



COUNDON  
COURT

# Design and Technology Technician Recruitment Pack





## BUILDING BRIGHTER FUTURES



Our story is one of moral purpose. We are a learning community where everyone works collaboratively to plan, spread expertise and tackle challenges together — always focused on putting the needs of our students first. Together we build brighter futures.

### Our Mission

We aim to make a difference by raising the horizons and ambitions of everyone who learns, works, and lives within our diverse communities.

### Our Values

The Trust is committed to building brighter futures. This commitment is underpinned by three core values:

- Student's first
- It's about learning
- No barriers

### Join Us

This is an exciting time to become part of The Futures Trust. Every role here is more than a job — it's real, impactful work that makes a meaningful difference in the lives of our students and their communities. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn, grow, and truly change lives.



**4**

Primary Schools



**6**

Secondary Schools



**9000+**

Students



**1300+**

Staff



## Thank you for considering a career with The Futures Trust.

We are delighted to provide you with this recruitment pack, designed to offer all the information you need to embark on a rewarding journey with us.

# Chris Heal

## Head Teacher



Coundon Court School is a thriving school that is committed to Building Brighter Futures for all of its students.

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of talented professionals who excel in their field to help us on the next phase of our exciting journey.

**We look forward to hearing from you.**



## Job Details

JOB TITLE	DESIGN AND TECHNOLOGY TECHNICIAN
OPPORTUNITY	We are seeking to appoint an excellent Design and Technology Technician to deliver an efficient and effective technician support service to Design and Technology, which adds value, facilitates the achievement of educational objectives and contributes to the provision of a safe and stimulating educational environment.
REPORTING TO	Head of Design & Technology
LOCATION	Based at Coundon Court School with a requirement to travel to work at or for schools in the Trust.
SALARY / HOURS	<p>Grade 4, point 6 – 14</p> <p>£26,243 to £29,838 (Full time equivalent salary) £23,940 to £27,220 (Pro-rata salary)</p> <p>37 hours per week , Term Time only plus an additional 3 weeks [41 weeks per annum]</p> <p>Monday – Thursday: 8.00am – 4.00pm Friday: 8.00am – 3.30pm</p>
BENEFITS ENHANCING WORKING LIVES	<ul style="list-style-type: none"> <li>- Competitive rates of pay</li> <li>- Professional development opportunities</li> <li>- Career pathways across the Trust</li> <li>- Teacher / Local Authority Pension Scheme</li> <li>- Online retail discount</li> <li>- Employee Assistance Programme</li> <li>- Family Friendly policies to support family &amp; carer commitments</li> <li>- Flexible Working Arrangements</li> </ul> <p><a href="http://www.thefuturetrust.org.uk/why-work-for-the-futures-trust">www.thefuturetrust.org.uk/why-work-for-the-futures-trust</a></p>





## ✓ Job Description

### **Job Purpose:**

To deliver an efficient and effective technician support service to Design and Technology, which adds value, facilitates the achievement of educational objectives and contributes to the provision of a safe and stimulating educational environment.

### **Duties and responsibilities:**

- Prepare tools, equipment, visual aids and materials for design and technology lessons, resourcing lessons to meet defined learning outcomes as identified by class teachers.
- Provide technical support, advice and assistance to individual and small groups of learners under the direction of class teachers.
- Provide advice and guidance for project work, including sharing knowledge of specific aspects of new technology, software and hardware with colleagues and learners.
- Clear away tools, equipment and materials after classes, ensuring the safe disposal of waste materials.
- Undertake the care and maintenance of workshops, faculty areas, tools and equipment; ensuring security, safe storage and cleaning, carrying out appropriate repairs and reporting when any external repairs or renewals are required.
- Ensure the safe storage of potentially harmful materials, where relevant in accordance with Care of Substances Hazardous to Health (COSHH), and monitor tools, equipment and machinery on a regular basis to ensure that they are safe before issuing to learners or colleagues.
- Maintain accurate and up to date records of all safety checks and risk assessments, working with colleagues to produce and maintain Create & Perform Faculty risk assessments as required.
- Carry out all duties safely with due regard for the health and safety of others and yourself, ensuring that health and safety training, risk assessments and best practice and protocols are adhered to at all times.
- Operate an effective stock control and ordering system, including obtaining quotes from suppliers, preparing purchase orders, receiving and checking deliveries, and ensuring that relevant records and inventory checks are made.
- Test new tools and equipment and assist in the development of new practical work for lessons and exams, including innovative IT applications and adaptations.
- Carry out general clerical/admin support for the faculty, and maintain confidentiality in respect of any sensitive information.
- Undertake regular first aid training and administer first aid as required.



## **Duties and responsibilities Continued:**

### **Line Management**

- The job involves no direct responsibility for the supervision, direction or co-ordination of other employees. The work may involve demonstration of own duties, or providing advice and guidance to new employees or others.

### **Professional Development**

- Maintain personal professional development to ensure that the knowledge and skills required to fulfill the role of Technician (Design and Technology) are up to date.
- Be a professional role model, and understand and promote the aims of the School and the values of the Trust.



## Person Specification

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none"> <li>• Possession of appropriate certificates for centre lathe, cross cutter, pillar drill, band saw, tool grinder, planer, circular saw and any other relevant qualifications appropriate to this role</li> <li>• First Aid Qualification</li> <li>• GCSE grade C or above in English and Maths or equivalent</li> <li>• Certificate for workshop and machinery Health &amp; Safety</li> <li>• Health and Safety at Work certificate including safe storage and use of COSHH substances</li> <li>• A relevant level 3 qualification e.g A-Level or NVQ3</li> </ul>		Application Form Certificates
SKILLS AND ABILITIES	<ul style="list-style-type: none"> <li>• Able to communicate effectively verbally and in writing to obtain and provide information, give assistance and receive instruction</li> <li>• Highly organised; able to prioritise workload, meet deadlines, remain calm under pressure and cope with interruptions.</li> <li>• Able to work independently and as a member of a team.</li> <li>• Able to work with adults and learners.</li> <li>• Able to follow instructions and guidelines, to recognise procedures and operate in a safe systematic and methodical way.</li> <li>• Able to adapt work and train in new technologies or new equipment.</li> <li>• Able to assist with demonstrations of equipment and practical exercises to learners.</li> <li>• Able to prepare and maintain tools, equipment, materials and workspaces.</li> </ul>		Application Form Interview Test



AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
SKILLS AND ABILITIES	<ul style="list-style-type: none"> <li>• Able to work in accordance with the school’s safeguarding policies and procedures and recognise when to report concerns.</li> <li>• Able to consistently produce high quality work and maintain accurate records.</li> <li>• Able to administer first aid in accordance with training.</li> <li>• Able to liaise with external agencies in a professional manner</li> <li>• Strong ICT skills with the ability to use, troubleshoot and maintain a range of digital platforms and equipment</li> </ul>		
EXPERIENCE	<ul style="list-style-type: none"> <li>• A minimum of 12 months working in a role providing relevant experience.</li> <li>• Safely using and maintaining relevant equipment</li> <li>• Experience of using own initiative to problem solve.</li> <li>• Planning for the efficient and cost effective use of resources</li> </ul>	<ul style="list-style-type: none"> <li>• Working in an education environment</li> </ul>	Application Form Interview
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none"> <li>• Knowledge of metal and Wood machinery / tools (milling machines, lathes etc) used in Design Technology including CAD/CAM</li> <li>• Knowledge of materials used in Design Technology</li> <li>• Knowledge and understanding of health and safety issues and COSHH</li> <li>• A basic understanding of the needs characteristics of young people</li> <li>• Working knowledge of Microsoft Office</li> </ul>	<ul style="list-style-type: none"> <li>• How to administer first aid</li> <li>• How to produce risk assessments</li> <li>• Knowledge of 3D printing and 3D design software.</li> <li>• Knowledge of Laser cutting and 2D design software.</li> </ul>	Application Form Interview Test
OTHER REQUIREMENTS	<ul style="list-style-type: none"> <li>• A professional role model who is committed to their own professional development and to developing others</li> <li>• Committed to and able to promote the aims of the school and the values of</li> <li>• the Trust: Learners First, It’s about Learning, No Barriers.</li> <li>• Values diversity and the unique contribution that every individual makes to the learning community</li> <li>• Able to work calmly under pressure</li> <li>• Demonstrates professionalism, loyalty and integrity</li> <li>• Able to work flexibly, and to attend meetings and INSET days as required</li> </ul>		Application Form Interview



## How to apply

**Closing date:**

**2<sup>nd</sup> February 2026**

**Interviews:**

**To Be Confirmed**

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team:

**tel: 02477 102134**

To apply for this post, please complete the online application form found at:

**[www.thefuturetrust.org.uk/work-with-us/current-vacancies](http://www.thefuturetrust.org.uk/work-with-us/current-vacancies)**

On application please read the following policies found at:

**[www.thefuturetrust.org.uk/work-with-us/recruitment-pack](http://www.thefuturetrust.org.uk/work-with-us/recruitment-pack)**

- Coundon Court School Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants



**The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.**

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.