

# Appointment Information

## Design Technology Technician

### Level 2





Dear prospective applicant,

In the top 12% of schools nationally, Crown Hills Community College blends a 70-year history of inclusive education with an innovative, forward-looking approach to providing a state education like no other to 1500 students from inner city backgrounds.

The Design Team includes experts in 3D Design, Graphic Communication, Food and Nutrition, Textiles and Photography. The key individual will support teachers in all of these specialist areas. This is, therefore, an exciting opportunity to play an integral role in developing the School's vision and for enhancing the quality of education for our students.

Over the past three years, the school has changed significantly not only in its performance but in the way it operates. We are not interested in the OFSTED grade or judgement and it is not something that we use to threaten staff with nor do we use it to set policy. We do what is best for the staff and the students underpinned by a set of clear values and we trust that everything else will take care of itself. I would therefore, urge you to visit us and to look at our website and the video about what it is that we stand for and why you would want to join us.

I want us to be at the forefront of educational excellence because we want to provide the best educational experience possible for the children in our care. This is extremely difficult in a climate of ever-increasing accountability and diminishing resources. However, I sincerely believe that if we lead this community by staying true to our values then it is possible. I have therefore spent time with staff and exploring what it is we stand for and, after a school-wide consultation, we have decided that ASPIRATION, COMMITMENT and SUCCESS are the three key drivers that will support the development of our pupils.

We believe that the curriculum is king and that the way it is sequenced, will help our students to make progress. We have taken a very clear stance on knowledge-first teaching and place an emphasis on memory recall as well as responsive teaching. In order to be successful you need to buy into this pedagogy and practice as it underpins our philosophy and the way the curriculum should be delivered to our students. As a member of support staff who supports the delivery of the curriculum, it is important you understand and align to our college principles.

We are very clear that the gender, background, colour, poverty, wealth or social status of a child should have no bearing on how well they perform and staff here work extremely hard in trying to close that gap between the different groups of pupils.

Please read the attached job description and person specification. If you are interested in applying, please fill in the application form available on our eteach portal, <https://www.eteach.com/jobs/crown-hills-community-college-jobs-9453/?oo=ag> please include e-mail addresses of all referees, together with a letter of application (no more than 2 sides of A4, font 12) outlining your skills, qualifications and experience relevant to this post by 9am on Monday 2nd February 2026. Please include your cover letter in the supporting statement section.

I look forward to receiving your application.

Yours sincerely,

Mr F Adam  
(Principal)

# JOB DESCRIPTION

Job Title:Design Technology Technician Level 2	11-16	Maintained
College: Crown Hills Community College	Grade:	Grade 3, Point 5– 6
Reports to: Head of Department	Salary:	£19,459.91 - £19,768.74 – actual salary £25,583 - £25,989 – full time equivalent
Term: 33 hours per week, term time only plus three Teacher Days		

## JOB PURPOSE SUMMARY

To support the teaching of Design and Technology subjects by developing, preparing and maintaining appropriate facilities, equipment and materials for use by teachers and students.

## MAIN DUTIES/TASKS

- To optimise the use and availability of DT resources.
- To ensure that the workshop, preparation and storage areas are kept clean and tidy.
- To develop technical expertise in the equipment, software and machines used in DT.
- To ensure that all workspaces and equipment is maintained in a safe condition for use.
- To maintain adequate stocks of consumables, spare parts etc.
- To store all equipment and materials in accordance with appropriate legislation and guidelines.
- To maintain good relationships with staff, students, parents/carers and visitors.
- To implement and promote the school/college and Leicester City Council's policies and procedures relating to all areas of employment and service delivery.

## SUMMARY OF JOB TASKS

- Prepares and clears away practical resources for DT and Food Technology lessons and projects as directed by teaching staff.
- Investigates costs and develops DT projects under the direction of teaching staff.
- Regularly checks, maintains and repairs items of equipment and monitors stock levels of equipment, spare parts, machinery consumables, etc. and ordering replacements when necessary.
- Recommends and advises the Head of Faculty of any new equipment, materials or major repair requirements.
- Assists in the design and manufacturers items, templates etc. for use in lessons, projects etc.
- Familiarises themselves with, and instructs others in the use of new equipment, machinery and software.
- Ensures the environment is fit for purpose and safe to use
- Ensures the most appropriate equipment and materials are used
- Ensures new H+S legislation and other regulations are adopted and adhered to in the classroom or workshop situation.
- Responsible for maintaining ITC and paper records of inventory records, risk assessments, PAT testing records, COSHH instruction sheets
- Experience disruptions due to broken equipment, last minute requests etc
- Undertakes work to predetermined deadlines such as lesson times, exam times and planned maintenance
- Assists in contacting local trades people to arrange minor repairs to materials and equipment.
- Assists in the research for new and replacement equipment/materials by identifying outside suppliers.
- Accompanies students when undertaking outside trips and visits, usually in conjunction with the respective teachers.
- Organises their own work to achieve deadlines.
- Decides what needs to be carried out when undertaking basic repairs to DT equipment.
- Carries out basic maintenance and or repairs in a safe way that protects future users.
- Assists in the recording and maintenance of all records.
- Ensures equipment is maintained safely and securely.
- Assists to ensure that lesson and exam times are adhered to.
- Assists in maintenance programmes.
- Uses equipment such as laser cutters, routers and audio/visual equipment/ICT software
- Operates electrical/electronic machinery, saws, cutters, drills etc on a daily basis
- Knowledge of at least 2 x DT subjects sufficient to support the Food Technology curriculum in the college.

- Knowledge of DT equipment and software.
- Able to carry out more complex instructions.
- Able to organise own work and achieve deadlines with minimum supervision.
- Support with the ordering of food for Food Technology lessons.
- Managing the delivery of ingredients and food for Food Technology lessons.
- Set up of practical lessons in Food Technology for teachers to deliver the lessons.

#### **ADDITIONAL DUTIES**

- To play a full part in the life of Crown Hills, to support its distinctive aims and ethos and to encourage students to follow this example.
- To participate in induction training, staff reviews process and professional development opportunities.
- To comply with any reasonable request from line manager to undertake work of a similar level that is not specified in this job description.
- To undertake professional duties that may be reasonably assigned by the Principal and leadership team.

## **PERSON SPECIFICATION**

Assessed by:				
No.	CATEGORIES	Essential/ Desirable	Application Form	Interview / Task
<b>TRAINING &amp; EDUCATION</b>				
1.	A level of numeracy and literacy sufficient to carry out the duties of the post.  See Level Criteria Matrix attached for requirements at different levels.	E	✓	✓
<b>EXPERIENCE</b>				
2.	Experience of working with woods, metals, plastics, etc and associated machinery. Experience in working in a relevant design/machine/work shop/food environment.  See Level Criteria Matrix attached for requirements at different levels.	E	✓	
<b>EQUAL OPPORTUNITY</b>				
3.	Must be able to recognise discrimination in its many forms and willing to put the Council's Equality Policies into practice.	E	✓	✓
<b>OTHER SKILLS</b>				
4.	Able to work and communicate effectively with pupils and people at all levels and from a variety of backgrounds.	E	✓	✓