

DT Technician

Information Pack
[NOVEMBER 2025]

Dear Applicant

Thank you for showing an interest in a role at Kingsdown School, we have much to offer at this exciting stage in our journey. Every member of our team, from our inspiring teachers and dedicated support staff to our dynamic middle and senior leaders all share an immense sense of accomplishment in what we've built for our community over the past five years. And our students, in turn, are extremely proud to call Kingsdown their school.

By becoming part of our Kingsdown family, you will join a team that doesn't just work together but a team who deeply and genuinely cares. We know that staff and students thrive in a 'healthy work culture' and the wellbeing of staff and student outcomes is inextricably linked. We are committed to providing the best working and learning environment for all. The RLT embodies a staff charter and strong values, we uphold these values and commitments, and further build on these with our Wellbeing Strategy, this is evidenced in our recent staff survey where colleagues' wellbeing support is rated 29% higher than the national average.

Our education support staff are absolutely pivotal in shaping the Kingsdown experience for our students, compassionately unlocking student potential, fostering a sense of belonging and guiding them through their personal growth journey, we are looking for authentic, creative and inspiring colleagues that add value to our school community.

In return, our colleagues benefit from a wide variety of support including encouraged professional development opportunities, exceptional wellbeing support, free access to our gym and an excellent pension scheme. Each journey with us begins with a personalised induction programme that allows for new colleagues to feel supported, connected, welcomed and ready to make an impact from the moment you join.

Please take a moment to look at our website www.kingsdownschool.co.uk to see what we are all about, here you will learn more about our vision - the Wheel of Excellence, understand the values we uphold; Respectful relationships, Everyone Learning and a Commitment to Excellence, and see why our mission is to champion each and every student.

In the meantime, I thank you for taking the time and interest in Kingsdown School and look forward to hearing from you and hopefully meeting you soon.

With best wishes



Emma Leigh-Bennett
Headteacher

The River Learning Trust and Kingsdown School are committed to safeguarding and promoting the welfare of all children and preventing extremism. The Trust is required to conduct a variety of checks and online searches about you as part of their recruitment process in accordance with Keeping Children Safe in Education guidance. It is an offence to apply for certain roles within schools if you are barred from engaging in regulated activity relevant to children.

For all RLT Safer Recruitment Documentation candidates should click on the following link [RLT Safer Recruitment Documents for Candidates](#)

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. For further guidance for applicants click on this link [List of offences that are not filtered](#)

www.kingsdownschool.co.uk
We champion each and every student

DT Technician

Role specific information

Start date:	As soon as possible
Closing date:	Monday 8 th December, 9.00am
Shortlisting date:	Monday 8 th December
Interview date:	To be confirmed
Contract:	Job share - Fixed term contract (Until Jul 26 in the first instance)
Working hours:	2 days per week
Working pattern:	Term time plus TD days and 4 days in school holidays Thursday and Friday, 8.00am - 4.00pm A daily unpaid break of 40 minutes
Salary Range:	£9,154 - £9,447 (FTE £25,584 - £26,403)

Reporting to the Head of DT, this is a varied post involving all aspects of preparing classrooms and workshops for lessons, demonstrate and assist in practical activities, as well as dealing with equipment and materials in accordance with Health and Safety procedures.

Good organisational skills, flexible working practices, patience, persistence and the ability to build working relationships with students and staff is essential. Experience of using circular saw, planes (thicknesses, bandsaw) is required and having knowledge of CAD/CAM e.g. Techsoft 2D Design, Sketchup or Fusion 360, using laser or other CAM machines would be beneficial. Training will be provided.

The successful candidate will be educated to GCSE C (or equivalent) in at least three subjects together with one year's relevant working experience. Alternatively, you may have two years' experience in a Technician role with evidence of in-service training, literacy and numeracy to GCSE standard and willingness to undertake NVQ. You will have a working knowledge of Health and Safety policies and procedures.

For more details, please see the Job Description below. If you would like to know more about this opportunity, or to arrange visit or a call please contact recruitment@kingsdownschool.co.uk

This role includes regulated activity relevant to children.

Kingsdown School and the River Learning Trust

By joining our Kingsdown family you will join a team who genuinely cares and champions each and every student and each and every member of the Kingsdown team.

At Kingsdown, we know that staff and students thrive in a 'healthy work culture' and the wellbeing of staff and student outcomes is inextricably linked. We are committed to providing the best working and learning environment for all. The RLT has a staff charter and strong values, we uphold these values and commitments, and further build on these with our Wellbeing Strategy.

One of the core values of the RLT is that 'everyone is learning' and at Kingsdown we ensure each person has the personalised CPLD that they deserve. We do this through a variety of programmes, including our Restless Teacher Programme that allows all staff to take a lead on their own professional development, with the support of colleagues within the school. We are also very excited to be launching our coaching model this year, to allow staff the opportunity to be coached and develop their teaching practice further, whatever stage of their career they are in. High quality CPLD and training are an integral part of our meeting schedule and time is given to curriculum teams to collaborate and learn from each other. Alongside this we have a personalised induction programme that allows for new staff members to join us feeling supported and welcomed from day one.

Education has the power to change lives, communities and society for the better. At RLT we believe that we can achieve more for our pupils, trainees, staff and communities by working together rather than alone. Schools in RLT are united by a common belief in the benefits of working together, and by our commitment to shared principles.

OUR VISION is for our schools and SCITT to improve rapidly, continuously and sustainably: to be better faster together.

OUR 'WHY?' is that children and young people 'only get one go' in school and therefore as part of RLT we aim to ensure the best possible 'go' for our pupils.

OUR 'HOW?' is through the highest support and challenge for our schools and each other, underpinned by our principles.

Our employees benefit from a wide variety of support including extensive continuing professional learning and development opportunities, wellbeing and staff networks and access to Defined Benefit Pension Schemes (TPS and LGPS) for all staff. For more information on what it is like to work for the Trust, and the benefits you could access, please see our "[Working in RLT](#)" guide.

KINGSDOWN SCHOOL JOB DESCRIPTION

Job Title: DT Technician (including CAD/CAM)	Grade: G5	Date Prepared: December 2007 Updated: November 2023
Role reports to (Job Title): Head of DT		
Job Purpose: To provide timely and effective technical assistance to all Design Technology Department staff, supporting them in achieving the aims and objectives of the Department, by maintaining and organising tools and equipment, organising and preparing materials, making, preparing and updating resources, organising and storing students' work and supporting lessons as required. To ensure that all rooms have a sufficient stock of appropriate materials and are fit for purpose practically and with regards to health and safety.		
Key Accountabilities: <ul style="list-style-type: none"> • Under the guidance of teaching staff, provide students with the necessary materials and equipment to be able to access their learning activities, • Create and maintain a purposeful, orderly and productive learning environment, • Timely and accurate preparation and use of specialist equipment/supplies/materials as required by staff/curriculum/lesson plans etc, • Demonstrate methods, processes and procedures to and assist pupils in the safe and effective use of specialist equipment and materials, • To make items for practical demonstrations, • Undertake technical support for structured and agreed learning activities, • To ensure that working areas are safe and tidy after practical lessons in accordance with safety procedures, • Demonstration of due regard to health and safety guidelines and promotion of these to students, • Assistance in tidying up and cleaning of materials, equipment and classrooms at the end of lessons, • Assistance in putting away resources after lessons, • Preparation of displays of work from students. • Carrying out routine cleaning and maintenance of equipment in the workshops and storage areas • Ensuring all equipment and materials are stored in an organised fashion, for easy access, • Visual checking of plugs and electrical equipment and arranging for any repairs to be carried out, • Organisation of electrical appliances for annual PAT testing, • Maintain records as requested, • To be vigilant on matters relating to Health and Safety within the Design Technology area, reporting concerns to the Head of Department (HoD), • To take responsibility for the maintenance of machinery and equipment, • To support the HoD in completing and maintaining risk assessment documentation, • To support the HoD ensuring risk assessments are adhered to, • To prepare and present displays in consultation with teachers, • Provide clerical/administrative support if required, • Monitor, manage and order stock and supplies, in consultation with the HOD and within agreed budgets, • Sourcing specialist materials and equipment at reasonable costs, regularly reviewing suppliers' prices, • To maintain an inventory of the specialist equipment held in the subject areas, • Safe storage of all hazardous equipment and materials, 		

- Organisation, maintenance and tidiness of storage areas, ensuring easy and safe access and no loss or damage to equipment, materials and work,
- Assisting with after-school events such as open days,
- Any other duties as reasonably requested by the Head of DT.

Knowledge & Experience:

- Educated to GCSE C (or equivalent) in at least three subjects and in particular subject area if applicable or equivalent, together with one year's relevant working experience
- Or two year's experience in a Technician's role with evidence of in-service training and literacy and numeracy to GCSE standard and willingness to undertake NVQ.
- Working knowledge of Health and Safety policies and procedures.

Decision Making:

- Duties are allocated and carried out under the guidance of teaching/senior staff
- Responsible for decisions regarding equipment set up and repair within parameters of lesson plans.

Contacts and Relationships:

- Advise and assist teaching staff in practical activities.
- Provide guidance and advice to encourage students to engage in practical activities.
- Contact external suppliers to ensure most economical purchase of subject specific resources.

Creativity & Innovation:

- Using specialist equipment design practicals which meet the required learning outcomes

Emotional Demands

Works with colleagues and some interaction with groups of students who may make emotional demands

Job Specific Competencies:

- Experience of using circular saw, planes (thicknesses, bandsaw).
- Knowledge of CAD/CAM e.g. Techsoft 2D Design, Sketchup or Fusion 360, using laser or other CAM machines would be beneficial. Training will be provided.

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside the School procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the School's written procedures.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation. This job description is current at the date shown, but, in consultation with the post holder, may be changed to reflect or anticipate changes in the job commensurate with the grade and post title.

Employee Signature:

Print Name:

Date

Line Manager's Signature:

Print Name:

Date: