be adhered to.

Person Specification

Essential Skills & Knowledge

Practical knowledge of tools, machinery and workshop processes used in Secondary Design and Technology and Catering departments.

Understanding of health and safety regulations (including COSHH).

Ability to work independently and prioritise workload efficiently.

Strong organisational skills and attention to detail.

Good communication skills with both staff and students.

Desirable

Experience using CAD/CAM equipment.

Experience working in a school or educational environment.

First Aid qualification.

Knowledge of food preparation, i-media or engineering—depending on department needs.

Personal Qualities

Reliable, adaptable and proactive.

Calm under pressure and able to support practical lessons safely.

Creative, resourceful and willing to learn new technical skills.

Commitment to safeguarding and promoting the welfare of young people.

Safeguarding Responsibilities

Adhere to the school's safeguarding and child protection policies.

Report concerns regarding student welfare immediately and appropriately.

Maintain professional boundaries at all times.

Physical Requirements

Ability to lift and move materials and equipment safely.

Comfortable working in workshop environments with machinery, noise, dust and practical activity.



APPLICATION GUIDE

Vacancy Details

Details of the terms and conditions of the post are included in the Vacancy Details document. This gives information about the post, grade and salary and underlines the school's commitment to safeguarding children and young people and to equality of opportunity for all. Details of the closing date for applications, interview date, interview panel and selection procedure are included. The employment checks undertaken for the successful candidate are also shown on this document.

Job Description

This gives an overview of the purpose of the post and outlines the main core duties and any specific duties.

For a Support staff post, the Role profile describes the generic tasks of the post and may be supplemented with a Local List of Duties which specifies, at individual school level, the main duties of the role. The role profile also defines the necessary knowledge, skills and experience required at selection.

Person Specification

This outlines the qualifications, experience, skills and personal attributes which the successful candidate will need to possess. These elements are classified as either essential or desirable and are used as the basis for the shortlisting process. The person specification also outlines the basis by which other information collected as part of the recruitment and selection process will be assessed e.g. lesson/task observation, presentation, references.

The Application Form

Please ensure that you complete the relevant Hampshire County Council Teaching Staff or Support Staff application form, both of which can be downloaded from the school website at www.portchester.hants.sch.uk or the Hampshire County Council website. Please do not send a C.V. in place of the Hampshire application forms as this will not be accepted.

When completing your application form it is important to consider the Job Description/Role Profile and the Person Specification and include in your application evidence to demonstrate your skills and knowledge. Applicants should meet the essential criteria detailed in the Person Specification and it will be advantageous to demonstrate some of the desirable criteria.

Application Process

Once completed, please send your application form for the attention of Mrs Y Boxall, Personnel Services Leader, to arrive by the deadline specified in the advertisement and Vacancy Details information.

When received, we will hold your information securely, in line with our Data Protection policy and Privacy Notice for job applicants. Please refer to the Privacy Notice for Job Applicants available on our website.

Please remember to complete the Equalities Monitoring form which is included as part of the application pack and return it as detailed on the form. This information will enable the school to monitor the effectiveness of its equality policy and ensure that all staff and applicants receive fair and equal treatment at all times.

As part of this policy, it is essential that we monitor the profile of our applicants in relation to gender, ethnic origin, disability, sexual orientation and age.

The information on this form will not be shared with the selection panel and will be used for statistical purposes only. It will not form any part of a record on you as an individual, unless you are subsequently appointed to the school, in which case it may be held as part of a computerised personnel record on the school's HR system which is available for your inspection.

All application forms are logged on receipt and although we do not currently acknowledge receipt, we are more than happy for you to contact the school for confirmation that your application has been received. Again, please contact Mrs Boxall by email (recruitment@portchester.hants.sch.uk), or via the school on 023 92 364399.

The Short-listing Process

The interview panel will undertake the short-listing process and candidates will be assessed against the job description/role profile and the essential and desirable aspects of the person specification. Candidates selected for interview will be contacted by telephone or email. Candidates will be advised of any tasks or lessons they will be asked to undertake as part of the selection process.

Please be advised that if you have not been contacted within two weeks of the closing date, your application has been unsuccessful on this occasion.

The Interview Process

The interview panel for all teaching posts will comprise the Headteacher, Mr Richard Carlyle, a member of the Senior Leadership team, usually either the Deputy Headteacher or Assistant Headteacher, together with the Subject Leader for the relevant department. For Subject Leader posts, a school Governor may also be included in the interview panel.

The purpose of the interview is to assess the candidate's suitability for the post and give both the panel and the candidate an opportunity to gain further information before making a successful appointment. It is also an opportunity to seek clarification on information provided in your application form.

As part of due diligence checks online searches will be completed on all shortlisted candidates prior to interview.

The interview will also assess the candidate's suitability to work with children and will include questions relating to safeguarding and promoting the welfare of children.

Candidates will be asked the same core questions relating to the requirements of the post, however relevant supplementary questions may also be asked.

During the interview process notes will be taken.

References

It is our policy to approach both referees noted on the application form **prior to interview** for a reference. As stated on the application form one of your referees must be your present employer e.g. Headteacher.

Offers of Appointment

Appointments are subject to satisfactory completion of all relevant pre-employment checks including a Disclosure and Barring Service check and medical clearance from the Hampshire County Council Wellbeing unit.

Statement on Safer Recruitment

Statutory Guidance “Keeping Children Safe in Education”, issued by the Department for Education, requires the school to have written recruitment policies and procedures in place to prevent people who pose a risk of harm from working with children.

The Governing Body recognise that promoting the welfare of children and young people is integral to the recruitment and selection process and essential to creating a safe environment for children and young people. The school is committed to ensuring that recruitment and selection activities are undertaken in a fair and transparent way and that appointments are based on the candidate judged to be most suitable. The aims of the school’s Recruitment Policy are therefore to: attract and appoint the highest calibre of applicants; ensure safe and equitable recruitment and selection is conducted at all times; deter, identify and reject applicants and volunteers who are unsuitable to work with children and young people.

In accordance with the School Staffing (England) Regulations 2009, at least one person on an appointment panel will have undertaken safer recruitment training.

The full Recruitment Policy is available on request to any member of staff and all prospective applicants and volunteers.

The school’s Child Protection policy and Safeguarding policies are available on request or on the school’s website www.portchester.hants.sch.uk

What to bring to interview

Applicants selected for interview are asked to refer to the “Pre-employment checklist for Candidates” sent with the interview invitation letter and bring documentation as outlined. This will include original qualifications certificates and proof of identity (preferably photographic, such as a photocard driving licence or passport).

In order to meet our legal obligation under the Immigration, Asylum and Nationality Act 2006, the school must ensure that evidence has been seen and checked to confirm eligibility to work in the United Kingdom. Therefore, candidates selected for interview must bring relevant documentation to confirm this, as outlined in the Pre-employment Checklist for Candidates.

Thank you for your interest in this post at Portchester Community School.

Successful Confident Responsible

Portchester Community School is committed to safeguarding and promoting the welfare of children and young people and expects 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.



Headteacher: Mr R Carlyle BEd (Hons)

White Hart Lane, Portchester, Fareham, Hampshire PO16 9BD

T: 023 9236 4399 | **F:** 023 9220 1528 | **E:** office@portchester.hants.sch.uk | www.portchester.hants.sch.uk

Details about the post: Technology Technician	
<i>Salary:</i>	Grade C. Actual Salary: £18,154 to £18,917 p.a. Full Time Equivalent Salary: £25,186 to £26,244 p.a.
<i>Contract Type:</i>	Permanent, 30.4 hours per week Term-time only plus one week (40 weeks) Monday to Friday 6.08 hours per day.
Safeguarding of pupils:	
<i>School statement:</i>	Portchester Community School is committed to safeguarding children and promoting the welfare of children and young people and expects 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.
Context for the vacancy:	
<i>Start date:</i>	Dependent on candidate availability.
Terms and conditions:	
<i>School statement:</i>	This post is offered subject to the Employment in Hampshire County Council agreement (EHCC07) in conjunction with other Hampshire and school pay policies.
Equalities Statement:	
<i>School statement:</i>	<p>The Governing Body of the school is committed to equality for all in the appointment, development, training and promotion of staff, and in all dealings with pupils and parents of the school.</p> <p>The Governing Body recognises the value of a diverse and inclusive workforce and governors and managers will operate at all times within the requirements of anti-discrimination legislation and will promote equality in its staffing decisions.</p> <p>The Governing Body will wherever possible make reasonable adjustments to recruitment processes, working conditions or the working environment, to help overcome practical difficulties created by applicants or members of staff who have a disability.</p> <p>The over-riding premise that will be adhered to in matters of equality, by all governors and staff in the school, is that everyone has the right to be treated with dignity and respect whatever their age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race or belief, sex or sexual orientation.</p> <p>All applicants are invited to indicate whether they have any special requirements to enable them to submit an application.</p>

Information about the recruitment and selection process:	
<i>Closing date for applications</i>	Please email your completed application form to recruitment@portchester.hants.sch.uk by noon on Friday 8 May 2026. If you intend to email the equality monitoring form, please send in a separate email to recruitment@portchester.hants.sch.uk with the title: 'Confidential - equality monitoring form'. If you would like confirmation that your application has been received, please contact the school on 023 9236 4399 or email: recruitment@portchester.hants.sch.uk
<i>Interview date:</i>	TBC.
Employment checks required:	
1	Fully completed application form
2	Rehabilitation of Offenders Act declaration
3	Right to work in the UK
4	Disclosure and Barring Service check.
5	Employment history including explanation of any gaps
6	Proof of academic and professional qualifications
7	Occupational Health check
8	Professional character references

If you have any questions about the detail contained within this document or any other aspect of the information sent to you, please do not hesitate to contact the school.

School policies including the Recruitment Policy and Equality Policy are available on request.



Job Hazard Form

This form highlights hazards related to the role that could pose a risk to the post holder.

Role Title: **Technology Technician**

Manual Handling

The types of manual handling operation involved in this role are *objects*.

These manual handling operations are required on a *daily basis*.

The weights involved in these manual handling operations are 6-10 kg.

Display Screen Equipment

This role will require the postholder to be a Display Screen Equipment User. This will involve use of a *laptop/desktop computer, virtual learning platform*.

Job Characteristics

This role involves working with children and young people *between 11 and 16 years old*. This role *also involves working with children and young people with special needs including those with physical disabilities*.

This role involves working with *kitchen utensils and food handling*.

This role also has potential to involve *verbal abuse and/or aggression and this is likely on an infrequent basis*. The role is *also likely to require behaviour management interventions for which the postholder will be trained*

Work Environment

This role also involves working in an environment where there is noise.

This role also involves working in an environment where there are hot surfaces.

Work Equipment/Machinery

This role also involves working with craft knives, hand-held tools and machinery (e.g. moving machinery, hand-powered and hand-guided tools).

This role also involves working with hand-held tools (eg. *electrical equipment – food processors, blenders*)

COSHH (Control of Substances Hazardous to Health)

The postholder will come into *regular* contact with wood dust.

The postholder will come into *regular* contact with chemicals such as cleaning products which may be an irritant.

Applicants should be aware that where roles are exposed to hazardous risks, risk assessments are undertaken and control measures are put into place where possible.



Policy Statement

This post is covered by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are 'spent'. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provide that when applying for certain jobs and activities, certain convictions and cautions are considered 'protected'. This means that they do not need to be disclosed to employers, and if they are disclosed, employers cannot take them into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website:

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

Portchester Community School is committed to safeguarding and promoting the welfare of children and young people and expects 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.