



## APPLICANT PACK

# Design & Technology Technician

*St Francis Xavier Secondary School, Richmond*



# Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of Design & Technology Technician. Although we are a catholic trust we welcome both staff (and pupils) from all faiths to join our family of schools.

Within this application pack you will find:

- a) Information on how to access the online application form and additional forms related to this (these can be completed electronically and emailed)
- b) Job Description and Person Specification
- c) Further information about our Trust including our Benefits and Wellbeing package.

Applicants should return their application forms to [recruitment@sfx.npcat.org.uk](mailto:recruitment@sfx.npcat.org.uk) by the **closing date, Monday 16th March 2026, 9am**. Any gaps in previous employment must be explained.

Should you wish to have an informal discussion about the role, please do not hesitate to contact Jackie Prime, Headteacher on at [prime.j@sfx.npcat.org.uk](mailto:prime.j@sfx.npcat.org.uk)

As mentioned in the advertisement, a DBS disclosure is required for this post. It is important to note that:

*Nicholas Postgate Catholic Academy Trust is committed to safeguarding and promoting the welfare of children.*

We would like to take this opportunity to thank you for your interest in this vacancy and wish you well with your application.

# Job Advert

<b>Required:</b>	1st June 2026
<b>Salary:</b>	£25,989 - £26,403 pro rata (actual salary: £18,206 - £18,496)
<b>Hours:</b>	30 hours per week, Term Time Only plus 1 week
<b>Contract Type:</b>	Permanent
<b>Location:</b>	St Francis Xavier Secondary School, Darlington Road, Richmond, DL10 7DA

The governors of this highly successful and oversubscribed school seek to appoint an enthusiastic and innovative technology technician. This is an opportunity to join a dynamic and successful team working in a school with excellent technology facilities and very high academic standards.

The main aim of this role is to support the design and technology curriculum team in the preparation of resources required for lessons. The successful candidate will ideally have the experience and skills required to maintain equipment, have the knowledge of workshop safety standards, and be willing to gain the necessary qualifications for the role. Candidates should also enjoy interacting and supporting young people to achieve their potential.

St Francis Xavier School is a joint RC/CE 11-16 Mixed Comprehensive serving the picturesque market town of Richmond and the surrounding rural area. We are located close to the A1 and A66 and in commutable distance from York, Durham and Teesside. The school has an excellent reputation in the local community.

St Francis Xavier is part of the Nicholas Postgate Catholic Academy Trust, a family of 38 schools, and a vibrant Sixth Form College. With more than 12,300 pupils and 1,500 staff, NPCAT is now one of the largest multi-academy trusts in the UK.

The school has a very positive learning culture, with excellent examination outcomes, being consistently amongst the highest performing in the country in terms of progress and currently has the top Progress 8 of all schools in North Yorkshire. The last Ofsted Inspection highlighted the following:

- 'The school has extremely high expectations for pupils' behaviour. Pupils' conduct is consistently excellent. Pupils are considerate of others. In lessons, they listen attentively and value the contributions of peers. Pupils recognise the importance of working hard. Their attitudes towards learning are consistently positive. This contributes to the studious atmosphere in lessons.'

- 'Pupils achieve exceptionally well across the curriculum. This is reflected in published outcomes from national examinations. Pupils with special educational needs and/or disabilities (SEND) benefit from the same rich curriculum as their peers. They achieve equally impressive academic outcomes.'

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

Please note you do not need to be a regular attender at Church but you do need to be happy to support the Christian ethos of the school.

You are welcome to visit our school prior to application or to have an informal discussion with the Headteacher. Please contact Mrs H. Harland, Senior Business Support Officer, at [recruitment@sfx.npcat.org.uk](mailto:recruitment@sfx.npcat.org.uk) or on 01748 823414 to book an appointment.

Please refer to the enclosed job description and person specification for further details.

**Closing date: Monday 16th March 2026 by 9am**

**Interview date: Week commencing 16th March 2026**

Please refer to the back cover of the application pack for details of how to apply for this position.

*Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks. The successful candidate will be required to sign a Catholic Education Service contract.*

# Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

**Post title:** Design & Technology Technician

**Grade:** E SCP 6-7

**Reporting to:** Curriculum Leaders of Design & Technology

## Purpose:

- To work under the guidance of the Heads of Technology and Art & Design, to coordinate the use and maintenance of practical resources and facilities.
- To provide assistance and advice in meeting the practical needs of the curricula.
- To assist in carrying out the stock control, the preparation of resources, constructing and modifying apparatus, together with assisting with basic demonstrations.

## Main/Duties responsibilities:

### General

- To provide technical and administrative support to the Curriculum Leaders for Design & Technology, and other teaching staff as required.
- Prepare materials and equipment for lessons and projects, including preparation of demonstration materials and resources for all workshop processes (such as brazing, welding, casting, lathe work, plastic forming and moulding etc).
- To set out and clear away materials and equipment, prepare visual aids as required by Academy teaching staff, and assist in the production of resource materials
- Give basic technical advice to teachers and pupils, including assisting with demonstrations.
- To provide technical support during lessons as requested by the teacher as co-ordinated by the Subject Leader
- To prepare, organise and store materials for lessons as required by the teaching staff
- To assist in the smooth running of the Design & Technology department
- To assist in the organisation and preparation of displays for Open Evenings and other events as directed by the Subject Leader

- Assist staff and pupils in good workshop and food practical practise. Offer professional guidance, assistance and support to pupils & teachers on the practical aspects of the curriculum.
- Make tools, jigs, work aids and teaching materials.
- Put out kits and equipment, testing them and checking them back in again.
- Set up of machines, CNC and CAD/CAM equipment.

## **Environment**

- To carry out a weekly check and maintenance of equipment
- To carry out the routine cleaning of equipment as and when required
- To work with staff to ensure a clean, safe and tidy working environment within the Design & Technology department
- To ensure the security of equipment at the end of class activities, breaks, etc.
- To maintain a clean and tidy dedicated preparation room
- To ensure that the store room is tidy and that equipment and materials are in their right place
- To be responsible for the safe storage of materials, equipment and the disposal of waste according to relevant regulations and procedures
- To coordinate with staff for the setting up of extra-curricular activities as necessary
- Assist with the maintenance and deployment of all AV equipment within the departments.

## **Support for Students**

- Working under the instruction/guidance of the teacher;
- To demonstrate and provide hands-on practical student instruction in correct usage and application of Design & Technology equipment.
- Assist students with technical skills during Food practical work, such as the safe use of deep fat fryers, food processors and chef's knives

## **Management of Resources**

- Assist in carrying out a stock control, compiling orders, liaising or negotiating with suppliers, maintaining appropriate records, and maintaining an inventory system for items with a replacement value of £50 or more.
- To research into materials for controlled assessments and other practical activities as agreed with the Subject Leader
- To perform day to day maintenance, ensuring the safe usage, inspection, operation, cleaning and minor repairs of practical equipment
- To keep up to date records associated with safety checks and maintenance for equipment owned by the Academy

- To arrange for specialist maintenance and testing of departmental equipment with the agreement of the Subject Leader, liaising with the Facilities Management Provider as and when required
- To monitor and record levels of stock and inform the Subject Leader when further supplies of materials and / or equipment are required.
- To maintain an up to date record of assets for the Design & Technology department and provide stock and asset information to the Academy Business Manager as required for audit purposes
- To check goods delivered against orders and store appropriately
- To utilise academy and department resources in a cost effective manner in support of student learning

### **Quality Assurance**

- To help implement Academy quality procedures and to adhere to those
- To attend and/or provide information regarding technical support for regular departmental meetings in order to liaise with staff regarding maintenance, use and availability of equipment
- To seek / implement modification and improvement of systems and equipment when and where required

### **Communications**

- To work with staff to help develop and demonstrate new practical activities.
- To recognise own strengths and areas of expertise and use these to advise and support others
- To develop constructive relationships with staff, other agencies and professionals
- To communicate effectively with the parents of students as appropriate
- To contribute positively to the development of an effective team ethos
- To communicate and cooperate with outside agencies

### **Marketing and Liaison**

- To contribute to the Academy's liaison and marketing activities
- To make a positive contribution to the marketing of the Academy and its facilities

### **Pastoral System**

- To comply with and assist with the procedures relating to safeguarding, confidentiality and data protection
- To support and participate fully in the Academy's house system, and contribute to whole school activities, e.g. House challenges, competitions, etc.

## **Professional Development**

- To have a flexible approach, and be willing to develop new skills when required to support the introduction of new technologies to the department or whole academy.
- Keep up-to-date with current procedures and practices through continuing professional development.
- To take an active part in appraising own work against agreed priorities and targets in accordance with the Academy's performance management and supervision arrangements

## **Other**

- To carry out such duties as may be reasonably directed by the Subject Leader for Science, Headteacher/Deputy/Assistant Head
- To actively promote the Every Child Matters agenda
- Carry out reprographics as required.

## **Safeguarding, Equality & Diversity and Health & Safety**

- To safeguard and promote the welfare of children for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.
- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

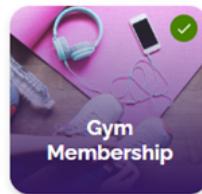
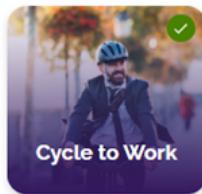
*These duties are neither exclusive nor exhaustive, and the post holder will be required to undertake other duties and responsibilities, which the Headteacher/Line Manager may determine.*

# Person Specification

Criteria	Essential		Desirable	
<b>Qualifications and Education</b>	E1	Educated to GCSE standard at Grade A* - C for a minimum of 5 GCSEs including Maths and Science, or equivalent	D1	DATA Secondary Core Health & Safety
			D2	Level 2 Food Safety & Hygiene
			D3	DATA Health & Safety: S1HS Wood Sawing Machines
			D4	DATA Health & Safety: SMHS Resistant Materials: Heat processes
			D5	COSHH/CLEAPSS/H&S Certificates
			D6	Current First Aid Qualification or willingness to undertake training
<b>Experience and Knowledge</b>	E2	Good understanding of health and safety procedures	D7	Experience of working in a school environment
	E3	Understanding and knowledge of areas of learning, eg, literacy, numeracy, science and SEN	D8	Proven experience in a similar role
<b>Professional Development</b>	E4	Desire to enhance and develop skills and knowledge through CPD		
<b>Skills</b>	E5	Competence in the use of CAD/CAM, machinery and hand tools	D9	Work using own initiative
	E6	Experience of working successfully and co-operatively as a member of a team		
	E7	Excellent ICT skills for learning and administrative requirements		
	E8	Ability to maintain electronic and paper-based records of information		

	E9	Ability to work under pressure and to strict deadlines		
	E10	Good attention to detail		
	E11	High standard of interpersonal and oral/written communication skills		
<b>Personal Attributes</b>	E12	Excellent time management and organisational skills	D10	Ability to self-evaluate CPD needs and to seek out new learning opportunities
	E13	Recognition of the importance of personal responsibility for health and safety		
	E14	Ability to present as a role model to students in speech, dress, behaviour and attitude		
	E15	Ability to work flexibly and respond to developing needs		
	E16	Reliability and integrity		
<b>Special Requirements</b>	E17	An understanding of safeguarding and child protection requirements		
	E18	An understanding of the Christian ethos of NPCAT		

# Why work for us?



NPCAT recognises the importance of staff welfare and a managed workload and this is reflected in the way we treat our people.

As a responsible and caring employer, we appreciate and value each of our staff. Their holistic health and wellbeing are vital to enabling all of us to maintain the optimum work-life balance.

We see exceptional staff welfare as an essential element towards enabling us to develop a rich, nurturing climate for learning across all our schools.

We offer a broad package of emotional and practical support to our staff.

We are clear about our expectations of employees and offer a positive, transparent and supportive working culture in return.

## We offer:

- Competitive pay
- Defined benefit pensions
- Annual pay progression and recognition of additional responsibilities
- Annual cost of living adjustment
- On-site parking at our school premises
- Support with parking and subsistence costs where appropriate.

## Additional benefits include access to:

- Vivup - Lifestyle savings - store discounts
- Vivup - Discounted gym membership
- Vivup - Cycle scheme
- Full wellbeing package

NPCAT is committed to equality of opportunity and will not tolerate any harassment, intimidation, discrimination or victimisation.



## How to Apply

Application form and further information is available from:

[npcat.org.uk/current-vacancies](http://npcat.org.uk/current-vacancies)

Applicants should complete and return a **Support Staff Application Form & Recruitment Monitoring Form** to: [recruitment@sfx.npcat.org.uk](mailto:recruitment@sfx.npcat.org.uk)

Should you be shortlisted for an interview, you will be required to complete a Rehabilitation of Offenders Disclosure Form.

**Job Description:** This informs you of the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

**Person Specification:** This specification sets out which criteria will be used to shortlist candidates for interview.

If you require any additional information about this post, please contact Jackie Prime, Headteacher on [prime.j@sfx.npcat.org.uk](mailto:prime.j@sfx.npcat.org.uk)

Thank you for your interest in NPCAT. We look forward to receiving your application.

Please note that if you do not hear from us within 2 weeks from the closing date you are to assume your application has been unsuccessful on this occasion.