LET EDUCATION TRUST

AMBITIOUS | INCLUSIVE | RESILIENT

Design Technology (DT) & Art Technician

Recruitment Pack



- Location: The Hollins, Hollins Lane, Accrington, Lancashire, BB5 2QY
- Grade: 5 (SCP6 -11)
- Full Time Equivalent (FTE) Salary: £26,847 to £29,071
- Actual Annual Salary: £23,298 to £25,228
- Contract Terms: Monday to Friday 37 hours per week, term time plus five INSET days
- Contract Type: Permanent
- Start date: 1st January 2027

Welcome from the CEO

Dear Applicant,

Thank you for your interest in joining The Hollins as a Design Technology (DT) & Art Technician.

At LET Education Trust, we believe that every pupil deserves access to a broad and ambitious curriculum, with opportunities to develop their creativity, practical skills and confidence. Subjects such as Design Technology and Art play an important part in this, allowing pupils to explore ideas, solve problems and develop skills that will serve them well beyond the classroom.

As a DT & Art Technician, you will play an important role in making these opportunities possible. Working alongside teaching staff, you will help ensure that lessons are well prepared, resources and equipment are ready for use and practical learning takes place in a safe, organised and purposeful environment.

This is far more than a behind-the-scenes role. Your work will directly support the quality of education pupils receive, helping teachers to deliver engaging practical lessons and ensuring that pupils have access to the equipment, materials and facilities they need to succeed.

You will also become a valued member of The Hollins community, working closely with colleagues across the school and contributing to an environment where pupils feel supported, are encouraged to be creative and take pride in their work.

At LET, we also recognise the importance of developing our staff and supporting those considering a career in education. Through our partnership with Embrace SCITT, we play an active role in Initial Teacher Training and have helped train primary and secondary teachers over the past ten years, many of whom have gone on to work in schools locally and within our Trust.

We are looking for someone who is organised, adaptable and practical; someone who takes pride in their work, understands the importance of high standards and shares our commitment to providing the best possible education and experiences for every pupil.

If this sounds like you, I hope you will consider joining us. I look forward to receiving your application and wish you every success in the recruitment process.

Jeniffer Sing
Chief Executive Officer
LET Education Trust

Welcome from the Headteacher

Dear Applicant,

Thank you for your interest in the Design Technology (DT) & Art Technician at The Hollins.

We are a fully comprehensive school serving a diverse catchment area across Accrington and the surrounding communities. We pride ourselves in giving our pupils the very best teaching, personal development and wrap around care. We are passionate about improving the life chances of all pupils, including our most vulnerable, those eligible for pupil premium and learners with SEND.

This vacancy has arisen following the departure of the previous post-holder. We are looking for someone who is enthusiastic about contributing to the life of the school and who shares our commitment to providing exceptional support for our pupils and staff. We are looking for someone who is dependable, conscientious and able to communicate effectively with staff and pupils. You will need to be able to use your initiative, work well as part of a team and maintain a calm and purposeful environment. A strong commitment to safeguarding and the welfare of young people is essential.

The Hollins offers a welcoming and supportive working environment where all staff are treated with respect and their contribution is appreciated. As a member of the LET Education Trust, you will also have access to the benefits associated with working within the Trust, including an excellent pension scheme.

If you are someone who takes pride in your work and would welcome the opportunity to make a positive contribution to the daily life of our school, I would encourage you to apply.

I look forward to welcoming the successful candidate to The Hollins.

Yours faithfully,

Mr M Bird
Headteacher
The Hollins High School

SAFEGUARDING AT THE HOLLINS

The Hollins, part of the LET Education Trust, is steadfast in its commitment to safeguarding and promoting the welfare of children and young people; we expect all staff and volunteers to share this unwavering dedication.

In accordance with Keeping Children Safe in Education (KCSIE), this position is subject to a robust vetting process:

- **DBS Disclosure:** As this role involves "regulated activity," the successful candidate will be required to obtain an Enhanced Disclosure from the Disclosure and Barring Service (DBS).
- **Rehabilitation of Offenders:** This post is not exempt from the Rehabilitation of Offenders Act 1974. However, certain "protected" convictions and cautions are "filtered" and do not need to be disclosed.
- **Self-Disclosure:** Shortlisted candidates will be required to complete a criminal records self-disclosure form before the interview.
- **Online Vetting:** In line with statutory guidance, the Trust will conduct online searches for all shortlisted candidates to identify any incidents or issues that may affect their suitability to work with children.
- **Right to Work:** To comply with the Immigration, Asylum and Nationality Act 2006, all shortlisted candidates will be asked to provide evidence of their legal right to work in the UK on the day of the interview.
- **Language Proficiency:** This role is identified as a public-facing position under Part 7 of the Immigration Act 2016. Therefore, the ability to fulfil all spoken aspects of the role with confidence and fluency in English is an essential requirement.

All appointments are subject to satisfactory references and medical clearances.

SUPPORT FOR OUR STAFF

Looking after our mental health
We have staff who are trained mental health first aiders who are ready, willing and able to support staff. You can also have look at the wellbeing charter which you can find on the LET Education Trust's website vacancy page.

Quality staff professional development
We value staff development above all else and this engenders a sense of confidence and motivation for staff. We treat our staff like the professionals they are by engaging in the Disciplined Inquiry approach to appraisal and development, which gives staff the responsibility to consider their own individual needs in order to continue to develop and improve.

Measure and respond to staff voice
Our questionnaires allow staff the opportunity to let us know how they are coping with the demands of work, along with how they are coping generally. However, leadership doors are always open for continual conversations around this.

Quality behaviour systems in place
Our behaviour system is designed to support both pupils and staff to ensure consistency and support at all times. Our school believes that the certainty of a sanction and subsequent restorative conversations are extremely Important for the smooth running of the school.

Driving down unnecessary workload
We strive to ensure that we support the DfE workload reduction with suggestions like ensuring that our calendar reflects generous department and CPD opportunities, not submitting regular lessons plans, no expectations that all staff will mark in a specified manner, and only collecting data that is purposeful and used multiple times.

ABOUT THE ROLE

The Hollins, part of the LET Education Trust, are seeking to appoint a committed and highly motivated Design Technology (DT) & Art Technician, to be an integral part of our support staff team. we are looking for someone who is enthusiastic about contributing to the life of the school and who shares our commitment to providing exceptional support for our pupils and staff.

HOW TO APPLY

Applications should be submitted using the forms available on our website with a supporting letter of no more than two pages of A4. The supporting letter should be clear, concise, accurately written and presented in an organised way, it should show how your experience to date has prepared you for this role. Your letter and complete application form should be returned no later than the specified closing date and returned to recruitment@thehollins.com

- Closing date: Sunday 22 November 2026, 12noon.
- Interview date: W/C Monday 23 November 2026.

THE HOLLINS

JOB DESCRIPTION

Job Purpose

To provide support to teaching staff during term time across Design Technology, visual art & Food Technology. To adopt a flexible style to tackle a range of routine duties across departments.

Duties & responsibilities:

- Assist the teachers in lessons and deliver technical learning activities under the overall supervision of a teacher
- Undertake routine maintenance of technical equipment
- Ensure adherence to health and safety regulations in relation to equipment and materials used by staff and pupils
- Develop and implement plans to safely and securely store allocated resources / materials / equipment
- Update records, including production of reports and analysis of information.
- Maintain and use a wide range of tools and equipment, examples but not limited to saws, pillar drills, laser cutter and 3d printer.
- Monitor the budget for the purchase of technical materials and equipment and undertake regular audits of resources.
- Ensure the Food Safety Act is adhered and followed at all times.
- Check and maintain stock levels.
- Prepare materials, resources and equipment for daily use and for upcoming plans.
- Work in a timely manner that supports the DT and Art Departments with setting up and packing away of practical lessons.
- To undertake other duties of a similar level and responsibility as may be asked by your line manager or headteacher.

Support for school

- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- Be a qualified first aider.
- To attend staff training as appropriate.
- To take care for their own and other people's health and safety.
- To assist the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities

To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

Equal Opportunities: We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Safeguarding Commitment: This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Note: Duties may be modified or interchanged by the Headteacher to meet evolving requirements, consistent with the grade of the post.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	• Qualifications in English and maths to at least GCSE A*-C, or equivalent level 2 literacy/numeracy	• Professional qualifications relevant to this post. • Evidence of ongoing professional development • First aid or a willingness to become a first aider
Experience & professional knowledge	• Significant experience of using a range of ICT packages (for example Microsoft Office and finance software). • Experience of working with young people • Experience of maintaining stock levels and stock management • Experience of working as part of a team • Experience of using IT Office 365/emails	• Experience of working within a 11-16 school/classroom setting • Experience of using Information Management Systems and computerised systems in a workshop/administrative environment • Experience and exposure to education sector. • Experience of using laser cutter, 3D printer, vinyl printer, table saw, etc.
Knowledge, skills & abilities	• Good communication skills • Excellent time management skills • Good organisational skills • Ability to work successfully as a team member establishing effective relationships with flexible working practices	• Knowledge of classroom roles and responsibilities • Ability to supervise and assist pupils • Experience working in a classroom environment. • Ability to work under pressure in a constantly changing and demanding environment
Personal characteristics	• Highly organised and dedicated • High level of professional standards and expectations of self and others • High level of personal motivation and the ability to inspire, lead and motive others • Strong communication, interpersonal and independent initiative • Ability to both follow direction and work under own initiative • Be willing to learn and update skills, knowledge and training	
Other	• Commitment to ensure that all children in your care are safe from harm/knowledge of safeguarding issues • Commitment to attend training and development related to the post • Commitment to health and safety • Commitment to attendance at work • Commitment to equality and diversity	• Car user

THANK YOU

