



COCKBURN
MULTI-ACADEMY TRUST
TRANSFORMATION TO EXCELLENCE



We're Hiring

Recruitment Booklet

Design & Technology Technician

COCKBURN SCHOOL

Specialist status in the Performing Arts



Learning for Life

COCKBURN
JOHN CHARLES ACADEMY



Learning for Life

COCKBURN
LAURENCE CALVERT ACADEMY



Learning for Life



COCKBURN
INGRAM ROAD ACADEMY



Learning for Life

FOOTSTEPS
to success



MIDDLETON
PRIMARY SCHOOL



COCKBURN
REACH ACADEMY



 **MINDFUL**
EMPLOYER



0113 271 9962



recruitment@cockburnmat.org



www.cockburnmat.org

Job Description – Design & Technology Technician

Post:	Design & Technology Technician
Required:	23rd March 2026
Pay scale and salary:	B3, SCP 7 – 11
Contract type:	Permanent, term time only plus 5 additional training days
Hours of work:	Full-time, 37 hours per week

Accountable to: Subject Leader of Design and Technology

The Design & Technology Technician would be expected to organise, deliver and develop technical services to the Technology department in order to support the teaching of a range of Technology subjects.

Provide Technical Support – Design Technology

- Manage the Technology workroom and ensure it is resourced, organised and developed as directed by the Subject Leader, to meet the performance standards required by the department.
- Meet with the Subject Leader of Art Design Technology (ADT) weekly to plan a schedule to maintain equipment and ensure equipment is ready for forthcoming curricular and extra-curricular activities
- Provide support to the teaching team by preparing a range of materials, equipment and tools that will be used in lessons. This includes general ADT equipment, wood, metal, plastics and textiles.
- Report where necessary any Health and Safety issues to the Premises Manager and Subject Leader.
- Ensure safe storage, safe treatment, safe disposal of equipment and materials, monitor the condition of electrical apparatus including hazardous substances, taking account of safety procedures and COSHH regulations to ensure safety of the pupils and staff.
- Clean and undertake basic maintenance routines on equipment and tools used in classrooms/workshops.
- To provide support to students during lessons and extra-curricular workshops in the use of equipment and resources (i.e. demonstrating how to use equipment or resources)
- To arrange for annual servicing and repairs to equipment, as required.
- Take responsibility for the safe storage of students' work and for stocks of materials within the range of ADT subjects.
- Undertake stocktaking, replenishment and ordering materials as required by teaching staff.

- Prepare displays of students' work in the Art/Technology room and shared areas.
- To maintain a standard of Health and Safety in and around the Technology workshop. Reporting any concerns as required.

Health and Safety

- Ensure that the local, national and the Schools Health and Safety regulations are implemented within area of responsibility
- Comply with all health and safety requirements and undertake risk assessments as appropriate
- Advise students and staff on appropriate health and safety issues
- Use facilities and equipment and to carry out work activities in accordance with the information, instructions and training provided by the school and information supplied by equipment manufacturers or suppliers
- Co-operate with the management of the school in meeting its health and safety obligations
- Ensure all specialist electrical equipment is correctly shut down at the completion of each working day
- Ensure that all potential hazards are made safe immediately or, if appropriate, at the completion of each working day
- Ensure that all 3 departments are left tidy and appropriately secured at the end of each working day.

Ensuring compliance with the health and safety regulations, among others, matters relating to COSHH, Health and Safety at Work Acts, Electricity at Work Regulations. Ensuring compliance with the Authority's regulations and departmental policies, including:

- Contributing to the monitoring systems for the safe storage of equipment, apparatus and materials, including chemicals
- Ensuring satisfactory maintenance of storage rooms and preparation rooms and liaison on safety and relevant legal requirements
- Ensuring that apparatus, equipment and tools are appropriately maintained and issued
- Provision of advice and assistance to staff on safe working practices and problems relating to health and safety, in particular on the use of apparatus and equipment
- Ensuring that standardised risk assessments are available and that all staff are aware of their location, maintaining a resource bank of safety information
- When trained, first aid treatment of minor laboratory injuries and maintenance of first aid equipment in laboratory areas

Person Specification

Detailed below are the types of skills, experience and knowledge that are required of applicants applying for the post. The 'Essential Requirements' indicate the minimum requirements and applicants lacking these attributes will not be considered for the post. The points detailed under 'Desirable Requirements' are additional attributes to enable the applicant to perform the position more effectively or with little or no training. They are not essential, but may be used to distinguish between acceptable candidates.

<u>QUALIFICATIONS</u>	<u>Essential</u>	<u>Desirable</u>	<u>MOA</u>
Either Equivalent qualification or degree in Technology or Relevant experience working in a similar role	*		A/Q
5 GCSE's A* - C/ 9-4 including English and Mathematics	*		A/Q
A-level/Degree in relevant subject		*	A/Q
<u>KNOWLEDGE /SKILLS</u>	<u>Essential</u>	<u>Desirable</u>	<u>MOA</u>
Excellent numeracy/literacy skills	*		A/Q/R/S
Ability to engage children and young people to develop a love of learning	*		A/R/S
Work constructively as part of a team	*		A/R/S
Ability to accurately identify, monitor, record and reports on student progress	*		A/R/S
Knowledge and skills to safeguard the welfare of CYP and uphold your professional responsibility	*		A/Q/R/S
Understanding of effective teaching and learning strategies including behaviour	*		A/R/S
Working knowledge of national curriculum and other relevant learning programmes/strategies	*		A/R/S
Effective use of ICT/technology to support learning	*		A/R/S
Awareness of Health & Safety procedures for working in a technology workshop	*		A/R/S
<u>EXPERIENCE</u>	<u>Essential</u>	<u>Desirable</u>	<u>MOA</u>
Experience of working in a school environment	*		A/R/S
Previous technical experience in design workshops i.e. stock control and keeping records		*	A/R/S
<u>PERSONAL QUALITIES</u>	<u>Essential</u>	<u>Desirable</u>	<u>MOA</u>

A passion for education and making a difference	*		R/S
Excellent & confident communicator	*		R/S
Effective team member	*		R/S
Energy, enthusiasm, sense of humour	*		A/R/S
Ability to motivate self and others	*		A/R/S
Willingness to contribute to the wider life of the Academy and Trust	*		A/R/S
Emotional resilience - recognising that working in Education is demanding and approach the challenge positively	*		A/R/S
Willingness to undertake first aid training	*		S
Subscribe to the ethos of the Trust and go the extra mile in terms of time and commitment to get the very best from students	*		A/S
The postholder must have a command of spoken English which is sufficient to enable the effective performance of the role, including the ability to speak with confidence and accuracy and the ability to listen and respond appropriately dependent on the audience.	*		Q/R/S
Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU Settlement scheme or having secured any other relevant work visa. If you do not have the right to work in the UK and the role does not meet eligibility for sponsorship, please consider carefully whether you meet the eligibility to apply for this position.			
This role is subject to a six-month probationary period and satisfactory enhanced DBS check. As one organisation Cockburn Multi-academy Trust expects all its employees to work across any academy within the trust as and when required.			
METHOD OF ASSESSMENT (MOA)	A =	Application Form	
	Q =	Qualification	
	R =	References	
	S =	Selection Process	

COCKBURN

CAREER PATHWAYS

What job roles am I interested in?

Pastoral

Safeguarding Officer, Family Support Worker, Early Intervention Therapeutic Worker, Attendance Outreach Worker, Outreach Co-ordinator, Early Intervention Worker Assistant SENCO, Head of Year

Facilities

Cleaner, Cleaning Supervisor, Caretaker, Caretaker, Site Manager, Premises Assistant, General Kitchen Assistant, Senior Catering Assistant, Catering Supervisor, Catering Manager

Data/technical support

Reprographics, Data Assistant, Data Manager, Trust Data and MIS Officer, IT Technician, Senior IT Technician, IT Manager

Operational

Receptionist, Administrator, Office Manager, School Business Manager, Personal Assistant to Head of School/ Executive Headteacher, Exams Officer, Finance Assistant, Finance Officer, Trainee Accountant, Finance Manager, HR Manager, Head of HR, Deputy Chief Operating Officer, Chief Operating Officer

Classroom support

Midday Supervisor, Before/After School Club Assistant, Playworker, Nursery Assistant Child and Family Practitioner Behaviour & Learning Inclusion Practitioner, Teaching Assistant, Learning Mentor, Cover Supervisor, HLTA, DT/Art/Food/Science Technician LRC Coordinator

Routes into teaching

QTS, QTLS, PGCE, SCITT, School Direct Teach First, Teaching Apprenticeship, Straight to Teaching

What career path should I take?

Ongoing training and development

PDD Days, annual updates, staff briefings, departmental specific training, away days

What qualifications do I need to reach my goal?

GCSEs, A Levels, NVQs, diploma, foundation degree, PGCE, QTS, ECT, Level 3 TA, CIPD, accountancy, H&S, NEBOSH, computing and IT, apprenticeship

Annual appraisal

CPD, training and development, career aspiration conversations, succession planning

Training for new starters...

Staff induction, statutory training including child protection and safeguarding, online safety, data protection, school policies, behaviour management

What internal training may there be available?

Shadowing, acting up, secondments, mentor support, volunteering, associate roles

How do I find out more about job roles?

Job adverts/website, line manager, careers officer, departmental heads, teacher training lead, HR

Smart clinic resources

Self-care and personal development

National College resources

Teaching and learning, pedagogy. SEND, admin, finance, staffing, recruitment, facilities, H&S

Our values and ethos

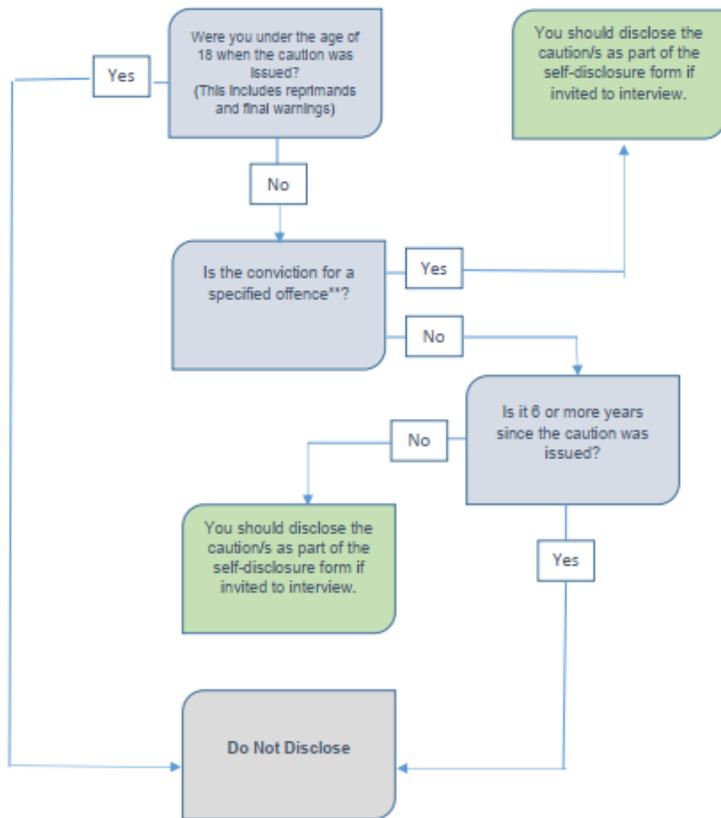
Equality, diversity and inclusion, high quality professional development, internal coaching and individual CPD rewarding jobs, lifelong learning, growth mindset, work life balance, flexibility

SUPPORT STAFF



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Disclosure of a Caution
(this includes reprimands and final warnings)



**<https://www.gov.uk/government/publications/dba-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

Disclosure of a Conviction
Please work this through for each conviction you have separately even if they were part of the same legal proceedings

*https://assets.publishing.service.gov.uk/government/uploads/system/uploads/attachment_data/file/935747/draft-rehabilitation-offenders-act-1974-exceptions-order-1975.pdf

**<https://www.gov.uk/government/publications/dba-list-of-offences-that-will-never-be-filtered-from-a-criminal-record-check>

