

Design & Technology Technician

Person Specification

Purpose of the Role

To provide practical and technical support to the Design & Technology department by preparing materials, tools and equipment for lessons, maintaining workshop facilities and equipment, and ensuring a safe, clean and well-organised working environment for staff and students.

Essential Criteria

Knowledge and Practical Skills

- Good practical skills and knowledge of workshop tools, equipment and machinery.
- Ability to prepare materials, tools and equipment for practical lessons.

Health and Safety

- Understanding of health and safety procedures within a workshop.
- Ability to maintain a safe, clean and organised working environment.

Organisation and Time Management

- Good organisational and time-management skills.
- Ability to prioritise tasks and prepare resources in line with lesson requirements.

Communication and Teamwork

- Ability to work independently and as part of a team.
- Good communication skills and willingness to support staff and students.

IT Skills

- Basic IT skills, including the ability to use computers for routine administrative and workshop-related tasks.

Training and Development

- Willingness to undertake relevant training, including Safeguarding, Health and Safety, and First Aid.

Flexibility and Mobility

- Ability to travel independently between the upper and lower school sites.
- Willingness to undertake a range of duties to support the effective running of the department.

Desirable Criteria

Experience and Qualifications

- Previous experience working in a school or Design & Technology workshop.
- Relevant qualification in Design & Technology, engineering or a related subject.

Technical Skills

- Experience using woodworking, metalworking and plastics equipment.
- Knowledge of CAD/CAM, laser cutters and 3D printers.

Equipment Maintenance

- Experience maintaining and carrying out basic repairs on workshop equipment.

Health and Safety Knowledge

- Knowledge of CLEAPSS guidance and Design & Technology health and safety requirements.
- Relevant machinery training or accreditation, such as DATA Health and Safety training.

Resource Management

- Experience ordering, managing and monitoring materials and stock.

Safeguarding

The successful candidate will be expected to uphold the school's safeguarding policies and procedures and contribute to a safe environment for all students. Appointment will be subject to the school's safer recruitment procedures and the relevant pre-employment checks for the post.

Assessment methods

The criteria may be assessed through the following methods:

- **Application form:** Qualifications, relevant experience, technical knowledge and evidence of skills.
- **Interview:** Communication, teamwork, organisation, initiative and understanding of health and safety.
- **Practical assessment, where appropriate:** Workshop preparation, safe working practices, technical skills and equipment knowledge.
- **Pre-employment checks:** References, identity, right to work and relevant safeguarding checks, in accordance with school policy and statutory requirements.