



**TAME RIVER
EDUCATIONAL
TRUST**

Technology Technician Mossley Hollins High School Candidate Information Pack

**Great schools in which to learn, teach and belong.
Welcome to Tame River Educational Trust**



Dear Candidate

Thank you for your interest in the post of Technology Technician with Tame River Educational Trust.

Tame River Educational Trust was established in 2022, with Tameside and Clarendon Sixth Form College as our sponsor. We grew from our desire to make a significant difference to the school days and life-chances of all our young people, including and especially young people who have fewer socio-economic or prior educational advantages.

Our mission is to establish great schools in which to learn, teach and belong. Schools which promote learning, develop character, value diversity and build cultural capital. By the age of 16 we aim for every student to progress to suitably challenging post-16 studies and apprenticeships.

Each of our schools is committed to academic rigour, a spirit of enquiry, talent and character development and providing our students with a significant educational dividend.

The Trust is currently comprised of three academies: Droylsden Academy, Hyde High School and Mossley Hollins High School.

As a Trust we do so much more, and we are growing! We are an ambitious Trust in which to study and work. All our members of staff, both teaching and support staff, are dedicated, committed professionals.

We recognise that our staff are our greatest asset and our Talent and HR strategy places people at the heart of our work.

If, after reading everything about us, this sounds like a Trust you would like to work for, we would very much welcome an application from you.

Phil Wilson
Chief Executive Officer

An Introduction to our Trust Schools



Droylsden Academy

Headteacher

Mr E Mayell

Droylsden Academy is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The Academy is currently rated 'Good' by Ofsted and serves over 900 students. The school is heavily over-subscribed and has an impressive modern building. Our staff are driven by the belief that every child should go to a great school and we believe that every child can become a great learner through politeness, hard work and honesty.

We believe that success should be measured by both academic progress and by one's contribution to our community and wider society.

Mossley Hollins High School

Headteacher

Mrs A Din

Mossley Hollins High School is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The school is currently rated 'Good' by Ofsted and serves over 900 students. The school is heavily over-subscribed and has an impressive modern building. We are a happy, academically ambitious and inclusive school and we are passionate about learning. At the heart of everything we do are our deeply held values of manners, hard work and honesty.

We believe that success should be measured both by academic progress and achievement, and also by one's personal and social development and one's contribution to our community and to society.

Hyde High School

Headteacher

Ms G Arnold

Hyde High School is an 11-16 Co-Educational Academy in Tameside, Greater Manchester. The school serves over 1200 students, is heavily over-subscribed and has an impressive modern building. We provide an engaging and inspiring educational experience that instils in our students a lifelong love of learning and respect for themselves, our community and our environment. A place where warmth, high expectations and strong values are prevalent in everything we do. A learning environment where every student can thrive and belong. Our work is under-pinned by a clear set of values **Ready, Respectful and Safe.**

We are rooted in our community, and we celebrate the diversity and uniqueness of everyone. We know that a successful school depends on a strong partnership between school and home and this shared approach is key to the individual success and happiness of every student.



Application Procedure

For a confidential discussion on current vacancies please contact the HR Team at hr@mossleyhollins.com

To apply for the role please complete the application form – available to download from our website and return it to hr@mossleyhollins.com

In compliance with Safer Recruitment Guidelines, CVs will not be accepted.

Advertised: 4 August 2026 **Closing date for Applications:** 7 September 2026 (8:00 am)

Interview Date: Will be held as soon as possible after the closing date, following shortlisting.

Shortlisted candidates will be contacted with details of the interview process. If you have not heard from us within 5 days of the closing date, please assume your application has been unsuccessful, on this occasion.

Safer Recruitment

The Tame River Educational Trust is an equal opportunities employer and welcomes applications from all sectors of the community. We are committed to protecting our students and staff and therefore have a rigorous recruitment process which includes assessing candidates' suitability to work with children. All staff will be required to hold an enhanced DBS Disclosure, with Children's Barred List Check.

Equal Opportunities

The Tame River Educational Trust believes that all individuals are of equal value and we are committed to equal opportunities for all. All people who work and study in our schools have the right to be respected and valued within a safe and secure environment and not to be discriminated against on the grounds of age, class, sex, race, disability, sexual orientation, religion or belief.

Tame River Educational Trust and all its schools are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment.

Job Description

The Tame River Educational Trust and its schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Job Title:	Technology Technician
Reporting to:	Head of Faculty (Technology)
Hours & Salary	The normal working hours shall be 36 hours a week, term time only. The salary for this position will be paid at Grade D, point 7-10, starting at point 7 (currently £22,709.50 - £23,819.91) A national pay award of at least 3.3% is currently pending.
Role Overview	To support the efficient day-to-day operation and continued development of the Technology Faculty by providing high-quality technical, administrative and practical support to staff and students. The Technology Faculty comprises Food and Nutrition, Design and Technology, Art, Computer Science and Business Studies. The post holder will provide support across each of these curriculum areas. This job description is written at a specific time and is subject to change as the demands of the Trust and school and the role develops. The role requires flexibility and adaptability, and all employees need to be aware that they may be asked to perform tasks and be given responsibilities not detailed in this job description.
Child Protection and Safeguarding:	The successful candidate must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is the post holder's responsibility for promoting and safeguarding the welfare of children. You will comply with Child Protection and Safeguarding Policies, and the requirement to report to the Designated Safeguarding Lead any concerns relating to the safety or welfare of children.
Main duties and responsibilities:	As a Technology Technician, you are expected to: 1. Prepare, organise and distribute equipment, materials and resources for lessons across Food and Nutrition, Design and Technology, Art and Computer Science. 2. Clean, maintain and safely store equipment, materials and resources following lessons and practical activities, including: - Daily cleaning of workstations, cookers, ovens and refrigerators. - Washing and drying aprons, tea towels and oven gloves. 3. Maintain effective systems of stock control in consultation with the Head of Faculty, including: - Ordering food ingredients and departmental resources. - Bulk purchasing of dry goods and placing fresh food orders.

- Receiving, checking and storing deliveries.
 - Monitoring departmental expenditure and capitation budgets.
 - Liaising with the Finance Team regarding orders and payments.
 - Maintaining accurate purchasing records and receipts.
 - Maintaining accurate records of income and expenditure.
4. Ensure that all curriculum areas within the Faculty operate in accordance with current health and safety legislation, guidance and school procedures.
 5. Support teachers and students during practical lessons and activities, including:
 - Supporting students with food allergies.
 - Providing one-to-one support for SEND and Pupil Premium students.
 - Assisting with whole-class practical activities.
 - Preparing materials for teacher demonstrations in all Technology areas and working with Technology teachers to create example projects for use in teaching.
 6. Assist in the creation and maintenance of displays within classrooms and around the Faculty.
 7. Promote and maintain high standards of hygiene and cleanliness within all practical teaching areas.
 8. Produce and photocopy teaching and learning materials as required.
 9. Work with the Head of Faculty to develop and review risk assessments and promote safe working practices, for example fridge checks and gas safety procedures.
 10. Undertake First Aid training and provide First Aid support to staff and students under the direction of the Lead First Aider.
 11. Provide amanuensis and examination support during internal and external examination periods.
 12. Support educational visits and off-site activities where required.
 13. Attend Open Evenings, Parents' Evenings and other school events as reasonably required, including those taking place outside normal working hours.
 14. Contribute positively to the wider life of the school and play an active role within the school community.

As a member of staff, you are expected:

15. To safeguard all students, promoting their safety, health, and welfare in accordance with school policy, both on the school premises and on school activities elsewhere.
16. To follow and uphold all school policies and be an excellent ambassador for the Trust and Mossley Hollins High School.
17. To have a responsible and diplomatic approach to matters of a confidential nature.

	18. To ensure awareness of what is happening in and around the school; checking and responding, where necessary, to school emails regularly and at least once every school day. 19. To develop yourself through engaging with CPD, including ICT training, in order to maximise effective use of all school systems. 20. To undertake any other duties that might be reasonably requested, by the Headteacher, Faculty Leader, Line Manager, or any other member of the Senior Leadership Team. Any request will correspond with the general character of the post and are commensurate with the level of responsibility.
Health and Safety:	The post holder must, at all times, work within the requirement of the Health and Safety at Work Act 1974, current Health and Safety legislation and the School's and LEA's policies and procedures. The postholder is responsible for their own Health and Safety, as well as that of their colleagues. All Trust schools are non-smoking sites.

General:	This job description may be reviewed at the end of each academic year or earlier if necessary. In addition, it may be amended at any time in consultation with the post holder. The post holder will be expected to participate in the Academy's appraisal programme and to participate in appropriate staff training and development activities.
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Person Specification

	Essential	Desirable	Method of assessment
Qualifications	• 5 GCSEs (or equivalent) at Grade 4/C or above, including English and Mathematics. • A good standard of literacy and numeracy. • Willingness to undertake First Aid training.	• Relevant qualification in a technical, design, food, art, ICT or education-related discipline. • First Aid qualification. • Food Hygiene Certificate. • Relevant Teaching Assistant qualification.	• Production of the applicant's original certificates
Experience	• Experience of working in an organised environment involving the preparation, maintenance or	• Experience of working in a school or	• Application Form • Interview • References



	management of resources and equipment. • Experience of using ICT systems, including Microsoft Office applications, email and internet-based systems. • Experience of maintaining accurate records and managing stock or resources.	educational setting. • Experience of supporting practical activities in Food and Nutrition, Design and Technology, Art or Computer Science. • Experience of ordering resources and managing budgets. • Experience of working with children or young people.	
Skills and Knowledge	• Excellent organisational skills and the ability to manage competing priorities. • Strong verbal and written communication skills. • Good ICT skills, including Microsoft Office applications. • Ability to maintain accurate records and documentation. • Ability to work independently and as part of a team. • Ability to follow health and safety procedures and safe working practices. • Ability to maintain confidentiality and handle sensitive information appropriately. • Good attention to detail and accuracy.	• Knowledge of health and safety requirements within practical teaching environments. • Knowledge of food hygiene requirements. • Understanding of supporting students with SEND. • Knowledge of school systems such as Bromcom or equivalent.	• Application Form • Interview • References



Personal competencies and qualities	• Honest, trustworthy and professional at all times. • A warm, friendly, and patient manner • Reliable, punctual and well organised. • Flexible and willing to adapt to changing priorities. • Positive and proactive approach to work. • Calm and methodical when working under pressure. • Commitment to achieving high standards. • Ability to build positive working relationships with staff and students. • Willingness to contribute to the wider life of the school community. • Passion for helping children and young people learn. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people • A willingness to learn new skills and approaches and to share experiences with others		• Application Form • Interview • References
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Employee Acknowledgement

I have received a copy of my job description.

I have read and understand the duties of my job.

I confirm that I can fulfil the requirements of the role of Technology Technician

Signed:

Date: