



CANDIDATE BRIEF

DESIGN AND TECHNOLOGY TECHNICIAN



LETTER FROM THE HEAD TEACHER



Dear Applicant

I am delighted that you are expressing an interest in working at Queensmead. I took up the position of Head Teacher in 2009 and it fills me with pride when I reflect on what we have achieved in this time and how we continue to build on our outstanding work. We are committed to ensuring that every student at Queensmead excels and has the very best start in life. Our standards are high and our expectations are clear and consistent.

During my time I have seen some exceptional teachers and also witnessed remarkable growth in teachers. I am proud that several members of my leadership team started their careers as ECTs in our school. We are committed to your development and providing you with the opportunities and support to progress in your career.

I wish you luck with the application process and invite you to visit us and see the school for yourself. Indeed, it was the students and the team that inspired me and many others to join Queensmead!

If you have any questions on the recruitment process, please email recruitment@qmschool.org.uk or visit our website:- www.queensmeadschool.org.uk

Yours sincerely

Rhona Johnston
Head Teacher

HOW TO APPLY



Applications must be received by **9am on Thursday 17th September 2026.**

Please apply using the **MyNewTerm** [application form](#).

If you have any questions, please email recruitment@qmschool.org.uk

JOB DESCRIPTION

This job description is designed to outline the main duties and responsibilities associated with the position, but it is not intended to be an exhaustive list of all duties performed. It will be reviewed each year and it may be subject to modification or amendment at any time after consultation with the post-holder and Head Teacher.

The responsibility for employees' health and safety does not rest entirely with the school and its management. The Post-Holder, irrespective of his / her position in the school, has a legal duty to comply with the law to ensure that the workplace is safe for everyone.

General Duties

- To be responsible for the preparation of materials for Design and Technology classes and examinations
- To be responsible for keeping stock of spare parts and components and the processing of orders. Also checking that this is all done within the budget
- Ensure the safe, hygienic and secure storage of all equipment and resources, complete routine health and safety checks on equipment, keep service records and contribute to ensuring appropriate risk assessments are current and in place
- Clean and undertake basic maintenance of machines/ tools/equipment and ICT facilities as needed/directed to ensure it is clean, safe and in good working order
- Check that the correct number of tools is in each cupboard in each class
- Checking classrooms are stocked with the full equipment
- Operate CAD CAM machines to support student practical activities
- Exhibiting of students work and organising the layout of rooms
- Ensure the safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards
- Locating, ordering and obtaining spare parts / special equipment
- Photocopying and laminating for staff and students
- Act professionally, supporting staff and individuals or small groups of pupils, in practical learning activities or demonstrating under the direction of the Teacher
- To contribute to the planning and developing systems, policies, procedures and schemes of learning in Technology
- Participate in training and other learning activities and performance development as required



- Assisting in the delivery of Taster Days and extra-curricular events
- Other reasonable duties as determined by the Head of Department
- Assist the premises team with problems that may arise when they need technical support

Maintenance

- Sharpening hand tools (chisels, planes, drill bits)
- Repairing simple machinery and organising CAM servicing
- Basic carpentry and engineering skills
- General cleaning
- General repairs
- Decorating
- Organising the annual LEV testing and machine servicing

PERSON SPECIFICATION

- Criteria to be determined from the application form and supporting statement. Candidates for this post should have or be able to demonstrate the following:
- The successful candidate will demonstrate an ability to use initiative and work unsupervised most of the time
- We require someone with a willing nature who performs well under pressure and can relate to working in a school environment.
- Be aware of and comply with policies and procedures relating to child protection, health and safety, security, confidentiality and data protection and report all concerns to the appropriate person

Training, qualifications and experience

- **Essential** - English and Mathematics at Grade 4 (or equivalent)
- **Desirable** - Experience of working in a school or college / Experience working with Engineering and Graphics Technology materials and equipment / Have health and safety training and be a member of DATA / First Aid training to be provided

Professional knowledge and understanding

Desirable

- Experience working with the materials, tools, equipment and processes used in Resistant Materials, Engineering and Graphics equipment
- Knowledge of relevant Health and Safety guidance
- IT skills, including word processing, email, spreadsheets and possibly CAD/CAM

Personal and professional qualities

Essential

- Hard-working, loyal and flexible in approach to work
- Commitment to ongoing learning and professional development
- Openness, good humour, enthusiasm and a sense of proportion
- Excellent timekeeping and attendance record
- Excellent attention to detail and maintaining a quality service
- Ability to prioritise and work under pressure
- Ability to work without close supervision
- Willingness to support the ethos of the school



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