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| Site: | Mulberry UTC |
| Job Title: | STEM LAB Technician |
| Reports To: | STEM Academy / Trust Lead |
| Hours | 21 hours per week, Term Time Only, 39 weeks per year |
| Grade | Scale 5 (points 12-15) |
| Duration: | Fixed Term (1 year) |
| Date | January 2026 |

Job Purpose

The Technician will play a key role in coordinating the development and construction of a green-power car project within the Trust. They will oversee the procurement, maintenance, and operation of machinery and equipment required for the project. Additionally, they will provide technical support to students and staff involved in the project, ensuring compliance with safety regulations and project timelines

Key Accountabilities, Duties and Responsibilities

1. Coordinate the procurement and setup of machinery and equipment required for the STEM Lab.
2. Coordinate the procurement of the materials and the building of the GreenPower car(s).
3. Maintain and service machinery and equipment to ensure optimal functionality and safety.
4. Provide technical support and guidance to students and staff involved in the project, including training on machinery operation and safety procedures.
5. Collaborate with project stakeholders, including STEM leads, Greenpower Coordinators, teachers, students, and external partners, to ensure project objectives are met.
6. Develop and implement protocols for the safe and efficient use of machinery and equipment within the project.
7. Monitor project progress and identify areas for improvement or optimisation in coordination with the Project Manager/STEM Academy Lead.
8. Ensure compliance with relevant health and safety regulations and risk assessment procedures.
9. Keep detailed records of equipment maintenance, usage, and inventory levels.
10. Assist in the preparation and organisation of workshops, training sessions, and project-related events.
11. Contribute to the development of project documentation, including reports, presentations, and instructional materials.
12. Take direction from STEM Academy lead as and when directed for additional duties.

Other Duties

The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties that may be required from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

You may be asked with agreement to carry out paid additional work in periods of school holiday as and when necessary.

EQUAL OPPORTUNITIES STATEMENT

Adhere to the Trust's policies and ensure anti-discriminatory practice within the service area.

COMMENSURATE STATEMENT

Undertake any other reasonable duties commensurate with the grade as determined by the manager.

SAFEGUARDING

Have due regard for safeguarding and promoting the welfare of children and young people and to follow the child protection procedures adopted by the Trust.

HEALTH AND SAFETY

The Health and Safety at Work Act (1974) places duties on all employees:

- to take reasonable care for their own Health and Safety and that of other persons who may be affected by the individual's acts or omissions at work;
- to co-operate with management to enable them to carry out their duties and comply with all relevant Health and Safety legislation;
- not intentionally nor recklessly to interfere with or misuse anything provided in the interests of health, safety or welfare;
- to assist management/leaders in preparing, implementing and updating all relevant risk assessments for their area of responsibility.

This job description is correct at the date of publication and may alter over time as the needs of the Trust change.

I acknowledge that I have read, understood and received a copy of the job description.

Signed _____ Date _____
Postholder

Signed _____ Date _____
Principal

Person Specification
Post: STEM Lab Technician

| Qualifications and Experience |
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| <ul style="list-style-type: none">• A relevant technical qualification at a minimum level 2, and / or industry recognised technical qualification(s) (NVQ,HNC) ; or equivalent experience in a relevant field (BTEC/TEC Higher Certificate or BSc equivalent) fields – engineering, manufacturing or related.• Experience of providing technical support to a science / STEM team in a “real time environment” such as education or a secondary school setting.• Experience: Proven experience working with machinery and equipment in a technical or manufacturing environment.• Technical Skills: Competence in operating and maintaining a range of machinery and equipment, including CNC machines, welding equipment, and power tools.• Certification in testing of mains electrical equipment desirable.• Knowledge of Risk Assessment / Health & Safety issues |
| Knowledge |
| <ul style="list-style-type: none">• Significant working knowledge of a range of STEM equipment and facilities suited to school use• Working knowledge of relevant legislation, including Health and Safety regulations.• Ability to write and maintain clear and concise documentation for internal systems and procedures.• Awareness of educational developments which affect the role of a STEM Lab technician.• Awareness of ongoing trends and developments in curriculum content and teaching methods. |
| Other |
| <ul style="list-style-type: none">• Ability to relate well to young people and adults and to work constructively in a technical support role within a diverse team across the Trust.• Ability to solve problems and to learn and apply new solutions• Ability to communicate effectively with staff, students and visiting professionals and to relate professionally to people at all levels• Demonstrable flexibility to adapt to changing project requirements and priorities.• Demonstrable commitment to equal opportunities.• Demonstrable commitment to all Trust policies, including a commitment to support teaching staff and the senior leadership team in managing the operational processes of the school.• A passion for STEM education and a commitment to supporting students in their learning and development |

This post is subject to an Enhanced DBS Disclosure and the successful applicant will be subject to relevant vetting checks before an offer of appointment is confirmed, and will be subject to rechecking as appropriate