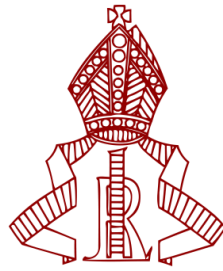


Bishop Luffa School

Design & Technology Technician Information Booklet





Bishop Luffa Learning Partnership

The Bishop Luffa Learning Partnership Multi Academy Trust was established in October 2020 and consists of Bishop Luffa School, which has a thriving Sixth Form, Rumboldswyke CoE Primary School, Lavant CoE Primary School, Fishbourne CoE Primary School, West Dean CoE Primary School, and Nyewood Infants CoE School.

We strive to give students an experience of school that reflects John 10:10 'I have come in order that you may have life – life in all its fullness'. We are focussed on giving students the opportunity to explore different subjects, different sports and different hobbies and forge an identity that is their own. Guiding all of this is a belief that a full life flows from a relationship with God.

Our expectation for staff and students' conduct in school is based on John 15:12 'Love each other as I have loved you'. This has been turned into our school motto: 'Always our best because everyone matters.'

The Partnership is looking to appointment a Design and Technology Technician at Bishop Luffa School. This is an extremely exciting time for staff to join a growing and ambitious Multi Academy Trust and the successful candidate can expect to receive a warm welcome into a very supportive partnership.

Mr Mark Nicholds
Chief Finance Officer
Bishop Luffa Learning Partnership
nicholdsm@bishopluffa.org.uk



Our Vision

Our aim is to show every child what 'life in all its fullness' means.

We are a school of hope, where students are invited to explore their God-given potential.

Staff at Bishop Luffa commit to:

- Inspire all students to be ambitious about their futures
- Encourage and develop leadership amongst students and staff
- Develop Partnerships within, and beyond, the school
- Foster engagement in personal and spiritual development
- Nurture a sense of belonging to a safe school and the wider world



Bishop Luffa School

Bishop Luffa School is a busy and thriving mixed comprehensive, with 1578 students including 358 Sixth Form students, serving a wide area around Chichester. The school was founded in 1963 to give Christian families a place where their children could be given a high quality education based on Christian values. In 2013 the school became an Academy.

Our school proudly encourages students to explore a wide range of subjects and extra-curricular activities. At the last count, there were 49 clubs running regularly.



We celebrate learning outside of the classroom in a number of annual events, such as 'Fruition' which showcases the Arts and Technology and our fiercely contested House competitions in Sports, Dance and Drama. We award a House Cup every year for the House that gains the most House Points.

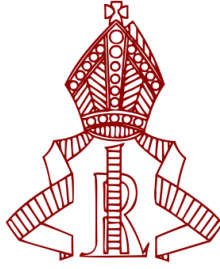
We want three things from our students: that they join-in, that they contribute to the school community and that they take their turn as leaders. Each House has a council led by its House Captains, and this feeds into our School Council, which

is chaired by our School Captains. The School Captains regularly attend meetings with the school leadership team.

Each year group is served by a member of our clergy team, who are drawn from churches in our catchment area and reflect the diversity of the Christian faith. We also have a Worship Team of staff and students, who write and deliver the 'Connect' programme, which helps students to learn about their spiritual life.

Our ethos, and the tremendous support that we get from parents and carers, leads to our students achieving excellent results and following exciting careers. We are proud of our school and look forward to welcoming a new member of staff into the team.





Design & Technology Technician

Grade 4 - 5

£25,583—£26,824 pro rata (Actual salary £19,619—£20,571)

35 hours per week, which includes ½ hour per day unpaid lunch break

Term Time only + 5 INSET days + 1 week in the holidays

Bishop Luffa School are looking to appoint an enthusiastic and resourceful person in the role of Design and Technology Technician. The successful candidate will work as part of the Design and Technology team in the technical and practical support of the Design and Technology Faculty, to ensure consistent excellence in the standards and achievement, teaching and learning, quality of provision, and personal development of all students within the department.

This exciting and rewarding role requires someone who:

- has high standards and takes pride in the quality of their work
- is able to work effectively in a team
- enjoys making a real difference to students' learning
- is patient, flexible, adaptable and able to show initiative

The post requires excellent communication skills, a good general educational background and the ability to work in partnership with teachers.

This is an outstanding opportunity to work and develop within a supportive, committed and forward-looking school.

Closing date for applications: **Sunday 31st May 2026.**

Interviews will take place the week commencing 1st June 2026.

The school is committed to safeguarding and promoting the welfare of children and young people. The successful candidate will be required to undergo an enhanced DBS check.

Job Description

Design and Technology Technician

Role

To work as part of the Design and Technology team in the technical and practical support of the Design and Technology faculty to ensure consistent excellence in the standards and achievement, teaching and learning, quality of provision, and personal development of all students within the department.

Responsible to: Head of Design and Technology

Responsible in Design and Technology for:

Long Term

- Maintaining workshop equipment and machinery including CAM, teaching rooms, stock rooms and computer hub resources
- Annual assessment of stock/resource requirements as required by the teaching staff

Operational

- Liaising with teaching staff to discuss lesson requirements
- Carry out preparation for lessons and deliver on time e.g. material sizes, specialist equipment and resources.
- To clear away resources as needed at the end of lessons
- Ensuring that all equipment is maintained, cleaned and stored appropriately
- Ensuring the health and safety procedures are understood and followed alongside maintaining relevant records
- Maintaining stocks of equipment, materials and chemicals and re-ordering when necessary
- Assisting with health and safety emergencies
- Organising and implementing general workshop and classroom maintenance including CAD/CAM equipment
- Trialling practical activities including making of some ancillary equipment for teaching aids
- Providing technical assistance to trainee teachers (also to teachers who are unfamiliar with a particular set of equipment)
- Assessing risk of technician activities as well as classroom practical's
- provision of emergency technical assistance when there is a breakdown of equipment services or a serious breakdown in general servicing
- Design and manufacture of jigs, fixtures and templates as required
- Supporting pupils in KS3, 4 and 5, as required

Work with Teachers across Design and Technology

- Liaise and agree weekly lesson requirements
- To review subject/topic requirements on a regular basis

How to fulfil the role

Initiative

- *Flexibility: the ability and willingness to adapt to the needs of a situation and change tactics*
- *Thinks and acts ahead*
- *Seizes opportunities and sorts out problems*

Relating to others

- *Team working: the ability to work with others to achieve shared goals.*
- *Support and endorse the school's Christian ethos*
- *Maintain a sense of humour*

Reflecting

- *Reflect on personal and professional development*
- *Be aware of your own skills and self-management as regards time, prioritising workload and achieving a work life balance*

Reliability

- *Able to complete work in a reasonable time to the required standard*

Hours per week:

35 hours per week, which includes ½ hour per day unpaid lunch break

Term Time only + 5 INSET days + 1 week in the holidays

Grade range: 4 – 5 depending on experience and/or qualifications

Date last reviewed: May 2026

Person Specification

Design and Technology Technician

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED BY
QUALIFICATIONS & TRAINING			
Willingness to undertake induction training.	✓		Interview
Experience in relevant discipline.		✓	Certificates, application form and interview
EXPERIENCE			
Previous experience of working in a school		✓	Application form and interview
Design & Technology experience		✓	Application form and interview
KNOWLEDGE & SKILLS			
Knowledge of Health and Safety procedures and precautions	✓		Application form and interview
Willingness to gain awareness of school regulations	✓		Application form and interview
Knowledge of moving and handling procedures	✓		Application form and interview
Willingness to use relevant equipment	✓		Application form and interview
Ability to identify own training and development needs and actively seek learning opportunities		✓	Application form and interview
Willingness to participate in development and training opportunities	✓		Application form and interview
Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these	✓		Application form and interview
Ability to relate well to students and adults	✓		Application form and interview
Ability to communicate well through a variety of means (verbally, in writing and electronically)	✓		Application form and interview
Commitment to supporting the distinctive nature of a Church of England School	✓		Application form and interview, professional references

Bishop Luffa School is committed to safeguarding and promoting the welfare of our children and young people, and expects all staff to share this commitment.