



# Blanchelande College

## DEPARTMENT SUPPORT TECHNICIAN

*(part time; term time)*

### APPLICATION PROCESS

**Closing date for applications is 5pm Friday 8<sup>th</sup> May 2026**

Applications should be sent to:

Mrs Alexa Yeoman, Principal:

Email [recruitment@blanchelande.sch.gg](mailto:recruitment@blanchelande.sch.gg)

Applications for this post should consist of:

- A letter of application stating how you believe you meet the criteria for this role.
- A completed application form.
- *Optional*: an up-to-date copy of your C.V.

We will assume that you are happy for us to take up references straight away, unless you state otherwise on your application form.

You may be asked for further information following shortlisting. You will be asked to provide proof of identity. Original qualification certificates may also be required at this stage (and certainly prior to confirmation of appointment).

After short listing, the selection process will then normally include:

- A tour of the College.
- Interview, including Safeguarding, with the Principal and Head of Department.

### **The Contract**

The position of Department Support Technician is part time, and remuneration will be in line with the States of Guernsey pay scale and will reflect the qualifications and experience of the successful candidate.

All Blanchelande staff are admitted to the contributory Guernsey Civil Service Pension Scheme.

Blanchelande College is committed to safeguarding and promoting the welfare of young people. The successful candidate will be required to satisfy our standard employment checks, including the completion of a DBS Enhanced Disclosure check.

If you have any further questions or need any clarification, please contact the Principal's P.A., Mrs Tracy Feehan.

Tel 01481 237200 Email [feehant@blanchelande.sch.gg](mailto:feehant@blanchelande.sch.gg)



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## DEPARTMENT SUPPORT TECHNICIAN (*part time; term time*)

### Job Description

The technician's role in supporting the teacher and pupils in lesson time is invaluable. The technician supports all year groups in their lessons and prepares and orders materials necessary to deliver the curriculum.

The Technician will:

- Provide additional support to the teacher in charge of the department and the pupils in lessons.
- Prepare and maintain resources and equipment within the department to support the curriculum.
- Set high personal and professional standards at all times.

### Support for pupils

- Support pupils under the guidance of the teacher in lessons.
- Provide feedback to pupils in relation to health and safety and correct procedures for use of tools and equipment.
- Demonstrate and assist pupils in the safe and effective use of specialist materials.

### Support for the teacher

- Create and maintain a purposeful, orderly and productive working environment, applying the rewards and sanctions policy as directed by the teacher.
- Ensure health and safety and correct working practices are followed by pupils in lessons.
- Ensure timely and accurate preparation of materials, equipment and correct resources as required by staff and curriculum/lesson plans.
- Create resources to help aid pupil skills.
- Provide clerical /administration support such as printing, scanning, etc.
- Maintain records as requested.
- Carry out tasks as requested by the teacher.

### Support for the curriculum

- Monitor and manage stock and supplies, reporting shortages to the teacher.
- Order materials as required and collect from local suppliers if necessary.
- Maintain specialist equipment, checking for quality and safety, undertaking repairs within own capabilities and reporting damage to the teacher.



# Blanchelande College

## Support the school

- Be aware of and comply with all school policies and procedures, particularly those relating to child protection, health and safety, security and confidentiality, and reporting all concerns to an appropriate person.
- Be aware of and ensure that all pupils have access to equal opportunities to learn and develop.
- Undertaking supervisory duties as required.
- Appreciate and support the role of other professionals.
- Participate in meetings, trainings and other learning activities and performance management as required.
- Participate in and/ or run an extra-curricular activity within the department or, by agreement, another area of the school.

## Ethos

The post-holder will:

- Fully support the Catholic ethos and aims of Blanchelande College
- Attend school events – such as Prize Giving, Open Day, Carol Service, etc. and actively support fundraising events organised by the PTFA.

## Flexibility

This job description reflects the main responsibilities of the post. However, the post holder should be willing to undertake any other reasonable duties as required by the Principal. The particular duties / responsibilities listed here may be reviewed from time to time at the request of the Principal or post holder as circumstances make necessary.

I hereby confirm acceptance of the above job description:

Signed:

Date: