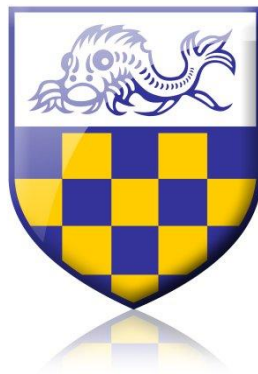


**Longhill High School  
Rottingdean  
Brighton**



**Information Pack 2025**

Technology Technician  
Part Time (30 Hours per week)Term Time Only



# LONGHILL

---

HIGH SCHOOL

Falmer Road  
Rottingdean  
Brighton  
East Sussex  
BN2 7FR  
Phone 01273 304086  
Fax 01273 303547

December 2025

Dear Applicant

Thank you for your application to join the community at Longhill High School. I hope you will find the contents of this pack both interesting and informative.

We would encourage you to find out all you can about the school to ensure that you are making your application from a fully-informed basis. You can visit our website at [www.Longhill.org.uk](http://www.Longhill.org.uk)

In March 2024 Ofsted said that *'Leaders support staff well. They are mindful of their workload. Staff feel motivated and valued. They are grateful for the encouragement that they receive and feel that it is helping them to improve.'*

Your commitment and enthusiasm towards the Longhill High School ethos, as well as the skills that you are able to bring to the school, will be key in our decision making process.

Shortlisting for interview will be based solely on the information you provide on the application form and covering letter. Please include evidence of how you meet the criteria set out in the person specification, providing examples where possible.

An application form can be found on the school website [www.Longhill.org.uk](http://www.Longhill.org.uk). Please return your application by e-mail to: [personnel@longhill.org.uk](mailto:personnel@longhill.org.uk) or by post for the attention of the, Heads PA, Longhill High School, Falmer Road, Rottingdean, Brighton BN2 7FR.

We take the issue of safeguarding children very seriously and all applications are processed accordingly. Please note that any appointments are made subject to enhanced DBS clearance, identity checks, continuous employment/employment gaps checks and satisfactory written references which we will apply for prior to the interview.

Thank you for your interest and we look forward to hearing from you.

Yours sincerely

**Mrs R Otulakowski**  
**Headteacher**

Headteacher: Rachelle Otulakowski  
Email: [admin@longhill.org.uk](mailto:admin@longhill.org.uk)  
Website: [www.longhill.org.uk](http://www.longhill.org.uk)

## JOB DESCRIPTION

**JOB TITLE:** Technician – Resource Support Role B

**SECTION:** Schools

---

**Please note;** this is a Generic Job Description. It describes the level of responsibility that you will be required to *undertake*. Within this role you will be required to carry out the majority of the tasks listed, and your line manager will *advise* you of those that are not applicable.

Text in **bold** font indicates the key level responsibilities for this role.

### **PURPOSE OF JOB**

To provide general support to the staff and pupils within a **specific curricular/resource** area, including preparation and maintenance of resources and equipment under the instruction of senior staff.

### **PRINCIPAL ACCOUNTABILITIES**

- To prepare **specialist** equipment/resources/materials as required by staff within strict time scales.
- **To create and maintain a purposeful, orderly and productive working environment for the teacher.**
- To *monitor* stock and supplies, **cataloguing as required**.
- To *ensure* the **maintenance** of specialist equipment, checking for quality and safety, **undertaking repairs/modifications within own capabilities** and reporting other damages as appropriate.
- To support pupils in accessing learning activities as directed by the teacher.
- To *ensure* pupils adhere to health and safety regulations and instructions.
- To *assist* with the supervision of pupils out of lesson times, for example: during extra curricular activities and clubs.
- **To implement structured learning activities/teaching programmes in line with the National Curriculum, under the direction of the teacher.**
- **To demonstrate, and assist others in the safe and effective use of specialist equipment/materials.**
- **To provide feedback to pupils in relation to progress and achievement.**

- To administer *routine* tests and invigilate exams and *undertake routine* marking of pupils' work.
- To maintain records as requested.
- To provide clerical and administration support to the teacher, such as typing, DTP, printing, photocopying, display work, and the collection and recordings of monies if required.
- To *participate in* meetings as required.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to *undertake* various other duties as may reasonably be required.

Your duties will be as set out in the above job description but please note that the Council reserves the right to update your job description, from time to time, to reflect changes in, or to, your job.

You will be consulted about any proposed changes.

## PERSON SPECIFICATION

**POST TITLE:** Resource Support Technician Level B

### CRITERIA

### ESSENTIAL CRITERIA

**Job Related  
Education and  
Qualifications and  
Knowledge  
Experience**

- NVQ Level 2 or equivalent
- **Experience/Knowledge** of Resource Support **in specific subject area**

**Skills/Abilities**

- *Good* numeracy / literacy skills
- Basic knowledge/skills in specific subject area

**Equalities**

- To be able to demonstrate a commitment to the principles of Equalities and to be able to carry out duties in accordance with the Council's Equalities Policy.

## **Additional Salary Information**

### **Salary**

Please note that Non-Teaching staff's salaries are calculated as per the following examples.

In this case you will be asked to work 39 weeks per year.

Annual Full-Time salary ÷ 52 weeks x paid weeks per year (45.05) ÷ full time hours (37) x actual hours worked (30).

**Therefore, the starting salary for this post is in the range of**

**£27,254 ÷ 52 x 45.05 ÷ 37 Full time hours/30 actual hours = £19,144 raising to £19,453 per annum**

The vacancy is for a full time post 37 hours a week term time only.

- 8.30 a.m. to 15.00 p.m. with a 20-minute paid break less 30-minute lunch break Monday (6 Hours)

## SUMMARY STATEMENT ON USE OF DISCLOSURE INFORMATION IN RECRUITMENT & SELECTION

### **Introduction**

Thank you for applying for a position within Brighton & Hove City Council. You have applied for a post or voluntary work that falls under the definition of 'regulated position' under exemptions to the Rehabilitation of Offenders Act 1974. This means that a criminal conviction check (or disclosure) will be undertaken on any individual who is offered the post. Where appropriate (where the post involves working with children or vulnerable adults) details will also be checked against the Department of Health and Department for Education & Skills lists. These checks are undertaken by the Disclosure & Barring Service (DBS) only when a conditional offer of employment has been made but you will be asked during the recruitment process to declare any relevant information.

It is the intention of Brighton & Hove City Council not to discriminate unfairly against individuals on the basis of their previous offending history. Possession of a criminal record is not an automatic bar to obtaining employment or voluntary work.

The purpose of this Statement is to provide assurance to applicants that the information released in Enhanced Disclosures is used fairly and that sensitive personal information is handled and stored appropriately and kept for only as long as necessary.

### **Handling of Disclosure Information**

Recipients of Disclosure Information at Brighton & Hove City Council will only disclose this information to the recruiting manager and Human Resources Manager. Unauthorised disclosure of any information provided by the DBS is an offence under Section 124 of the Police Act 1997.

Disclosure Information will be securely stored and will be retained for a maximum period of six months unless, in exceptional circumstances, formal written agreement of the DBS is obtained to retain them for a longer period. Brighton & Hove City Council as a Registered Body must comply with the DBS Code of Practice. All matters relating to the use of Disclosure Information will be undertaken in accordance with the DBS Code of Practice and Brighton & Hove City Council's Code of Practice on the Use of Disclosure Information.

### **Further Information**

If you are successful in obtaining a conditional offer of employment (or have been accepted as a volunteer), you will be sent further information on the Disclosure process including guidance on completion of the Disclosure Application Form. Disclosures for employment will be funded by the Council and Disclosures for Volunteers are free of charge.

Further information on the DBS and the Disclosure process including the DBS Code of Practice can be obtained by visiting the web site: [www.homeoffice.gov.uk/dbs](http://www.homeoffice.gov.uk/dbs) or by calling 0870 90 90 844.

Further information on the Council's Policy on the Recruitment of Ex-Offenders and the Code of Practice on the Use of Disclosure Information can be obtained by contacting Human Resources on (01273) 292313.