

DESIGN AND TECHNOLOGY TECHNICIAN

The County High School Leftwich (Northwich)

£8,189 – £8,317 (Actual Salary)

Grade 3, SCP 3 to SCP 4, £24,027 to £24,404 (FTE)

Job Description & Person Specification

Job Description

Reporting to

Learning Leader – Design Technology

Purpose of the role

To provide practical and technical support to the D&T department, ensuring the smooth, safe, and effective delivery of lessons across material areas including Timbers, Polymers, Electronics, Textiles, CAD/CAM and Food Preparation and Nutrition. Technicians bring specialised knowledge in materials, processes, or technologies that can enhance the quality of student work, they will need to support the setup of complex projects and machinery. Design & Technology technicians assist teachers in delivering practical lessons safely and efficiently, to work under the teacher's supervision, following all school safety systems.

Main responsibilities

Lesson Preparation and Support

1. The safe usage, inspection, operation, cleaning and maintenance of workshop equipment and resources.
2. Prepare a range of materials, equipment and resources for practical lessons, experiment demonstrations and project coursework.
3. Support teaching staff in the demonstration of tools and processes, providing hands on practical pupil instruction in the correct use and application of equipment and work with pupils on project work in a supportive capacity.

4. Provide practical support and guidance for school staff in the use of materials, workshop techniques, practices and processes and support with solutions to technical problems that are encountered.
5. Making jigs, fixtures and other aids to assist teachers and pupils to achieve successful outcomes in lessons.

Health, Hygiene and Safety

1. Comply with relevant health and safety legislation (e.g. COSHH, PUWER). Ensures food safety standards are maintained (e.g., correct storage of perishable ingredients).
2. Keeping hazardous materials secure. Keeping up to date with the latest health & safety guidance, legal requirements and good practice.
3. Perform regular safety checks on tools, machinery, and equipment. Supports cleaning and sanitising of equipment before and after use.
4. Assist in maintaining appropriate risk assessments, safety records, and data sheets.
5. Support allergen management and food safety documentation.

Equipment and Resource Management

1. Complete basic maintenance and repair of tools, machinery, and equipment, arranging external servicing as needed. Reports faults or arranges minor repairs to keep the department running safely and efficiently.
2. Manage stock levels of materials, consumables, and ingredients. Maintains an inventory of consumables and equipment.
3. Order supplies and maintain records of purchases and usage.
4. Manages food stock and orders ingredients in line with the curriculum and lesson plans. Ensures ingredients are used efficiently to reduce waste and keep within budget.
5. Monitor cleaning routines and maintain kitchen equipment (e.g. ovens, mixers, fridges etc).

Administrative and Departmental Support

1. Maintain a clean and organised workshop and storage areas.
2. Assist with the display of student work and departmental projects.
3. Support open evenings.

Person Specification

	Desirable	Essential
Qualification		
Level 2 Food Hygiene Certificate	✓	
D&T Association Health and Safety Training or equivalent	✓	
Relevant vocational qualifications (eg. Engineering, Catering, Textiles, COSHH)	✓	
Experience		
Work in a Secondary Environment	✓	
Any purposeful experience of working positively with young people, preferably in the 11-16 age range.		✓
Knowledge & Skills		
Good literacy and numeracy skills		✓
Effective ICT skills		✓
Ability to build effective working relationships with students and adults		✓
Knowledge of guidance and requirements around safeguarding children		✓
Attention to detail and commitment to safety		✓
Excellent practical and problem-solving skills		✓
Good organisational skills		✓
Excellent verbal communication skills & active listening skills		✓
Confidence in using a range of tools, machinery, and digital equipment (e.g. printers, laser cutters, CNC machines)	✓	
Interpersonal Skills		
Energetic, able to work under pressure and meet deadlines		✓
Approachable		✓
Flexible approach and positive attitude towards work		✓
Punctual and reliable		✓
Excellent team player		✓
Ability to adapt to changes in the workplace		✓
Excellent communication skills		✓
Ability to show initiative		✓
Personal Qualities		
Commitment to getting the best outcomes for students and promoting the ethos and values of the school		✓
Commitment to equal opportunities and securing good outcomes for students with SEND or a disability		✓
Ability to work under pressure and prioritise effectively		✓
Commitment to maintaining confidentiality at all times		✓
Commitment to safeguarding and equality		✓