THE HEATHLAND SCHOOL
Technology Department
Design and Technology Technician/Handyperson

SCALE 4 POINT 7-10 Pro rata actual salary £26056 - £27195
[8am – 4pm 36 hours a week. Term Time plus 5 INSET days]

JOB PURPOSE

To provide technical support to the Design & Technology Department, ensuring the safe and efficient preparation, maintenance, and management of resources and equipment for practical lessons, supporting staff and students to enable high-quality teaching and learning.

KEY RESPONSIBILITIES

To be responsible to the Head of Technology for:

- Prepare, set up, and dismantle equipment, materials, and resources for DT practical lessons and demonstrations.
- Support teaching staff and students during practical activities, ensuring safe use of tools and machinery.
- Maintain, clean, and carry out routine safety checks on DT equipment, tools, and machinery.
- Manage and monitor stock levels of materials, tools, and equipment, placing orders as required.
- Ensure compliance with health & safety regulations within the DT department, including risk assessments and maintaining accurate records.
- Assist with the organisation and display of students' work and resources.
- Provide technical advice and guidance to staff and students as required.
- Support with the maintenance and repair of DT facilities and resources.
- Assist with the supervision of students in practical workshops, as directed by teaching staff.
- Keep up to date with developments in health & safety and relevant training.

To be responsible to the Site Manager for:

- General maintenance and repairs around the school
- General carpentry – fixtures and fittings
- To follow all safeguarding procedures and complete training as required
- To ensure the School Minibuses are well maintained

Person Specification

QUALIFICATIONS AND TRAINING

- Good general education to GCSE level or equivalent (including English and Maths).
- Relevant technical qualifications or experience in Design & Technology or a related field (desirable).
- Willingness to undertake further training as required (e.g. Health & Safety).

EXPERIENCE

- Experience working in a school or educational environment (desirable).
- Experience of using and maintaining DT tools and machinery, Including CAD/CAM.
- Experience managing resources and inventory (desirable).

SKILLS AND KNOWLEDGE

- Good practical and technical skills relevant to DT.
- Awareness of health and safety procedures and regulations in a workshop environment.
- Excellent organisational and time management skills.
- Ability to work independently and as part of a team.
- Good communication skills with both staff and students.
- Competence in using IT systems for communication, stock management and basic administration.

PERSONAL QUALITIES

- A positive, proactive attitude and willingness to learn.
- Commitment to supporting the learning and development of students.
- High standards of professionalism and integrity.
- Ability to work under pressure and prioritise tasks.
- Commitment to equality, diversity, and the values of the school.
- Commitment to safeguarding and promoting the welfare of children.

This job specification may be re-negotiated if the needs of the school change in future.