



Hope Tree School

Where difference is valued

Post: School Technician

Salary: up to £30,000

Responsible to: Head of Learning

Post to Commence: September 2026

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all children and young people and to be committed to promote diversity and equality for all.

Hope Tree School is a small, not for profit independent school just outside of Cambridge. The school, founded by parents of autistic children, is one of only two schools for autistic girls in the country. We are a small but ambitious school, with 34 students currently on roll across KS2 and KS3 and an overall capacity for 36 (at the moment). As we continue to expand our provision and support our first cohort through KS4, we are looking for individuals who have an interest in working with autistic students, who want to make a difference and who want to work in an environment where their input is valued. As a school, we pride ourselves on providing a safe and nurturing learning environment. We offer a true hybrid model, balancing therapeutic support alongside delivering the academic aims of the National Curriculum. Our recent Ofsted report reflected the exceptional learning environment we have created here, also noting that 'incidents of poor behaviour are extremely rare.'

We are looking for a technician to join us to support our Science, D&T, and Art departments, as well as IT support across the site. It is an exciting time in our journey as a school, as we support our first KS4 cohort through GCSE qualifications. This role will be based across KS3 and KS4. The role is offered with full time hours. We welcome prospective applicants to arrange a visit to our wonderful school and get a feel for what we do here, as well as providing an opportunity for you to ask any questions prior to applying.

What we are looking for:

- A passion for supporting girls with autism
- Knowledge and understanding of Science, D&T, Art and IT support
- Interpersonal skills, flexibility, resilience and kindness
- The desire to make a difference
- An individual with good problem solving skills
- Ability to take initiative and manage own time

What we offer:

- A school culture that prioritises student and staff wellbeing
- Small class sizes (maximum 6 - 8 per class) with high adult-to-child ratios
- Private medical insurance, wellbeing support, life assurance and income protection scheme available
- Staff are supported to pursue professional development aligned to their interests
- A friendly, supportive, relaxed team
- Enhanced work-life balance

Hope Tree School is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to share and demonstrate this commitment. Our recruitment practice complies with all relevant legislation.

As part of our commitment to safeguarding children and vulnerable groups, Enhanced DBS checks and/or Barred List checks are carried out on all posts where they are required.

Key Responsibilities:

1. Science Technician Duties

- Prepare and set up equipment and materials for science lessons (Biology, Chemistry, Physics).
 - Support practical experiments, including demonstrations where required.
 - Ensure safe storage, handling, and disposal of chemicals and biological materials.
 - Maintain laboratory equipment and carry out basic repairs or calibration.
 - Assist teachers in risk assessments and compliance with health and safety regulations.
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2. Art & Design / DT Technician Duties

- Prepare materials, tools, and equipment for Art and DT lessons.
 - Maintain and organise workshops, studios, and storage areas.
 - Support the use of machinery (e.g., laser cutters, 3D printers, woodworking tools).
 - Assist students and staff with safe use of equipment and techniques.
 - Manage stock levels and order supplies as needed.
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3. IT Technician Duties

- Provide first-line technical support for staff and students.
 - Set up, maintain, and troubleshoot computers, laptops, tablets, and peripherals.
 - Support in classroom technology
 - Install and update software and ensure systems are functioning effectively.
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4. Health & Safety

- Ensure all workspaces comply with relevant health and safety legislation.
 - Conduct regular checks of equipment and report faults.
 - Maintain COSHH records and ensure safe chemical storage.
 - Support risk assessments across all practical and technical areas.
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5. General Duties

- Manage inventory, stock control, and ordering of resources.
- Keep preparation rooms, workshops, and IT suites clean and organised.
- Support school events, exhibitions, or projects requiring technical setup.
- Work collaboratively with teaching and support staff across departments.
- Any other reasonable duties as may be deemed necessary

This role would suit a flexible, dynamic individual who is keen to get practically involved in many areas of school life. You may be required to assist with general maintenance (salting paths, checking fridges etc) around the school site.

Person Specification:

Essential:

- Good understanding of science lab procedures, art/DT tools, and IT systems.
- Strong organisational and time management skills.
- Knowledge of health and safety practices.
- Ability to work independently and as part of a team.
- Good communication and problem-solving skills.

Desirable:

- Relevant qualifications (e.g., science, IT, or technical support).
 - Experience working in a school or educational setting.
 - Knowledge of specialist equipment (e.g., CAD software, Legobots)
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