

# OAKGROVE INTEGRATED COLLEGE

## T&D TECHNICIAN WITH SCIENCE

### The Role

PERMANENT, TERM TIME ONLY  
30 HOURS - NEGOTIABLE  
NJC MAIN PAY SCALE: MAIN TECHNICIAN 2  
£14.9917-£15.7367 per hour



We are seeking a creative, organised, and enthusiastic Technician to support the work

of our T&D and Science departments. This is an exciting opportunity to contribute to a vibrant, inclusive school community where design skills and critical thinking are highly valued. The successful candidate will play a key role in ensuring the smooth running of the departments and supporting high-quality learning experiences for our students.

### Job Purpose

Provide technical advice, support and assistance in the implementation of the school's educational programme and preparation of practical resources/experiments for KS3, GCSE & GCE Science and Technology.

The Technician is responsible to the Head of departments, and ultimately the Vice Principal and Principal.

The post holder will be responsible for the following in accordance with appropriate regulations:

### General Duties:

1. Provision and maintenance of facilities including practical and CAD resources  
(Training will be provided)
- 1.1 Preparation, organisation and construction of resources for teacher demonstrations and practical examinations.
- 1.2 Set out equipment and materials for class use and remove same when class is complete.
- 1.3 Collect, clean and store equipment and materials in designated storage areas. Ensure items are maintained in a state of 'ready for use'.
- 1.4 Dispose of used materials in a safe and approved manner.
- 1.5 Ensure that mandatory and/or statutory checks of materials and equipment are carried out by qualified personnel.
- 1.6 Inform designated line manager of materials and equipment found to be in an unsatisfactory/unsafe condition and arrange for repair and disposal of such items.
- 1.7 Ensure no unauthorised person has unsupervised access to equipment and materials when not in use.
- 1.8 Advise on health and safety issues in relation to the use of equipment.
- 1.9 Remain up-to-date on the application of new and emerging technologies, keep abreast of all relevant technical developments and where appropriate disseminate to colleagues.
- 1.10 Support all staff in ensuring the general safety of pupils.
- 1.11 Facilitate after lunchtime & afterschool sessions when required. (negotiated with line manager)
- 1.12 Assist with evacuation in emergencies.
- 1.13 Carry out minor maintenance repairs throughout the school within the competence of the employee. Be responsible for the safe working and upkeep of all labs and prep rooms.
- 1.14 Assisting with hospitality at meetings, school functions, open night.

**Administrative Duties:**

**2.** Undertake photocopying as required

**2.1** Operation of manual and/or computerised systems in relation to administrative tasks associated with the area of work

**2.2** Maintenance of inventory/records of departmental resources.

**2.3** Assistance in the ordering/purchasing, receiving, checking, storing and distribution of resources.

**2.4** Handling cash in relation to the purchase of practical materials.

**2.5** Take a lead role in the risk assessments for all practical work. (Both in class work of students and that of staff within the departments).

**2.6** In conjunction with the HODs, be responsible for the health & safety policy for the departments.

**2.7** Continuous awareness of CLEAPPS updates and inform all TD/SCI staff of this information.

**2.8** Record and archive student public exam results for KS4 & Post-16.

**2.9** Archive all GCSE and GCE digital exam papers and corresponding mark schemes in appropriate folders for teacher use.

**Other:**

**3.0** Participate full in staff training, INSET days and professional development and disseminate information as appropriate.

**3.1** Contribute to the planning and delivery of resources for school performances and shows.

**3.2** When requested, to assist with supervision of exams re access arrangements.

**Such other duties consistent with the general role above as may be required by the Principal.**

	Essential Criteria	Desirable Criteria
Qualifications	Five GCSE's (Or O levels/key skills) (Grades A*-C) to include English Language, Mathematics, Science or Technology & Design <b>OR</b> (Or equivalent e.g. city in guilds/NVQ2 or Served time in construction/Science trade)	A Level Science or Technology (Grades A*-D)  Min. Level 4 Qualification in a Science or Technology field (HNC or above)
Experience	A minimum of six month's experience working in a Technician Role <b>OR</b> A minimum of six month's experience working in a practical environment in an employment context	A minimum of six month's experience working directly with materials/machinery/CAD technologies/ Chemicals/ Health & safety role. (Any acceptable)
Skills / Abilities	Evidence of a working knowledge of:  The requirements of a Technician  Health & Safety regulations, as relevant to the role  General administrative processes and records  Information technology systems including Microsoft Word.	Familiarity with a range of materials and processes e.g. operation of circular saw, joinery skills, metal work,3D technologies, fume cupboards, experiment set ups. (Any acceptable)        Information technology systems including Outlook and Solidworks or alternative software.
Personal qualities	Good organisational and time-management skills.  Evidence of an ability to work flexibly and creatively to help ensure a child-centred learning experience.  Highly effective interpersonal and communication skills.  A commitment to contribute to the extra-curricular life of the school.  Commitment to the integrated ethos and values of Oakgrove Integrated College.	Previous experience in an integrated or inclusive educational environment.
If you are passionate about supporting learners and fostering an inclusive school environment, we would love to hear from you! To Apply: Please submit your application form and a cover letter demonstrating how you meet the essential (and desirable) criteria to <b><u><a href="mailto:info@oakgrovecollege.derry.ni.sch.uk">info@oakgrovecollege.derry.ni.sch.uk</a></u></b> by Monday 26 <sup>th</sup> January 2026.		
This criteria may be enhanced to facilitate shortlisting.		
Posts involving working with children and young people in educational establishments are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007.		