



Lord Grey Academy
Lord Grey Can



DESIGN TECHNOLOGY TECHNICIAN AND SITE SUPPORT

(Fixed Term Position)

**July 2025 to June 2026 with a possible
permanent position for the right candidate**

Application pack contents

- Advert
- Information on Tove Learning Trust
- Why work at Lord Grey
- A job description
- A person specification

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 AND SITE SUPPORT

(Fixed Term - July 2025 to June 2026)

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

Tove Learning Trust Band F, FTE £25,183 - £25,584 per annum

39 weeks per year (38 term time weeks, 5 training days)

Actual annual starting salary: £21,661 per annum

or

41 weeks per year (38 term time weeks, 5 training days and 2 further weeks)

Actual annual starting salary: £22,771 per annum

Required for July 2025 or September 2025 a DT and Site Technician to provide support for the Design & Technology Department and School Site.

The ideal candidate will:

- Be enthusiastic and strive to work hard in our supportive and collaborative school
- Be able to take the initiative and work independently, managing your time effectively
- Be adaptable and willing to learn new skills, with a commitment to professional development
- Be creative and enjoy working within a thriving department which is fully supported by the school and trust
- Be responsible for checking DT equipment to support the school in their Health & Safety compliance.
- Be responsible for repairs and maintenance, security, cleaning, waste disposal, deliveries and portage across Lord Grey Academy.
- Be flexible to meet the needs of the School.

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 Monday 30th June 2025. Interviews to be held on Thursday 3rd July 2025.

Only successfully short listed candidates will be contacted.





Lord Grey Academy

Lord Grey Can



Tove Learning Trust

Tove Learning Trust (TLT) is a highly successful multi-academy Trust with primary, secondary and alternative provision schools across the West Midlands, Northamptonshire and Milton Keynes. We are a cross phase trust providing a high-quality education for over 11,500 children between the ages of 4 and 18. Within our family of schools we have four primaries, nine secondaries and two alternative provision schools.

As an employer of choice, we recognise every colleague is an individual, we value diversity, and work as a team to remove barriers to equity. We know that when you are 'the best you', whatever your role is with the Trust, you will transform students' lives.

The Trust is committed to ensuring that all children 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 children thrive on success.

You will have access to a team of school improvement directors specialising in Maths, English, Science,

Humanities, EYFS and SEND & Inclusion. Our outcomes in the vast majority of our schools exceed national expectations and many of our schools are rated Good or better by OFSTED.

Employee Benefits:

- Teacher & support staff pension schemes
- Continuous Professional development (CPD)
- Training School Alliance
- Networking opportunities
- Specsavers eyecare voucher
- Free Flu vaccine
- Employee Assistance Programme (EAP)
- Medicash - Health Cash Plan:
 - 24/7 GP Appointments & prescription services
 - Dental treatment
 - Optical care
 - Physiotherapy
 - Skinvision - skin health tracker
 - A range of essential healthcare expenses
 - Exclusive discounts on shopping & travel

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





Lord Grey Academy

Lord Grey Can



Why work at Lord Grey?

At Lord Grey we have a strong sense of team. Staff support each other well and we have good systems and processes to make working as effective and efficient as possible. We have a strong commitment to supporting staff so that they can manage the very important work that we do. We don't underestimate the responsibility and sometimes stress that comes with working in a busy school environment.

How we support staff at Lord Grey

- No pressure to "put on a show" in lessons. A culture of typicality is reinforced by no lesson grading.
- Visible Leadership Team who are on hand to listen and support.
- Everyone has the highest expectations of behaviour, with all staff reinforcing those expectations.
- A clear system of sanctions which is applied consistently so staff don't have battles with students.
- Excellent pastoral support offered through our year teams.
- Specialised personalised CPD for all staff through the GROW model.
- Time for staff to put new things into action and a very careful approach to avoid initiative overload.
- Regular Staff, Faculty and Pastoral briefings to support good communication.
- Headlines – a weekly whole staff email containing all the important information which reduces the number of emails in your inbox. No emails outside of work hours.
- Comprehensive support for ECTs with dedicated mentors and regular meetings.
- Performance Management is tailored to faculty and individual needs. Data targets are not used punitively but aspirationally.
- We are constantly streamlining all systems and processes so they take less time.
- Open door Principal - no concern is ever too small.
- Countless opportunities to get involved with the wider life of the Academy - Duke of Edinburgh, school performances, sports teams, music etc.
- Contributions of staff recognised through our colleague to colleague recognition awards and student thank you cards.
- There are regular staff wellbeing events organised for staff.

Lord Grey Academy is also in a great location. The Academy is situated on a large site in West Bletchley on the southern side of Milton Keynes. Bletchley itself is the home of 'Bletchley Park', where the WW2 'Enigma' code was broken – this site of historical importance and tourist attraction is just a few minutes' walk from the Academy.

Bletchley is a lively town on the outskirts of Milton Keynes, and offers plenty of accommodation, good shopping and good rail links to London and Birmingham. Milton Keynes is centrally placed with excellent transport links, by both road and rail, to the rest of England. Milton Keynes is one of the fastest growing cities in Europe and has superb shopping, many bars and restaurants and a very good theatre. With excellent cinemas, Xscape and the Snow Dome, MK Dons FC and a range of other leisure options, there is plenty to do in Bletchley and Milton Keynes. For those who prefer the countryside, there are many beautiful Buckinghamshire and Northamptonshire villages on the periphery of Bletchley.



JOB DESCRIPTION

Role: Design Technology Technician and Site Support
Responsible to: Head of Faculty – Creative Technologies
Based at: Lord Grey Academy
Hours: 37 hours per week, 39 or 41 weeks per year
Grade: Grade F, points 6 to 7

Job Context

To maintain high quality technician services 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. The Postholder will also support the Site Manager providing comprehensive site management services across the campus

Key Responsibilities

- Preparation of equipment and materials to support students and teaching staff
- Maintenance of the equipment, apparatus and materials
- Assist with the use of machinery/equipment/apparatus/materials
- Site Maintenance
- Communication
- Minibus
- Other

Job Description

Responsibility area 1 - Preparation of equipment and materials to support students and teaching staff

1. To set up DT 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

1. To maintain the cleanliness and check the condition of equipment and apparatus
2. To maintain the tidy storage of materials and equipment
3. To maintain the cleanliness and tidiness of the technician's area and to assist in maintaining overall tidiness in the workshops
4. 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
5. Working with the Head of Department to organise and maintain Health & Safety records of all checks, maintenance and training completed within the DT department
6. Working with Premises, School Business Manager, Head of Department and Health & Safety Consultant for the constant improvement of Health & Safety across the school site



Responsibility area 3 - Assist students and teaching staff during lessons with the machinery/equipment/apparatus/materials

1. To assist teaching staff in demonstrations, and practical work with students,
2. To use or be happy to be trained how to use the laser cutter, to produce students designs
3. To aid with machining of wood, and plastics for projects where students are not permitted to use the machines
4. To work constructively as part of a team, understanding classroom roles and responsibilities
5. 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

Responsibility area 4 - Site Maintenance

1. To assess the level of work, the materials required and the time involved for specific maintenance tasks
2. To assist in the upkeep, storage and maintenance of all maintenance tools required on campus for this faculty and support Site
3. To be observant, to report any Health and Safety issues and to help ensure that Health and Safety legislation is complied with

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. The duties of this post may vary from time to time without changing the general character or the level of responsibility entailed
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.

Sign: _____ Date: _____



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 working as part of a team		✓	A I R
Experience of general maintenance and repair of school building or similar environment		✓	A I R
TECHNICAL JOB RELATED SKILLS	Essential	Desirable	How evidenced
Ability to fix simple workshop equipment	✓		A
DIY skills to a good standard	✓		A I R
Ability to communicate effectively, both orally and in writing	✓		A I
Attention to detail with accurate record keeping	✓		A I
First Aid Certificate or willingness to train	✓		A I
Organisational skills	✓		A
Awareness of relevant Health and Safety requirements		✓	A I R
PERSONAL JOB RELATED SKILLS	Essential	Desirable	How evidenced
Commitment to quality, professional standards and continuous improvement	✓		A
Ability to use common sense and stay calm under pressure	✓		A I
Ability to prioritise and meet deadlines	✓		A I
Physically fit	✓		
Willingness to work outdoors as required	✓		
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



Lord Grey Academy

Lord Grey Can



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