



King's Academy Binfield

Job Description

Technology Technician

Responsible to:	Head of Department (Design Technology and Creative Arts)
Responsible for:	Technical support within the Design Technology and Creative Arts departments
Salary:	KGA Band 4, points 4 to 6 ie £25,201pa - £26,473pa pro rata plus Outer London Fringe of £729pa, pro rata. Actual Gross Salary £22,660pa to £23,122pa inc. OLF
Hours:	8.00am to 4.00pm, Monday to Friday with a 36 minuted unpaid lunch break. Term time only plus 2 days.

Role Purpose

To provide technical support to the Design Technology and Creative Arts departments. The role will require the maintenance and monitoring of stock levels and preparation of equipment.

1. Key Responsibilities

- Be responsible to both the HOD in Design Technology and Art in coordinating the use of, and development of, practical resources and facilities.
- Have overall responsibility for the promotion and observance of a healthy & safe working environment for the technical support service by actively leading and coordinating the assessment, monitoring and review of both health & safety procedures and information resources.
- Routinely check the working order of machines, tools, and extraction, and liaise with the relevant HOD regarding any issues and items needing repair.
- Ensure that the technical team is resourced, organised, and developed to meet the performance standards required by the department.
- Take a lead role in the design, development, and maintenance of specialist resources and/or long-term projects.
- Be responsible for setting up and monitoring systems used in the management and control of practical resources, including leading on stock control, compiling orders, liaising with suppliers, and maintaining financial records of departmental expenditure.
- Undertake the lead role within the creative arts department on both routine and non-routine checking, maintenance, calibration, testing, and repairing of equipment to the required standard.
- Keep up-to-date with current health & safety procedures and practices through continuing professional development.
- Ensure that workshops and classrooms are in line with wider school Health and Safety, and liaise with the site team when meeting the required standard.

2. Key Activities and Accountabilities

- Organise the technical support team to the Creative Arts Department and prepare resources.
- Carry out risk assessments for technician activities.
- Manage, monitor performance, and supervise colleagues within the technical support team.

- Organise and supervise trainee technicians as required; provide training or arrange for training of technical staff.
- Liaise with ICT support where required to support the smooth running of ICT facilities within the department.
- Manage stock control, including ordering and keeping records, and maintain financial records.
- Ensure the department's resources are maintained to the required standards.
- Mount/prepare displays in the department and wider school to celebrate creative arts work.
- Maintain and update knowledge of relevant software (e.g., CAD programs, Google Suite, Photoshop, InDesign, iMovie, and Arbor computer systems).
- Attend departmental meetings.

Safeguarding:

- Maintain a strong understanding of safeguarding responsibilities in relation to children and young people.
- Ensure personal understanding of the duties and responsibilities in relation to child protection and the safeguarding of children and young people. This includes understanding of the academy Child Protection Policy, Safeguarding policy and Code of Conduct.
- Ensure any safeguarding concerns are reported immediately in accordance with academy safeguarding procedures.
- Attend mandatory training and refreshers to ensure a personal and up to date understanding of safeguarding requirements.
- Promote a culture of vigilance and care in all interactions with students.

Health, Safety & Security

- Ensure a personal awareness of and compliance with, policies and procedures related to health, safety, and security, confidentiality, and data protection
- Ensure concerns are reported immediately to the delegated member of staff
- Attend mandatory training and refreshers to ensure personal and up to date understanding of relevant policies and practices

Equity, Diversity & Inclusivity

- Contribute to the development of a workplace culture that promotes equity, diversity and inclusivity

3. Supporting the Academy

- Support the aims, values, mission, and ethos of the academy and participate in a team approach to all aspects of school life.
- Attend and contribute to staff meetings and INSET days as required.

4. Other Duties

- The post holder may be expected to carry out duties other than those given in the job description where the level of responsibility is similar and they have appropriate qualifications or training.
- To embody the academy's values both on and off-site.
- As a new academy, job roles will evolve; the list is not exhaustive and may be subject to amendment.

August 2026