Longfield Academy

JOB DESCRIPTION

POST TITLE:	**Design and Technology Technician**
RESPONSIBLE TO:	**Head of Design and Technology**
GRADE:	**Band 2, SCP 4**
PURPOSE OF POST:	**To support teaching and learning across the D&T department**

Main duties/responsibilities

1. Provide support and assistance to staff and pupils in the delivery of the curriculum.
2. Prepare all teaching areas for practical classes, ensuring materials and resources are available for the start of each lesson. At the end of each lesson all teaching areas need to be checked to ensure no materials or equipment are left on the benches and student work is stored safely.
3. Cleaning of practical areas, i.e. work surfaces, sinks, store cupboards etc.
4. Assist in organisation/maintenance of student folders.
5. Assist with putting up/dismantling displays
6. Stock taking, replenishing and organisation of materials, tools, parts and components.
7. Assist the Head of Department with the processing and collection of orders.
8. Photocopying and laminating.
9. Using ICT to assist with research, producing resources and production of items for pupil project work
10. Participate in training and performance development as required.
11. Perform other duties which correspond to the general character of the post and are commensurate with its level of responsibility.

PERSON SPECIFICATION

Design and Technology Technician

Key

AF Application form including personal statement
S Selection Process including interview
R Employment References
C Certificates
D Enhanced Disclosure and Barring Services Criminal Check

	Criteria	Essential/ Desirable	Stage Identified
	Qualifications & Education		
1	NVQ 2 or equivalent qualification or experience in relevant discipline	E	AF, C
2	Good numeracy/literacy skills	E	AF
	Experience & Knowledge		
3	Effective use of ICT	E	AF,S
4	Use of relevant equipment /resources	E	AF,S
5	Knowledge of particular subject/technical area	E	AF,S,R
6	Ability to identify own training and development needs and co-operate with means to address these	E	AF,S
7	Experience of basic administrative tasks and processes	D	AF,S,R
8	Knowledge of relevant policies/codes of practice and awareness of relevant legislation	E	AF,S,R
9	Knowledge of health and safety practices	E	AF,S,R
10	Knowledge of First Aid	D	AF, C
	Skills		
11	Ability to relate well to children and adults	E	AF,S,R
12	Ability to use Design and Technology equipment and resources	E	AF,S,R
13	Good verbal communication skills and ability to communicate effectively at all levels	E	S,R

	Criteria	Essential/ Desirable	Stage Identified
14	Ability to work on own and in a team and build productive working relationships	E	AF,S,R
	Personal Attributes		
15	Willingness to engage with appraisal, development and training opportunities and apply the knowledge and skills gained	E	S,R
16	Ability and commitment to understand and comply with school and Trust policies and procedure	E	S
17	Ability to promote fairness and demonstrate high personal standards	E	S,R
18	Self-motivated and enthusiastic approach to work	E	S,R
19	Ability to deal with issues in a calm and professional manner	E	S,R
	Special Requirements		
20	Commitment to safeguarding pupils and suitability to work with young people	E	D
21	Ability to form and maintain appropriate relationships and personal boundaries with children	E	D
22	Suitability to work with children/young people	E	D
23	The ability to communicate at ease and provide advice in accurate spoken English	E	S

Employment references will be requested prior to the selection process and any issues arising from these will be discussed at interview. All appointments to satisfactory references.

Last Reviewed: 2025