



Moseley School
and Sixth Form



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Design & Technology Technician



Succeeding together



Dear Colleague,

We are looking to recruit a Design & Technology Technician, to join our team at Moseley. This role is open to a candidate who has the passion and enthusiasm to make a positive impact for the young people at our school. This is an exciting opportunity to join the team.

At Moseley School & Sixth Form, our ethos is built on our RAISE values:

- **Resilience** – empowering students to overcome challenges
- **Ambition** - inspiring high aspirations and achievement
- **Independence** – fostering confident, self-directed learners
- **Supportive** – nurturing a caring and inclusive environment
- **Effective Communication** – encouraging clarity, collaboration and understanding

These values underpin everything we do and guide our mission to provide the best possible futures for our students and staff.

We welcome visitors to the school. Please contact recruitment@moseley.bham.sch.uk if you have any questions about the role or school and would like to arrange a visit.

Your application must be received by 8.00am on Friday 27th March 2026

Please note this advert may close when sufficient applications are received.

Interviews will take place on Wednesday 15th April 2026

Best wishes,

Andrew Bate
Head Teacher



Post Information

Post Title:	Design & Technology Technician
Reporting to:	Head of Department
Salary/Grade:	Grade 2 (Spine point 3 to 8) SP3 £24,796 to SP8 £26,824 (FTE) per annum
Actual Salary:	Grade 2 (Spine point 3 to 8) SP3 £22,322 to SP8 £24,147 (pro rata) per annum
Contract Type:	Full time, Term Time only (plus 5 days to be worked over the school holidays as agreed with Head of Department and in line with the needs of the school)
	Normal working hours 36.5 hours per week, Monday to Friday. Flexibility to attend any other meetings/events outside normal working hours when required.
Contract Term:	Permanent
Start Date:	ASAP

We are looking for an enthusiastic individual who is interested in Design & Technology to join the school. This post is a vital role in the school and allows our students to explore learning via practical work and using excellently prepared resources.

The successful applicant will join our Technology and the Arts Faculty and help to deliver the practical equipment and resources to students ranging from Year 7 to A-level. Through prepared demonstrations and equipped class practical's, the students are enthused about the world of Engineering, Design and Technology.

Do you have a real passion for helping children succeed in creative subjects? Then this is the role for you.

Our ideal candidate will have:

- Ideally worked in a school environment with previous experience in a technician role.
- The ability to plan and organise tasks effectively
- The ability to use IT and specialist Machinery
- The willingness to undertake appropriate training to meet the needs of the role, including First Aid training.

What we can offer you:

We value our staff both as individuals and as professionals and are committed to their personal and professional development. We pride ourselves on being friendly and welcoming to everyone who visits and works with us.



We offer a wide range of programmes to enhance the employee experience and engagement, including:

- Employee voice through surveys and feedback sessions
- A 24-7 confidential employee assistance helpline
- An extensive CPD program to enable staff to achieve their career goals.
- Whole school termly celebrations
- Regular wellbeing resources and information, supporting National Awareness Campaigns
- Free flu vaccinations
- Free access to the school's onsite gym
- A designated car park space for each staff member
- Generous Pension Scheme
- Appraisal, leading to potential pay progression.
- Cycle to Work Scheme
- Paid and unpaid leave to support life events.

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Moseley School and Sixth Form is an equal opportunity employer and is committed to the safeguarding and to promoting the welfare of children and young people and expects all staff to share this commitment. An Enhanced DBS check is required for the successful applicant.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

An online search will be carried out as part of due diligence on all short-listed candidates. References will be used to support the selection panel's assessment. Any relevant issues arising from references will be raised during the interview process.



Job Description

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- Reporting to:** Head of Department
- Salary/Grade:** Grade 2 (Spine point 3 to 8) SP3 £24,796 to SP8 £26,824 (FTE) per annum
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- Normal working hours 36.5 hours per week, Monday to Friday. Flexibility to attend any other meetings/events outside normal working hours when required.
- Contract Term:** Permanent
- Start Date:** ASAP
- Core Purpose:** To provide support for teaching staff within the Technology and Arts Faculty, by providing resources and materials to ensure students receive creative and effective practical sessions allowing them to achieve or surpass their expected levels of progress.

Responsibilities:

- To support teachers and students in practical lessons and where authorised to do so by a member of teaching staff, to demonstrate the safe and effective use of equipment and activities to students.
- Support teachers in preparing materials, tools, and digital resources for lessons.
- Maintain and organise workshops, studios, and equipment (including 3D printers, laser cutters, CNC machines, and electronics tools).
- Help design, produce, and maintain teaching aids, prototypes, and student project models.
- Manage stock control of consumables and materials, process orders and deliveries.
- Provide basic maintenance and troubleshooting of digital fabrication and CAD/CAM equipment.
- Support integration of digital tools and emerging technologies (e.g., AI design software, AR/VR visualisation, sustainable materials).
- Assist with department displays, exhibitions, and school events promoting Design and Technology.
- Contribute ideas to improve workshop efficiency, safety, and innovation.
- To prepare materials, resources and setting up equipment for use in lessons. This may include preparing metals, putting out equipment, cutting, setting up machines and setting up printing equipment.
- Monitoring of equipment with specific health and safety requirements (Flammable liquids, craft knives, heavy machinery)
- To carry out a weekly Health and Safety checks and audit of renewable and non-renewable equipment, materials and resources
- To keep tools and equipment in good working order

At Moseley School and Sixth Form, we are committed to safeguarding and to promoting the welfare of our students



- To carry out routine maintenance of classrooms, equipment and additional rooms, including the safe disposal of waste materials
- To take responsibility for management of Health & Safety checks to all machines and classroom environments, including updating subject specific risk assessments.
- To organise and store materials, resources and equipment in stock cupboards
- To retrieve and clear away materials and equipment to support the smooth running of lessons
- To put up faculty displays under guidance from staff
- Exam preparation - supporting staff and students with technical requirements and supervision of machinery/tools as required for their individual projects

Skills and Competencies

- Knowledge of design principles, materials, and manufacturing processes.
- Proficiency in CAD software (e.g., Fusion 360, 2D Design, SketchUp, or Tinker CAD).
- Basic understanding of CAM equipment and Operation (3D printing, laser cutting, Centre Lathe, CNC milling).
- Strong organisation and time-management skills.
- Attention to detail and commitment to safety procedures.
- Good communication and teamwork abilities.
- Adaptability to new technologies and sustainable design practices.

Other Responsibilities:

- Assist with on call duties as appropriate
- Responsible for student behaviour and welfare in public places during break, lunch, change of lesson, beginning and end of school day as directed
- Attend meetings as required
- Participate in professional development opportunities, willingness to develop additional skills and expertise
- Keep up to date with current educational developments and legislation affecting your area of responsibility
- Contribute to school development through identified communication and consultation channels
- Treat students, parents and colleagues fairly, equitably and with dignity and respect
- To respect the confidential nature of information relating to the school, students and customers
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Develop constructive relationships and communicate with other agencies/professionals
- Be aware of safeguarding and promoting the welfare of children and to report any concerns in accordance with the school's safeguarding policy
- To comply with the school's Health and Safety policy and statutory requirements
- To undertake any other duties not detailed above commensurate with the level of the post.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task is not identified. Employees will be expected to comply with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in their job description.



Person Specification

Post Title: Design & Technology Technician

Method of Assessment

AF Application Form

L Lesson
observation

I Interview

T Test or
Exercise

P
Presentation

Qualifications & Experience	Essential E/ Desirable D	Method of assessment
<ul style="list-style-type: none"> Must be numerate and literate (minimum GCSE Maths, & English Grades A*-C) Good standard of education to A Level (or equivalent). Experience of working within laboratory Experience of working in a school environment Previous experience of technician role 	<p>E</p> <p>D</p> <p>D</p> <p>D</p> <p>D</p>	<p>AF</p> <p>AF</p> <p>AF/T</p> <p>AF</p> <p>AF</p>
Skills and Abilities		
<ul style="list-style-type: none"> Ability to interpret and follow policies and procedures. Good oral and written communication skills Ability to organise own work effectively, always meeting deadlines. Ability to plan and organise tasks effectively Ability to develop and maintain effective working relationships Ability to work independently on own initiative Knowledge of standard procedures required within department (e.g. health and safety etc) The ability to enthuse others about Design & Technology. Ability to use IT Ability to work calmly and effectively under pressure. 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>D</p> <p>D</p> <p>E</p> <p>E</p>	<p>AF/T</p> <p>AF</p> <p>AF/T</p> <p>AF/T</p> <p>AF/T</p> <p>AF/T</p> <p>AF/T</p> <p>AF/T</p> <p>AF/T</p> <p>AF</p> <p>AF</p>
Other Attributes		
<ul style="list-style-type: none"> Evidence of an interest in delivering a high quality of service Willing to undertake appropriate training to meet the needs of the job, including First Aid training Evidence of an interest in working with young people. Proactive, flexible and adaptable Punctual and conscientious Excellent attention to detail and accuracy Good time management and the ability to prioritise workload Able to work under pressure and to deadlines, and produce accurate results 	<p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p> <p>E</p>	<p>I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p> <p>AF/I</p>

Many specific responsibilities will require collaborative working with other members of the faculty and wider school community which the post holder is expected to develop proactively.