



Job Description

Post: Design Technology Technician
Salary: Grade 5 SCP 7-9
Status: Part-time, 28 hours per week

Line Management

- The post holder will work under the direction and supervision of the Head of Creative Technology.

Job Purpose:

To support the Head of Department and teaching staff in their role of providing teaching and learning by ensuring the correct resources and equipment are in place for the lesson. Operate safe sound practices when checking machinery, ensure equipment is fit for purpose, and undertake routine maintenance of resources and equipment.

Support for Teachers:

- create and maintain a purposeful, orderly and productive working environment
- ensure timely and accurate design, preparation and use of specialist equipment, resources and materials
- assist pupils in class with the use of tools and equipment as requested by the class teacher.
- maintain records, information and data as instructed
- assist the teacher in promoting health and safety in the classroom
- provide clerical/admin support e.g. photocopying, printing etc.

Support for Curriculum

- maintain supplies within department

- maintain equipment, check for quality/safety, undertake basic repairs/modifications within own capabilities and identify when other repairs/modifications need to be carried out by others
- demonstrate and assist in the safe and effective use of specialist equipment and materials
- give advice and guidance as required within the relevant curricular area

Support for School

- be aware of, and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- be aware of and support difference, ensuring all pupils have equal access to opportunities to learn and develop
- contribute to the overall ethos/work/aims of the school
- establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support the achievement and progress of pupils
- attend and participate in regular meetings
- recognise own strengths and areas of expertise and use these to advise and support others
- undertake Portable Appliance Testing (PAT) appliance testing as requested
- ensure the portable appliance tester is calibrated annually.

Generally

Within this role, the Classroom Technician will –

- ensure that all activities are carried out in accordance with Equal Opportunities legislation and the school and LEA Equal Opportunity Policy
- undertake the Personal Health and Safety responsibilities with the HASAWA 1974
- give priority to any issue relating to the emotional health and wellbeing of pupils
- participate in training and professional development to ensure competence is maintained in role
- participate in performance management/staff appraisal discussions as requested
- undertake any other duties that the Headteacher or his representative requests, commensurate with the grade of this post

Personal Specification

Role Criteria No.1	Education, Qualifications & Training
Essential	- NVQ 2 or equivalent qualification or experience in relevant discipline. - Good numeracy/literacy skills.
Desirable	A Level in Design Technology or HND
Evidence	All certificates to be provided at interview for validation.
Role Criteria No.2	Skills /Technical / Professional Competence
Essential	- Candidates must have a high level of technical competence in the areas specified in the Job Description - Effective use of specialist Microsoft ICT packages - Excellent communication skills - verbal and written - Use of relevant equipment/resources - Knowledge of particular subject/technical area - Knowledge of relevant policies/codes of practice and awareness of relevant legislation - Ability to identify own training and development needs and co-operate with means to address these - Ability to relate well to children and adults - Relevant knowledge of first aid - Be able to work effectively as a team member
Desirable	- Willingness to support whole school initiatives and the wider life of our learning community. - Understanding of school policy and procedures.
Evidence	- Valid certification and/or registration/CPD - Interview
Role Criteria No.3	Experience
Essential	- Experience of working with young people of relevant age. - Experience of managing behaviour successfully in a similar setting.
Evidence	At interview, then in post

Role Criteria No.4	Competencies & Abilities
Essential	• Ability to work independently, show initiative, flexibility and reliability. • Understanding school roles and responsibilities and your own position within these.
Evidence	• At interview, then in post
Role Criteria No.5	Commitment to Equal Opportunities
Essential	• Candidates will demonstrate that all activities are undertaken in accordance with the Equalities Act 2010 and Swansea Council's Equal Opportunities Policy and Procedures. • All employees and managers must be aware of the Equality Act so that it is considered in their work, where relevant, to ensure compliance with legislation.
Evidence	• At interview, then in post
Role Criteria No.6	Current Driving Licence
Essential	• Use of own car: • Should the post holder have a disability and/or be unable to drive, then they may seek alternative means of transport/assistance, which must be an effective and cost-effective method of travelling
Evidence	• Evidence the post holder is appropriately insured for business purposes to be provided annually
Role Criteria No. 7	Compulsory Requirements for Introducing Change and New Ways of Working
Essential	• Demonstrate commitment to the Council's new ways of working, providing a positive and supportive environment that initiates and enables innovative and sustainable working practices that deliver high-quality services for our citizens. • Embrace change through actively and flexibly participating in and adapting to new ways of working with our citizens, as agreed through formal consultation with Trade Unions and HR Policies and procedures

Health Surveillance and Monitoring:	This post will require the post holder to take part in health surveillance and monitoring procedures.
--	---

Safeguarding:	The Authority, in line with the Corporate Safeguarding Policy, is committed to safeguarding and promoting the welfare of children, young people and adults and expects all staff and volunteers to share this commitment. The Authority expects all staff to undertake and keep up to date with mandatory safeguarding training for both the protection of children and adults.
----------------------	---

Welsh Language

The Authority is committed to delivering an equally high-quality service in Welsh and English and will support staff in providing this.

Disclosure and Barring Service (DBS):	This post requires the postholder to have the level of DBS disclosure as indicated below:		
	Standard DBS Disclosure Application	Enhanced DBS Disclosure Application	No DBS Disclosure Application
		X	

Review/ Right to vary:	This Person Specification is as currently applies and will be reviewed regularly according to the Employee Performance Management Review Policy and the Performance Development Review and Appraisal process. The Job and Person Specification may be subject to other Variance within the remit of the Role Profile.		
Sign off			
Line Manager:	K A Jones	Date:	12 th June 2026
Post Holder:		Date:	