



Working at Knole Academy

JOIN OUR TEAM



For Appointment of:

DT Technician part time





HEADTEACHER WELCOME

Mr David Collins

Thank you for your interest in the role at Knole Academy. I hope that what you read will encourage you to apply to be part of our team.

I believe that Knole Academy is a tremendous school and a rewarding environment to be a part of. The Knole community is a vibrant friendly environment underpinned by supportive colleagues and fantastic resourcing.

We are aspirational and have high expectations for every child, regardless of background or ability. The interests of our students are always our priority in all decision making and, as a result, we are proud to deliver a curriculum that engages and enthuses our learners. At the heart of our ethos is our determination that all students receive high quality teaching, which is equally as aspirational for our Grammar stream students as it is for the wider student body. For every student to achieve their potential, we believe in generating a learning environment that is calm, safe and inclusive, in which our students enjoy their education.

Knole students benefit from state of the art facilities that offer a vast range of opportunities. We encourage all staff to play an active role in these endeavours as it offers great reward for all individuals and improves teaching relationships.

Knole Academy is an International Baccalaureate candidate school. Staff and students have benefitted significantly from the close collegiate relationship between schools. This ensures that no barriers are placed in the way of student achievement.

I look forward to receiving your application.



Knole Academy has a capacity for 1550 students aged 11-19. All year groups are streamed and set with co-educational teaching. There are 240 places designated in each year group, Knole Academy is heavily oversubscribed, organised as 8 forms of admission with up to 350 post-16 places. There are grammar streams in KS3 but we also cater for the least able and all abilities in between.

The Vision for Knole Academy

The Academy is committed to providing an extensive range of experiences to meet the learning and development needs of every individual student. Students are helped and inspired to reach their full potential, no matter what their aptitude, ability or background. They are provided with the highest quality of academic, personal and vocational teaching, mentoring and support, as a means of constantly raising aspiration and improving achievement.

They will become creative thinkers and confident individuals, fully equipped for the opportunities, challenges and responsibilities of adult life and well prepared to take their place within a global society.

Knole Academy, Sevenoaks is:

- Providing an inspirational and technologically advanced learning environment for students, staff and the Sevenoaks community
- Offering a broad, balanced and rich curriculum, underpinned by a strong emphasis on literacy and communication skills
- Ensuring first-class teaching and inspirational leadership
- Offers a strong tutorial system to support, guide and encourage each individual student
- Establishing a network of links with countries and schools all around the world, providing students with opportunities for exchanges, study tours and work on community projects
- Has a wide variety of co-curricular activities, including sport, music, dance, art and outdoor activities
- Providing exciting professional development opportunities for staff.



Staff know the pupils well. Relationships are strong between staff and pupils. Pupils feel safe and feel that staff care about their welfare - Ofsted, 2022

JOB DESCRIPTION

Job Title	DT Technician
Location	Sevenoaks, Kent
Duration	Permanent
Work Hours	21 hours per week; Term Time plus 2 weeks
Reporting to	Subject leader – Art & DT
Salary	£13,738 - £14,151 per annum (actual)
Pension	Local Government Pension Scheme



About the Role

As a new member of our DT Department, a reliable and organised person is required to support the smooth running of our DT lessons.

Salary AAT Grade C, £26,956 - £27,765 pro-rated to £13,738 - £14,151 for 21 hours per week, term time plus 2 additional weeks. Working hours can be three full days per week (8:30 am to 4:30- pm) or five mornings per week (8:30 am to 12:30 pm – 20 hours per week).

Duties will include preparing materials and equipment for practical lessons, maintaining tools and machinery, as well as ensuring promoting health and safety procedures. This is a great opportunity for someone with practical skills, a pro-active approach and a passion for creating creative learning environments.

The academy has a good reputation for passionate and engaging teaching, provision of good pastoral care with high aspirations for all our students.

We would love to hear from you if:

- Want to work in a friendly and supportive environment
- Are committed to enabling every student to achieve their very best
- Are creative and inspirational

Some of our Trust benefits include:

- Trust wide commitment to ongoing Continuous Professional Development (CPD) including secondment options and mentorship opportunities
- Unlimited access for you and your family to 24/7 GP telephone consultations
- Access to discounts including Motorfinity, Kent Rewards and Blue Light Card
- Free access to mental health and well being support including counselling, mindfulness and physiotherapy sessions
- Free annual eye tests

KEY RESPONSIBILITIES



- To organise tools, equipment and materials for all DT lessons as requested on the weekly requisition
- To set up work areas, ensuring materials are cut and prepared ready for practical workshops
- To ensure all machines have a weekly checklist and maintenance log to be shown for H&S and LEV – all machines to be regularly performance tested
- To clear away, wash up & dispose of all waste materials in accordance with H & S procedures
- To ensure that COSHH regulations are met for all materials, glues, spirits etc with a COSHH sheet for each and to carry out risk assessments for hazardous substances and tasks carried out in the department
- To sharpen tools & equipment regularly to ensure these are maintained in good working order
- To order necessary equipment and stock in consultation with the relevant teacher and line manager
- To assist line manager in the monitoring & maintenance of the department budgets
- To regularly check and maintain First Aid boxes and Eye Wash stations
- To ensure dust bag removal and disposal for both extractors are completed regularly
- To ensure KS3 practical work is stored and disposed of during rotations. NEA projects for KS4 and KS5 to be stored after exams and then disposed of/recycled
- To organise the deep cleaning of machines and Laser cutter as required
- To organise and maintain the storage sheds to ensure there is enough space for project storage
- To organise the servicing of equipment as appropriate





- To maintain ICT stock control systems / records for the department for tools, equipment & materials and carry out annual stock checks
- To ensure assets are tagged & recorded appropriately
To assist in class practicals as required, this would include supporting clubs and extra-curricular activities
- Any other general duties as may be deemed reasonable by the manager

General Duties

- To be responsible for continued professional development
- To adhere to Health and Safety regulations
- To ensure the safeguarding of students is a primary concern
- To be a First Aider (training will be given if necessary)
- To keep confidential any issues
- To participate in appropriate meetings
- To read, understand and adhere to all academy and Trust Policies
- To undertake any additional duties as may be deemed reasonable by the Line Manager



E D

Qualifications and Experience

- A minimum of Level 2/GCSE grade C/5 or equivalent standard of education
- A First Aid qualification (training will be given if necessary)
- Working within an educational environment
- Working within an Arts/DT environment

**E
D
D
D**

Skills and Knowledge

- Excellent communication skills; written and verbal
- Good numerical skills
- Good and accurate ICT /keyboard skills
- Experience of working in an educational environment
- Able to use own initiative, work independently, motivate and inspire a creative approach to problem solving
- Ability to deliver high quality service with minimum supervision on own or within a team

**E
E
E
D
D
D
E**

Personal Qualities

- The ability to work calmly under pressure and have the ability to adapt quickly and effectively to changing circumstances and situations
- To maintain confidentiality at all times
- A flexible working attitude
- Appropriate attire for this position
- A high level of integrity
- The ability to work unsupervised
- An understanding of relevant policies, code of practice and legislation

ALL ESSENTIAL CRITERIA

E - Essential

D - Desirable

HOW TO APPLY



If you are interested in this position and would like to have a more detailed conversation before making the decision to apply for the post, please contact:

Rose Marsaud, HR Manager
HR@aletheiatrusted.org.uk

01732 749 774

To apply for this role, please visit MyNewTerm:
[Apply Now](#)

Closing Date:

Monday 15 June 2026: 9:00 am

Interview Date:

Tuesday 23 June 2026



Aletheia Academies Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and governors to share this commitment. All successful candidates will be subject to an enhanced DBS check along with other relevant employment checks, including overseas criminal background checks where applicable. Our policy statement on the recruitment of ex-offenders can be found on our website. All new employees, volunteers and governors will be required to undertake safeguarding training on induction which will be regularly updated in line with statutory guidance.

Please click here to view: [Our Trust policies](#) or [Our recruitment of Ex-Offenders policy](#).



CONTACT US

Knole Academy

Bradbourne Vale Road,
Sevenoaks, Kent,
TN13 3LE

Unique Reference Number:

136128

Telephone:

01732 454 608

Website:

knoleacademy.org

Email:

HR@aletheiaacademies.org