

Dronfield Henry Fanshawe School  Job Description	Title: DT Technology Technician	Revision No:	
		Date Agreed:	September 2026
	Postholder:	Grade:	
		Hours:	37
	JD Reference: TEC08	Weeks:	40
		Review Date:	

RESPONSIBLE TO:

Curriculum Lead for Design Technology & AD02 Assistant Director of Resources

RESPONSIBLE FOR:

POST OBJECTIVES:

To provide efficient and effective technician support to the Design and Technology with the intention of enabling all students to make the necessary steps in learning and progress.

DUTIES AND RESPONSIBILITIES:

- To prepare materials for class use in accordance with the requirements of the teaching staff
- To set up equipment and machinery ready for use, in accordance with manufacturer's instructions and the requirements of teaching staff
- To prepare and make teaching aids and demonstration models for use in the teaching areas.
- To dispose of used materials in a safe manner, to put away tools, materials and equipment and to maintain hygiene standards in the workshop areas.
- To undertake the basic maintenance and cleaning of machinery, equipment and tools and to assist in organising their servicing and repair as required and in accordance with manufacturers' instructions.
- To operate a safe and secure system for the storage and racking of tools, materials and equipment ensuring that they are maintained in good condition and are readily available for issue to students.
- To undertake safety checks as required and ensure compliance with the requirements of Health and Safety, COSHH, and other relevant legislation and school documentation.
- To observe safe working practices in carrying out the required duties and to adhere to instructions specified by technical consultants and engage in professional learning that enables them to meet the requirements of the role and safety standards.

AGREED ADDITIONALITY: GRADE: DATES FROM: TO:

METHODS OF WORKING:

- The post holder will be expected to take an active part in appraising their own work against agreed priorities and targets in accordance with the school's management supervision guidelines
- The post holder will comply with the policies of the school, including the Child Protection Policy, Equalities Policy, Health, Safety Policy and the Data Protection Act and be expected to maintain confidentiality. Any concerns should be reported to the appropriate officer
- The post holder will have due regard for DCC financial regulations and operate within Schools financial systems and procedures ensuring 'best value' is achieved
- Be aware of and support individual's needs to ensure all students have equal access to opportunities to learn and develop
- Contribute towards the overall ethos, work and aims of the school
- The post holder will be expected to undertake any necessary training associated with the duties of the post and attend meetings as required
- The post holder will be required to observe safe working practices in carrying out the required duties and to adhere to instructions specified by technical consultants and manufacturers.
- The post holder will demonstrate the ability to act on their own initiative and manage time effectively.

Person Specification -

EXPERIENCE:

Essential:

- Experience of working as part of a team
- Experience of working in practical role
- Experience maintaining equipment

Desirable:

- Experience of working within a school environment
- Experience working in a similar role

QUALIFICATIONS/EDUCATION/TRAINING:

Essential:

- GCSE (A*-C) or equivalent in English and maths.

Desirable:

- Health and Safety at work qualification
- Current First Aid Certificate

KNOWLEDGE AND UNDERSTANDING:

Essential:

- Commitment to safeguarding and promoting the welfare of children and young people
- Understanding of basic education terminology and implications
- Understanding the importance of confidentiality

Desirable:

- Knowledge of school policies and their impact on the day to day running of the school

SKILLS AND COMPETENCIES:

Essential:

- Excellent communication and interpersonal skills
- High standard of written and spoken English
- Excellent planning and organisational skills
- Excellent organisational skills
- Confident working with young people
- The ability to work under pressure

- Conscientious
- Flexible
- Able to use initiative

ABILITIES AND ATTRIBUTES:

Essential:

- Competent ICT skills
- Ability to effectively implement the School Behaviour Management policy
- Self-motivated and enthusiastic
- Effective team worker
- Open, honest and active listener, with an appropriate sense of humour
- Willingness to learn new skills and undertake relevant professional learning.
- Commitment and enthusiasm
- Flexibility and patience
- Belief in the importance of teamwork and collaborative approach
- Calm approach, unflappable
- Confidentiality, tact and discretion
- High level of accuracy and attention to detail
- Positive attitude and good sense of humour

Postholder's Signature_____

Line Manager's Signature_____

Date_____