



INFORMATION FOR APPLICANTS: **DT TECHNICIAN**



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Greensand Federation

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MESSAGE FROM THE EXECUTIVE PRINCIPAL

Sandy Secondary School continues to go from strength to strength; It is a place all staff and students are pleased to attend and proud to be a member of the school community. The school continues to achieve some of the best GCSE and A 'level results for its students and offers a very extensive support programme both pastorally and academically for all students regardless of ability. We are an inclusive community and with high expectations of both students and staff.



Our transformational journey continues this year, with even higher expectations, refinement of our systems and an even greater focus on achievement and success. It is a very exciting time for our school community as our new teaching block opened in September 2024, alongside significant internal refurbishment, and modernisation to the existing school.

I look forward to receiving your application and welcoming you to our school in person should you be shortlisted for interview.

May I take this opportunity to thank all applicants for their interest in this post and in Sandy Secondary School.

With best wishes

A handwritten signature in black ink, which appears to read 'K Hayward'.

Miss Karen Hayward
Executive Principal

OUR VALUES & ETHOS

"Empowering Our Students To Shine"

At Sandy Secondary School, nestled at the heart of its community, we cultivate an atmosphere of empowerment, ensuring each student confidently embraces their unique potential. Our ethos champions students who are aspirational, self-motivated, and compassionate, fostering not only academic prowess but also moral, cultural, and societal awareness. Our dedicated staff, with a tailor-made curriculum, recognise each student's individuality, providing ample avenues for them to shine, both within and beyond the classroom setting. Complementing our academic commitment is our steadfast pastoral support, ensuring student well-being, resilience, and the ability to make positive choices.

Emphasising the vital role of parents and guardians, we cherish and nurture the enduring partnerships between the school, students, and their families. This bond is pivotal in shaping a student's educational journey, allowing guardians an integral part in this crucial phase of their child's life. Our approach to teaching and learning is both innovative and rooted in student needs. We are adamant that no barriers, be they disability or societal, impede our students' success. With top-tier teaching, we not only impart knowledge but inspire passion, leveraging technology and in-depth data to enhance learning experiences.

Our students, the pride of Sandy Secondary, are enthusiastic and engaged learners. They not only achieve academically but also cultivate skills such as adaptability, resilience, and leadership. Their interactions with peers and staff echo respect and the expectation of positive behaviour. Our leadership stands as a beacon of integrity, approachability, and vision, ensuring decisions prioritise achievement, teaching, and learning. Every staff member's input is valued, fostering a collaborative environment that enriches the school's journey. Lastly, our relationship with parents and guardians is rooted in trust and open communication, leveraging technology to keep them in the loop, ensuring a harmonised educational experience for every student.



DT Technician

Required ASAP

32.5 hours per week term time only plus 5 INSET training days

NJC Level 2a points 3 – 4

£19,590– £19,897 per annum, actual salary

(£25,614– £26,016 pro rata)

We are looking for a practical, organised and enthusiastic Design Technology Technician to join our DT department and provide valuable technical support to staff and students. This is a varied, hands-on role involving preparing materials and equipment for practical lessons, maintaining tools and machinery, managing stock and helping to ensure our workshops remain safe, organised and ready for learning. You will also have the opportunity to work alongside teachers and support students in developing the safe and confident use of tools and equipment. Previous experience in a workshop, practical, technical or similar environment would be an advantage; however, we also welcome applications from candidates with transferable practical skills who are keen to learn. We are committed to creating a diverse and inclusive workforce and warmly welcome applications from people of all genders and backgrounds. This role would suit anyone who enjoys practical work, problem-solving and being part of a busy school environment.

How to apply for the role:

Application is by completed application form via my new term, just click on the link on our website or click on the QR code above.

Closing Date – Monday 28th September 2026 at 9.00am



SAFEGUARDING POLICY

Posts working with either children and/or vulnerable adults will be subject to the disclosure of criminal records, the successful applicant will be required to undertake an enhanced DBS check.

Sandy Secondary School have decided to carry out online searches for shortlisted candidates as part of due diligence in our recruitment process, (as per KCSIE, paragraph 220).

The searches are conducted by a member of our staff and recorded in line with our recruitment and appointment protocols and procedures.

The process will be consistent, transparent, and fair and reflected within the Safer recruitment policy.

At Sandy Secondary School, safeguarding is our top priority. We encourage all applicants to review our Safeguarding and Child Protection Policy, which outlines our commitment to the safety and wellbeing of students. You can find the policy [here](#).



PERSON SPECIFICATION

Essential	Desirable
Education - Qualifications	
GCSE or equivalent in a workshop related subject Good standard of literacy and numeracy	NVQ level 3 in relevant subject
Experience and background	
Minimum of 6 – 12 months experience of work in a engineering/manufacturing environment Willingness to undertake training for use of specialist machinery	Experience of working with children in a school setting
Skills/Knowledge/Aptitude	
Ability to plan and regulate workload Ability to assist the planning of educational activities Ability to work without supervision Willingness to work as a member of a team or on own initiative	Ability to use ICT in a classroom setting
Motivation	
Willingness to be flexible Willingness to undertake further training A commitment to equality principles and practices	
Physical	
Ability to perform all the physical duties and responsibilities of the post	
Other	
Willingness occasionally to adjust working arrangements to meet emergencies/changed circumstances Must be fluent in the English language in accordance with the Immigration Act 2016 Willingness to undertake First Aid training	Current First Aid Certificate

JOB DESCRIPTION

Responsible to:	Curriculum Leader DT
Salary:	NJC Level 2a (points 3 – 4)
Working Arrangements:	32.5 hours per week, term time only plus 5 inset training days
Hours:	Monday – Friday 8.00am – 3.00pm (30 minutes unpaid break)

Job Purpose:

To provide a technical resource to the DT (Resistant Materials) department.

Main duties and responsibilities:

1. To ensure that rooms and equipment are kept clean and tidy and that safety regulations are met, including checking equipment for safety, cleaning equipment, this includes constructing and setting up equipment as required for practical lessons and examinations.
2. Oversee and keep organised records of Department Health and Safety documentation, Risk assessments and National Codes of Practice regarding the safe working in DT.
3. Working under the instruction/guidance of the CL and Department Teachers to support and supervise students in lessons ensuring both School and departmental health and safety procedures are followed in all working areas.
4. When directed by classroom Teacher – can demonstrate how to use equipment and tools safely and comfortably to individual or small groups of students.
5. Monitoring supplies of stock and informing subject leaders when further supplies of apparatus, materials or raw materials are required.
6. Checking goods delivered against orders and storing appropriately, stocktaking and inventory checking as required and to purchase and collect local materials for use in the Departments, as required.
7. To maintain and service tools, machinery, electrical equipment and mechanical aids in the workshops, including sharpening and maintaining tools regularly and helping to keep workshops and equipment clean, tidy and ready for use in the DT department.
8. To record breakages and loans to other departments, in accordance with school policy, and assist with department filing, including maintenance of up to date catalogues and price lists.
9. Undertake administration work such as photocopying and filing for the Department.
10. To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential and sensitive information.
11. To undertake any other duties of a similar level and responsibility as may be required.

JOB DESCRIPTION

HEALTH AND SAFETY

To have an up-to-date knowledge and demonstrate a good understanding of relevant health and safety requirements, equalities legislation and the School's Equality and Diversity policies as applicable to the role.

SAFEGUARDING

Maintain and demonstrate a good understanding and knowledge of the school's safeguarding policies and procedures as applicable to the role, and contribute to the safeguarding and welfare of all pupils.

PROFESSIONAL DEVELOPMENT

Maintain and update your own knowledge and skills in line with legislation and the needs of the role; attend CPD and additional training as required; and maintain a high standard of professionalism at all times.

PERFORMANCE MANAGEMENT

Participate in the School's arrangements for performance management, professional development and quality assurance as appropriate to the role.

GENERAL

Whilst every effort has been made to explain the main duties and accountabilities of the post, each individual task undertaken may not be identified.

The School will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment of any employee who develops a disabling condition.

This Job Description is current at the date shown but, following consultation, may be changed by the Executive Principal to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Due to the nature of this post, the appropriate level of Disclosure and Barring Service check will be required in accordance with current safeguarding legislation and guidance.

We believe in the welfare and safeguarding of all children and expect ALL staff to share the same commitment.