



# Job description: DT Technician

## Job details

**Salary:** Scale 5, SP13 £29282.20

**Hours:** 35 hours per week

**Contract type:** Fixed-term, Term-time only

**Reporting to:** Lead DT Teacher

## Main purpose

The DT Technician will be responsible for providing technical and practical support to the Design Technology department to ensure the smooth running of lessons, maintenance of equipment and resources, and the creation of a safe and effective learning environment for students.

## Duties and responsibilities

### Technical Support

- Prepare, set up, and clear away materials and equipment for practical lessons in DT (including resistant materials, product design, and food where applicable)
- Support teaching staff in delivering practical activities safely and effectively
- Assist with demonstrations or supervision of students' practical work under the direction of teaching staff
- Ensure all tools, equipment, and machinery are maintained in good working order and kept clean and safe
- Monitor stock levels and order materials and consumables as required within budget
- Assist in the construction, preparation, and adaptation of teaching resources, displays, and projects

### Health and Safety

- Maintain a safe working environment, ensuring adherence to Health and Safety regulations at all times
- Conduct routine safety checks and report any hazards, faults, or maintenance requirements promptly
- Keep up to date with relevant Health and Safety guidance for DT practical areas
- Ensure COSHH regulations are followed for storage and use of materials and substances

### General Duties

- Assist in the organisation and storage of equipment and materials
- Support the department in preparing for exhibitions, displays, and extra-curricular projects



- Undertake any training as required to fulfil the role effectively
- Contribute to the wider life of the school, supporting events or activities where needed

The DT Technician will be required to safeguard and promote the welfare of children and young people, and follow school policies and the staff code of conduct.

Please note that this list of duties is illustrative of the general nature and level of responsibility of the role. It is not a comprehensive list of all tasks that the DT Technician will carry out. The postholder may be required to do other duties appropriate to the level of the role, as directed by the headteacher.



## Person specification

CRITERIA	QUALITIES
<b>Qualifications and training</b>	<p>Essential:</p> <ul style="list-style-type: none"> <li>GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Math's</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>Qualification in Design Technology, workshop maintenance, or a related field</li> <li>First Aid training</li> <li>Health and Safety training (e.g. COSHH, CLEAPSS)</li> </ul>
<b>Experience</b>	<p>Essential:</p> <ul style="list-style-type: none"> <li>Experience of working safely in a workshop, school, or practical learning environment</li> <li>Experience of using and maintaining tools and equipment</li> </ul> <p>Desirable:</p> <ul style="list-style-type: none"> <li>Experience supporting teaching and learning in a school setting</li> </ul>
<b>Skills and knowledge</b>	<p>Essential:</p> <ul style="list-style-type: none"> <li>Practical skills in handling tools, machinery, and materials</li> <li>Awareness of Health and Safety requirements in a workshop or DT setting</li> <li>Good organisational skills to manage resources and time effectively</li> <li>Competent IT skills for ordering, stock control, and basic administrative tasks</li> </ul>
<b>Personal qualities</b>	<p>Essential:</p> <ul style="list-style-type: none"> <li>Reliable and punctual</li> <li>Ability to work independently and as part of a team</li> <li>Flexible and proactive approach to tasks</li> <li>Excellent communication and interpersonal skills</li> <li>Commitment to safeguarding and promoting the welfare of students</li> </ul>