



LORETO COLLEGE COLERAINE

VOLUNTARY GRAMMAR SCHOOL

Castlerock Road Coleraine Co Derry BT51 3JZ

Spirituality and Excellence

Technology and Design Technician

This is a Permanent position.

Start Date: 5 January 2026

Terms of Contract: 39 Weeks (Term-Time + Two Weeks)

Hours: 36 hours per Week.

Working Pattern : 8.30am – 4.15pm Monday - Friday

Grade/Scale : Technician 2, NJC pts 11 – 14, £14.99 - £15.73 / hour, starting salary £24,702.55

Post Evaluated: November 2025

Additional Information: Technician to work primarily within Technology & Design Department

JOB DESCRIPTION

JOB TITLE: Technician

REPORTS TO: School Principal through designated line manager

JOB PURPOSE

To provide technical support and assistance to teaching staff in the implementation of the school's/department's educational programme.

MAIN DUTIES AND RESPONSIBILITIES

- Provision and maintenance of Department rooms, facilities, workshop equipment, toolboxes and other practical resources.
- Assist teaching staff in developing and manufacturing teaching aids and models.
- Assist in the demonstration of practical work and with project work/coursework.
- Prepare resources for all classes including setting up, testing, demonstrating and dismantling suitable resources as per agreed schemes of work.
- Assist with the development of the use of ICT within the department especially in relation to pupils' learning.
- Collect, clean and store all equipment and materials securely in designated storage areas. Ensure items are maintained in a state of 'ready for use'.
- Dispose of used materials in a safe and approved manner.
- Check and maintain all machinery and equipment regularly and keep necessary records.
- Ensure that mandatory and/or statutory checks of materials and equipment are carried out by qualified personnel.
- 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.
- Ensure no unauthorised person has unsupervised access to equipment and materials when not in use.
- Undertake PAT testing training, provide PAT testing of school portable equipment, labelling equipment and retaining records of testing completed and defects detected with remedial requirements flagged on an annual basis, as required.
- Advise teaching staff of any Health and Safety issues within the Department.

- Identify and provide on the job training to appropriate staff.
- Carry out Risk Assessments as required.

Administration

- Develop, maintain and operate manual and/or computerised systems in relation to administrative tasks associated with the area of work.
- Maintain an inventory/records of departmental resources.
- Assist in ordering/purchasing, receiving, checking, storing and distributing resources.

General

- Support all staff in ensuring the general safety of pupils.
- Assist with evacuation in emergencies.
- Undertake photocopying as required.
- Manage orders in relation to the purchase of practical materials, receive deliveries and check condition of products.
- Carrying out minor maintenance repairs throughout the school within the competence of the employee.
- Assist with Set Construction for whole school productions/events when required.
- Assist with duties as may be necessary from time to time in accordance with established practice or within the reasonable requirements of the Head of Department or Principal.

This job description will be subject to review in light of changing circumstances and is not intended to be rigid and inflexible but should be regarded as providing guidelines within which the individual works. Other duties of a similar nature and appropriate to the grade may be assigned from time to time.

In accordance with Section 75 of the Northern Ireland Act (1998), the post-holder is expected to promote good relations, equality of opportunity and pay due regard for equality legislation at all times.

PERSON SPECIFICATION

NOTES TO JOB APPLICANTS

1. You must clearly demonstrate on your application form under each question, how, and to what extent you meet the required criteria as failure to do so may result in you not being shortlisted. You should clearly demonstrate this for both the essential and desirable criteria, where relevant.
2. You must demonstrate how you meet the criteria by the closing date for applications, unless the criteria state otherwise.
3. The stage in the process when the criteria will be measured is outlined in the table below.
4. Shortlisting will be carried out on the basis of the essential criteria set out in Section 1 below, using the information provided by you on your application form.
5. Please note that the Selection Panel reserves the right to shortlist only those applicants that it believes most strongly meet the criteria for the role.
6. In the event of an excessive number of applications, the Selection Panel also reserves the right to apply any desirable criteria as outlined in Section 3 at shortlisting, in which case these will be applied in the order listed. It is important therefore that you also clearly demonstrate on your application form how you meet any desirable criteria.

SECTION 1 - ESSENTIAL CRITERIA

The following are **essential** criteria which will initially be measured at the shortlisting stage, and which **may also be further explored during the interview/selection stage**. You should therefore make it clear on your application form how, and to what extent you meet these criteria. Failure to do so may result in you not being shortlisted.

Factor	Essential Criteria	Method of Assessment
Qualifications	Five GCSE's (Grades A*-C) to include English Language, Mathematics and Technology & Design or a Level 2 vocational qualification in an Engineering/Technology-related discipline, or equivalent or higher-level qualifications	Shortlisting by Application Form
Knowledge	Demonstrable evidence of knowledge of: - The requirements of a Technician 2 - Health and safety regulations, as relevant to the role - General administrative processes and records	Shortlisting by Application Form
Skills / Abilities	Demonstrable evidence of proficiency in the use of computer packages, to include use of Microsoft Word, Excel, and Outlook	Shortlisting by Application Form

SECTION 2 - ESSENTIAL CRITERIA

The following are **additional essential** criteria which will be measured during the interview/selection stage.

Factor	Essential Criteria	Method of Assessment
Knowledge	Demonstrable knowledge of electronic components and where to source components.	Interview
Skills / Abilities	Demonstrable evidence of sound interpersonal and communication skills Demonstrable evidence of ability - to identify work priorities. - to work effectively as part of a team to achieve outcomes. - to use initiative. Demonstrable evidence of effective planning and organisational skills and an ability to work under pressure to meet deadlines.	Interview
Values Orientation	Evidence of how your experience and approach to work reflect the school's values/ethos. You will find	Interview

	information about the school's values/ethos on our school website: https://www.loretocollege.org.uk/	
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SECTION 3 - DESIRABLE CRITERIA

Some or all of the desirable criteria may be applied by the Selection Panel in order to determine a manageable pool of candidates. Desirable criteria will be applied in the order listed. You should make it clear on your application form how, and to what extent you meet the desirable criteria, as failure to do so may result in you not being shortlisted.

Factor	Desirable Criteria	Method of Assessment
Qualifications	Any relevant Health & Safety qualification or recognised training relevant to Technology & Design or Engineering.	Shortlisting by Application Form
Experience	• Demonstrable ability to use PCB (Printed Circuit Board) equipment to manufacture circuit boards using PCB developer and etch chemicals. • Have a minimum of one year's paid experience of maintenance and safe working practices in relation to the handling and usage of machines, equipment and tools within a manufacturing /engineering or post-primary Design & Technology workshop. • Hold an A Level or an equivalent Level 3 vocational qualification in an Engineering/Technology-related discipline or higher examination qualifications. • Have completed a circular saw/band saw training course* • Have paid experience of undertaking risk assessments and maintaining appropriate records/inventories. • Have experience working with young people and/or in an educational setting. (* if successful applicant does not have this course, they will be expected to complete the training once appointed.)	Shortlisting by Application Form

DISCLOSURE OF CRIMINAL BACKGROUND

The Safeguarding Vulnerable Groups (Northern Ireland) Order 2007 defines working directly with children or young people or in specified places as 'regulated activity'.

In the event that you are recommended for appointment to a post that involves 'regulated activity', the Board of Governors will be required to undertake an Enhanced Disclosure of Criminal Background. **Please note that you will be expected to meet the cost of an Enhanced Disclosure Certificate. Details of how to make payment will be sent to you at the pre-employment stage.**