



**St Teresa**  
**of Calcutta**  
MULTI ACADEMY COMPANY

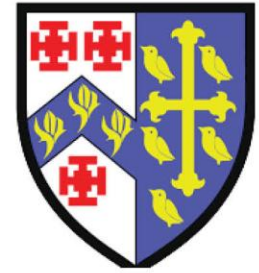
# Archbishop Isley Catholic School

*Let your light shine*



## Recruitment Pack

## JOB DESCRIPTION



**Post:** DT and Site Technician  
**Reports to:** Head of DT and Site Manager  
**Start Date:** September 2026

### Job Purpose

- To provide efficient and effective support to the teaching staff of Design Technology
- To provide efficient and effective support to students, working with them in small groups and 1 to 1 on their practical work.
- To prepare and provide all materials for lessons and maintain an orderly Design Technology workshop area by setting up power machinery, including our laser cutter, for practical workshops.
- To keep all workshop areas in a tidy and safe condition ready for use in accordance with the required health and safety standards, including regular checks of all DT Tech equipment
- Cleaning of equipment and facilities.
- Ensuring all DT stock levels are maintained, raising purchase orders and placing relevant orders within the DT tech budget, seeking best value.

Whilst every effort has been made to explain the main duties and responsibilities of the post, this job description is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, all individual tasks undertaken may not be identified. This job description is current at the date shown, but, in consultation, may be changed by the principal to reflect or anticipate changes in the job commensurate within the grade and job title.

### Key Responsibilities

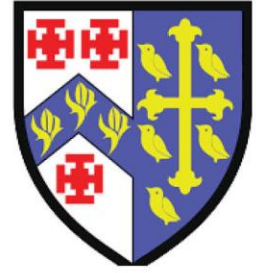
#### General Duties

To support teaching and learning in Design & Technology, providing technical expertise and guidance to students and staff. Assist with equipment maintenance, resource preparation and helping to create a dynamic and engaging learning environment. Working with groups of students in KS3 and KS4 and giving 1 to 1 support to our GCSE and A Level students for their practical projects. To aid the site team where needed in building projects around the site and remedial repairs.

#### Specific Duties

- a. Oversee the organisation of the work and storage areas and ensure the cleanliness, safety and security of these areas always. Before, during and after lessons.
- b. Advise members of staff and pupils of hazards and requirements in the use of equipment and materials in line with COSHH/ CLEAPPS guidance.
- c. Keep abreast of current safety guidelines and legislation.
- d. To report damage or faults in the Design & Technology areas to the Head of Department.

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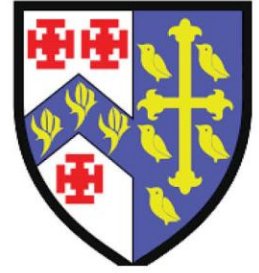


- e. To advise the teaching staff and site staff of any potential hazards and repairs needed in Design & Technology. Carry out any minor repairs
- f. Providing technical assistance to students in groups and 1 to 1 during practical work and ensuring that standards of health and safety are met.

### **Duties And Responsibilities**

- a. Setting up equipment and machinery for lessons as required including changing blades, belts, cutters, etc. ensuring all are in a safe, clean, serviceable condition and be able to determine any specific technical difficulties by giving advice to the teachers.
- b. To carry out daily visual checks of all machinery/appliances before use by students, enabling them to be used effectively in practical lessons and examinations.
- c. To obtain quotations and order materials as required by the departments. • To ensure a high standard of safety and cleanliness in all learning areas within the workshop's areas.
- d. To ensure the technician's workshop area is kept secure, clean, tidy and free from all hazards.
- e. To be responsible for keeping the extraction system emptied and running efficiently.
- f. To keep sinks/benches clean; keep stock areas and resource/equipment/tool cupboards clean, tidy and in good order.
- g. On occasion, support the teacher within the classroom during practical lessons.
- h. To assist staff with the development of new projects
- i. To accompany DT staff on DT school trips
- j. To assist in the organisation and preparation of displays for open evenings and other school events within the DT area.
- k. Attend health and safety courses as determined by Subject Leads/SLT and undertake any additional training to enhance duties.
- l. To ensure that technology rooms and equipment are kept clean and tidy and that technology room safety regulations are met, including checking equipment for safety and cleaning.
- m. Advising students on safety aspects of practical work.
- n. Ensure that equipment is kept clean and that a deep clean is undertaken when required.
- o. Ensure that all equipment is accounted for, in the correct place and replaced where necessary.
- p. Ensure that all equipment is stored in a safe and appropriate manner.
- q. Assist the classroom teacher in logging in and out of certain items of equipment as required.
- r. To demonstrate methods and techniques to students during lessons, as requested by the appropriate member of staff and under their direction.
- s. To work with students in groups and 1 to 1 to guide them with their practical work.
- t. To ensure the first aid box is kept up to date and stocked.

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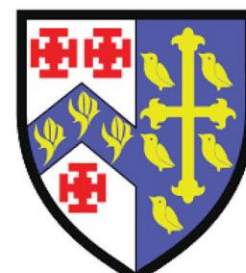
### Professional Standards

- a. Participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with the line manager.
- b. To be aware of and comply with all school policies and procedures in particular relating to safeguarding, health and safety, confidentiality, data protection and the staff code of conduct reporting all concerns to an appropriate senior member of staff.
- c. To be aware of and support differences to help ensure everyone has equal access to the services of the school and feel valued, respecting their social, cultural, linguistic, religious and ethnic background.
- d. To contribute to the school ethos, aims and development/improvement plan.
- e. To work as part of a team, appreciating and supporting the role of other people within the team.
- f. To attend and participate in meetings as required.

### General Requirements

- To fully support the Catholic ethos of the school.
- Attending and participating in training and development activities as required.
- Engaging actively in appraisal and Professional Development.
- Having due regard to confidentiality, child protection procedures, health and safety, other statutory requirements.
- Having high expectations of all students; respecting their social, cultural, linguistic, religious and ethnic backgrounds; and being committed to raising their educational achievement.
- Building and maintaining successful relationships with students, parents/carers and staff.
- Undertake additional duties and responsibilities commensurate to the role, as directed by the Principal and senior staff.

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## Person Specification

| Qualities and Attributes   | Essential | Desirable | Evidenced By                    |
|--|-----------|-----------|---------------------------------|
| <b>Qualifications, skills and Knowledge</b>  |           |           |                                 |
| Experience of working in a school situation  |           | ✓         | Application form                |
| Good GCSE or equivalent in English and Maths   |           | ✓         | Application form                |
| First aid qualification<br>Knowledge of CLEAPSS guidelines   |           | ✓         | Application form                |
| Experience in relevant discipline or related qualification   |           | ✓         | Letter of application/Interview |
| Willingness to work flexibly when required   | ✓         |           | Letter of application/Interview |
| Confident user of ICT and software to carry out general administrative tasks.  | ✓         |           | Letter of application/Interview |
| Understanding health, safety and welfare regulations and best practice   | ✓         |           | Letter of application/Interview |
| Knowledge of relevant policies/codes of practice/legislation   |           | ✓         | Letter of application/Interview |
| Ability and enthusiasm to work jointly with colleagues   | ✓         |           | Letter of application/Interview |
| Effective communication skills to be able to develop open and constructive relationships with a wide range of young people and staff                           | ✓         |           | Letter of application/Interview |
| Excellent keyboard and data entry skills   |           | ✓         | Letter of application/Interview |
| Ability to prioritise effectively  | ✓         |           | Letter of application/Interview |
| Good organisation and personal management skills   | ✓         |           | Letter of application/Interview |
| Knowledge and understanding of CAD/CAM, including 2D and 3D design   |           | ✓         | Letter of application/Interview |
| Knowledge of cleaning, servicing and maintenance of DT equipment used for D&T tasks  |           | ✓         | Letter of application/Interview |
| Knowledge of using workshop machinery such as a band saw, router, pillar drill, vacuum former, pewter casting machine, vacuum bag press, sanding machine, etc. | ✓         |           | Letter of application/Interview |
| Confident in carry out minor repairs   | ✓         |           | Letter of application/Interview |

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