



Notley High & Braintree Sixth Form

Job Description & Person Specification

DT Technician

Job Title:	DT Technician
Scale:	Scale 3
Responsible to:	Head of Design & Technology
Responsible for:	N/A

Job Purpose:	To support the department by preparing for lessons, maintaining a clean, safe and well-organised environment, assisting during practical lessons, and ensuring high standards of hygiene, organisation, and efficiency.
Duties & Responsibilities:	• Prepare and set up equipment, ingredients, fabrics, and other resources for lessons, assessments, and exams to ensure smooth and effective delivery. • Maintain a clean, safe and hygiene environment, including cleaning equipment, surfaces, and appliances in line with health and safety standards. • Support teaching staff during practical lessons and demonstrations, assisting students where appropriate to promote effective learning. • Manage stock and supplies: order, receive, check, rotate, and store food, textiles and equipment to ensure availability and minimise waste. • Monitor and maintain inventories, complete purchase forms and online orders to maintain efficient resource management. • Assist with administrative tasks including printing, laminating, and scaling recipes, to support lesson preparation and organisation. • Ensure the safe handling and storage of food and textiles materials, including tasks such as freezing, defrosting, allergen labelling, fabric care, and the secure storage of sharp tools, in line with relevant safety and hygiene regulations. • Maintain displays and contribute to the organisation and visual presentation of classrooms to create an engaging learning environment. • Support health and safety compliance, including risk assessments, safe working practices and first aid provision. • Attend relevant meetings and training and contribute to wraparound care activities or extracurricular activities as needed.
General:	• Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with their line manager. • Comply with individual responsibilities, in accordance with the role, for health & safety in the workplace. • Comply with Data Protection Act 2018 and GDPR requirements in all working practices maintaining confidentiality, integrity, availability, accuracy, currency and



	security of information as appropriate. Take personal responsibility for all personal data within own working environment. • Ensure that all duties and services provided are in accordance with the Trust's Equality & Diversity Policy. • Bridge Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All Staff are expected to confirm they have read and understood KCSIE part one, annually each September.
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PERSON SPECIFICATION

Criteria	Qualities	Essential/ Desirable
Qualifications & Training	• GCSE or equivalent level, including at least a Grade 4 (previously Grade C) in English and Math's. • Current Level 2 Food Hygiene and Safety certificate (or a willingness to obtain). • First aid qualification (or willingness to obtain).	E E E
Knowledge & Experience	• Experience working in a kitchen, food preparation, or similar practical environment. • Understanding of food safety, hygiene, and allergen management. • Familiarity with stock control and ordering procedures. • Experience working in a school or educational setting. • Knowledge of risk assessments and safe working practices in a food room.	E E E E
Skills and attributes	• Strong organisational and time management skills. • Ability to follow instructions and work independently. • Competent in using basic ICT for ordering, stock management, and communication. • Practical skills in food preparation and equipment handling. • Practical skills in handling textiles and using sewing equipment. • Attention to detail, especially in hygiene and safety procedures. • Good communication and interpersonal skills. • Flexible and adaptable to changing priorities.	E E E D E E E
Personal qualities	• Reliable, proactive and solution-focused • Takes pride in maintaining a clean, safe and engaging environment. • Committed to teamwork and supporting a positive learning environment. • Patience and understanding when working with students of varying skills levels.	E E E E
Other	• Committed to equality and diversity. • Commitment to own continuous personal and professional development. • Committed to our Health and Safety policies and procedures. • Compliance to Data Protection Act 2018 and GDPR principles/ requirements. • Committed to safeguarding and promoting the welfare of children and young people.	E E E E

The duties above are neither exclusive nor exhaustive and the post holder may be required to carry out appropriate duties within the context of the job, skills, and grade. This job description will be reviewed periodically and may be subject to amendment or modification at any time after consultation with the postholder.

Last updated June 2025.