



Lord Grey Academy
Lord Grey Can



DESIGN TECHNOLOGY TECHNICIAN **(Fixed Term Maternity Cover)**

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“Lord Grey Academy is committed to safeguarding and promoting the welfare of children and young people and requires all staff and volunteers to demonstrate this commitment in every aspect of their work.”





Lord Grey Academy
Lord Grey Can



Advertisement

DESIGN TECHNOLOGY TECHNICIAN (Fixed Term Maternity Cover)

Hours of Work: 8.30am – 4.30pm (4pm on Fridays)
37 hours per week

41 weeks per year (38 term time weeks, 5 training days and 2 further weeks)
Tove Learning Trust Band F £25,183 - £25,584 per annum

Actual annual starting salary: £22,771 per annum

Required for June 2025, an experienced Design Technology Technician to provide high-quality support to staff and students within our Creative Technologies faculty. The postholder will undertake a range of duties, to include preparing equipment and materials, maintaining all equipment in safe order, and aiding with machining of wood, and plastics as required etc and to support the school in their Health & Safety compliance.

Applicants must be hard working, willing to be flexible and able to offer a wide range of practical skills. You must be self-motivated, totally trustworthy and reliable, able to take the initiative and to work as part of a team.

A vacancy booklet, information for candidates booklet and the application form are all available on the vacancies section of Lord Grey Academy's website: <http://www.lordgrey.org.uk/general-information/vacancies/>

Please note the application form and information for candidates booklet are available on the right hand side of the above link. Details on how to apply for this post are in the How to Apply Section of this booklet. Please do look at our recruitment video of our staff talking about working at Lord Grey and our document: *Why work at Lord Grey?*

Completed application form and covering letter should be submitted to Human Resources at Lord Grey Academy or emailed to hr@lordgrey.org.uk by 9am on Tuesday 22nd April 2025. Interviews to be held on Friday 25th April 2025.

Only successfully short listed candidates will be contacted.

Join an Academy part of a highly supportive and growing MAT. Lord Grey joined Tove Learning Trust in April 2018 and is situated in Bletchley on the outskirts of the growing city of Milton Keynes. We achieved our GOOD OFSTED status in Summer 2022. Since then we have gone from strength to strength with improving GCSE and level 3 results; a football partnership with Paris St- Germain and winners of MK Inspiration Awards 'Inspiring Secondary School' 2023 and MK Educations Awards 'Secondary School of the Year'; 'Maths Team of the Year' and 'Lifetime Achievement Award' November 2023. The right candidate will join us on our exciting journey and enable us to continue to provide a great education for our amazing students as we prepare them for adult life. We have a strong collegial team who create a real atmosphere of collaboration and community who embody - Lord Grey Can!

Tove Learning Trust

The trust is committed to ensuring that all students achieve as highly as possible and we work hard to offer stimulating environments that enable every learner to progress and flourish. We have a small central team and a committed Board of Trustees that are focused on delivering outstanding outcomes. We aim to have academies that are excellent communities of learning where students thrive on success. There are seven secondary schools and one primary school in this growing Trust.

The Academy is committed to safeguarding children. The successful applicant will require an enhanced DBS check.





JOB DESCRIPTION

Role:	Design Technology Technician
Responsible to:	Head of Faculty – Creative Technologies
Based at:	Lord Grey Academy
Hours:	37 hours per week, 41 weeks per year
Grade:	Grade F, points 6 to 7

Job Context

To maintain high quality technician services primarily to Design and Technology, to work alongside and support students and teachers in these curriculum areas. The postholder will undertake a range of duties, to include preparing equipment and materials, maintaining all equipment in safe order, and aiding with machining of wood, and plastics as required etc.

Key Responsibilities

- Preparation of equipment and materials to support students and teaching staff
- Maintenance of the equipment, apparatus and materials
- Assist students and teaching staff during lessons with the machinery/equipment/apparatus/materials

Job Description

Responsibility area 1

Preparation of equipment and materials to support students and teaching staff

- 1) To set up specialist apparatus and equipment
- 2) To prepare equipment and materials for classroom use, paying particular attention to their safe use and handling
- 3) To be responsible for the timely ordering and replenishment of resources

Responsibility area 2

Maintenance of the equipment, apparatus and materials

- 4) To maintain the cleanliness and serviceability of equipment and apparatus
- 5) To maintain the tidy storage of materials and equipment
- 6) To maintain the cleanliness and tidiness of the technician's area and to assist in maintaining overall tidiness in the workshops
- 7) Working with the Head of Department to organise to undertake and document regular checks of the machinery and tools
- 8) Working with the Head of Department to organise servicing, maintenance and remedial work required on the machinery, extraction and tools, supported by Premises Administrator as required
- 9) Working with the Head of Department to organise to maintain Health & Safety records of all checks, maintenance and training of the equipment and staff within the DT department
- 10) Working with the Head of Department to organise to work with Premises, School Business Manager and Health & Safety Consultant for the constant improvement of Health & Safety

Responsibility area 3

Assist students and teaching staff during lessons with the machinery/equipment/apparatus/materials

- 11) To assist teaching staff in demonstrations, and practical work with students
- 12) To construct jigs, teaching equipment and prototype projects, as required
- 13) To use or be happy to learn how to use Cad and CAM software to produce students designs
- 14) To aid with machining of wood, and plastics for projects where students are not permitted to use the machines
- 15) Support students consistently whilst recognising and responding to their individual needs



- 16) To work constructively as part of a team, understanding classroom roles and responsibilities
- 17) To take part in the Risk Assessments for Health and Safety in the classroom/workshop ensuring that all equipment and demonstrations follow the guidelines for Health and Safety

Other duties or responsibilities

1. To be an Emergency First Aider
2. To oversee the security of the teaching block when teaching staff are unavailable
3. To give technical support across campus when required
4. Establish productive working relationships with students, acting as a role model and setting high expectations with all students.
5. Be willing to participate in development and training opportunities
6. Ensure the implementation of the school's Equalities, Safeguarding and Child Protection Policies
7. To comply with any other reasonable requests from the Principal when there are exceptional circumstances
8. To observe all school policies, procedures and working practices
9. To contribute towards the delivery of high-quality education for all students

Tove Learning Trust expects its employees to work flexibly within the framework of the job description. This means the post holder may be expected to carry out work that is not specified in the job description but which is within the remit of the role, duties and responsibilities.

Tove Learning Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff & visitors to share this commitment.



PERSON SPECIFICATION

EXPERIENCE/KNOWLEDGE	Essential	Desirable	How evidenced
Working in school workshops		✓	A R
Ability to work with CAD and CAM		✓	A
Working with wood	✓		A
Knowledge of materials used in the classrooms		✓	A I
Awareness of Health and Safety issues relating to equipment and materials	✓		A I
Experience of supporting and advising students in acquiring a range of technical skills		✓	A
TECHNICAL JOB RELATED SKILLS	Essential	Desirable	How evidenced
Ability to fix simple workshop equipment	✓		A
Ability to communicate effectively, both orally and in writing	✓		A I
Accuracy and attention to detail	✓		A I
Accurate record keeping	✓		A
First Aid Certificate or willingness to train	✓		A I
Organisational skills	✓		A
PERSONAL JOB RELATED SKILLS	Essential	Desirable	How evidenced
Commitment to professional standards	✓		A
Commitment to quality and continuous improvement	✓		A
Ability to work under pressure	✓		A I
Ability to prioritise and meet deadlines	✓		A I
Team orientated	✓		A
EDUCATION AND QUALIFICATIONS	Essential	Desirable	How evidenced
Equivalent of 4 GCSE subjects at Grade C or above		✓	A
Evidence of relevant further education/training		✓	A
Willingness to undertake further work related training	✓		A I
OTHER REQUIREMENTS	Essential	Desirable	How evidenced
Willingness to attend Open Evenings and other evening meetings as required to meet the school's needs		✓	A I
Commitment to uphold the school's Equal Opportunities, Safeguarding and Child Protection Policies	✓		A I

A – Application form I – Interview R – Reference