



Bedford Girls' School

Job Description

Design Technology Technician

<p>Job Description</p> <p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p> <p>It is our vision that Bedford Girls' School will create opportunities for every girl to develop her potential to the full, creating confident, independent, versatile and successful adults, equipped with the skills and values to meet the challenges of a changing society and to provide the best possible educational foundation for life.</p>	
<p>Summary of the role:</p>	<p>To provide effective technician support in the Design Technology Department.</p>
<p>Job Title:</p>	<p>Design Technology Technician</p>
<p>Department:</p>	<p>Bedford Girls' School</p>
<p>Location:</p>	<p>Cardington Road – Bedford</p>
<p>Job Purpose:</p>	<p>To undertake a wide variety of tasks in the organisation, preparation and support of Design Technology lessons in liaison with the Head of Department.</p>
<p>Reporting Line:</p>	<p>Head of Department and Bursar</p>
<p>Hours:</p>	<p>25 hours per week, Term Time Only</p>
<p>Line management responsibility for:</p>	<p>Not Applicable</p>
<p>Main duties and responsibilities:</p>	<ul style="list-style-type: none"> • Assist with the smooth running of the department, including the daily care, organisation and maintenance of workshop machinery, digital fabrication equipment and hand tools. Ensure rooms are checked as requested by staff, dispose of waste appropriately, label and organise resources, unpack deliveries and maintain an efficient and orderly storage system. • Assist staff with the preparation of lessons, preparing, cutting and organising DT materials, making prototypes. • Using a table saw and router, setting up machines such as the pillar drill, check and change blades on scroll saws and creating jigs. • Assist staff and students with students work including photocopying work, arranging displays, photographing students work for the school magazine, website and display board and preparing work for moderation. • Set up, operate and maintain workshop machinery such as the table saw, router, pillar drill and scroll saw, including changing

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blades, creating jigs and ensuring all equipment is safe, calibrated and ready for use.

- Support the use of CAD/CAM and digital design systems, assisting staff and students in preparing files for manufacture, including laser cutting and 3D printing.
- Operate and maintain 3D printers and laser cutting equipment, including file preparation (slicing, vectoring), material selection, troubleshooting, and managing production workflows for student projects.
- To provide additional support for the Theatre Technician in the construction of sets and props for school productions and examination performances at specific points in the academic year
- Provide technical advice and guidance to students across a range of materials, processes and technologies, including timber, polymers, CAD software, and both traditional and modern manufacturing techniques.
- Support students in the development of prototypes, including iterative design, model-making, and translating digital designs into physical outcomes.
- Assist with running DT clubs, enrichment activities or makerspace sessions, particularly those involving emerging technologies and digital fabrication.
- Ensure COSHH and health and safety documentation is up to date, and actively promote safe working practices across all workshop and digital environments.
- Arrange maintenance, servicing and repair of all equipment, machinery and digital systems as required, ensuring all resources are in safe and effective working order.
- Monitor stock levels and order materials, components and consumables, including those required for CAD/CAM and prototyping processes.
- Support A-Level and GCSE DT students with independent project work, particularly in the areas of prototyping, modelling, and digital production.
- Attend and assist with Open Days, exhibitions and departmental events, including preparing displays and demonstrating equipment where appropriate.

General requirements

All school staff are expected to:

- Work towards and support the School vision and objectives outlined in the School Development Plan.



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	<ul style="list-style-type: none">• Support and contribute to the school's responsibility for safeguarding students. Promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact with.• Work within the school's health and safety policy to ensure a safe working environment for staff, pupils and visitors.• Promote equality of opportunity for all girls and staff, both current and prospective as per the School policy.• Maintain professional standards of attendance, punctuality, appearance, conduct and positive courteous relations with pupils, parents and colleagues.• Engage actively in the performance review and development planning process.• Adhere to School policies.
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This job description should be seen as enabling rather than restrictive and will be subject to regular review. You may also be required to undertake such other comparable duties as required from time to time



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	Essential	Desirable
Qualifications	Good standard of numeracy and literacy.	Qualifications indicating relevant study at a higher level e.g. HND, Degree
Experience	Relevant experience in Design and Technology or a workshop environment.	Experience of working in a school environment
Skills	<p>Excellent problem-solving skills and ability to use initiative in challenging situations.</p> <p>Excellent interpersonal skills including the ability to relate well to people on all levels.</p> <p>Excellent organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities.</p> <p>The ability to articulate and communicate clearly in a professional manner.</p> <p>Confidence in the use of ICT- Word, Excel, use of e-mail and internet.</p>	Excellent photographic and creative skills.
Knowledge	Knowledge and a good working understanding of Design and Technology or general workshop practices	
Personal competencies and qualities	<p>Diplomatic, friendly and tactful.</p> <p>Self -motivated and flexible in response to the daily demands of the role.</p> <p>Commitment to personal development and life- long learning.</p>	