



Walkwood

Church of England  Middle School



Recruitment information:

Design Technician





Our Vision:

In our inclusive community,
Each valued individual is taught self-belief
We are resilient and optimistic,
Caring for ourselves and our peers.
We are Children of God, with hope,
Awe and wonder in our hearts.

Our Bible verse:

Be kind to one another, tender-hearted, forgiving one another, as God in Christ forgave you. *Ephesians 4:32*

Our core values:

Kindness

friendship

Truthfulness

Respect



Respect - Believe - Succeed



Technician for Design subjects – Art & Technology

Monday to Thursday, 8.45 am to 3.45 pm, term time only plus the 4 Inset days

Grade: SC2 or SC3 depending on experience (Point Range 3-6)

Salary: £ 24,027 - £ 25,183 pro rata

Headteacher's introduction

Thank you for taking time to request information about the appointment of a Design and Technology Technician at Walkwood Church of England Middle School. This post is available from 1st September 2025 for the successful candidate.

Our school is “middle deemed secondary”, and the timetable is run as for a secondary school, with emphasis placed on subject specialisms.

We set high aspirations for all our pupils, both academically and socially. Our Christian values lie at the heart of our work, and we provide a broad, rich, stimulating education to develop a passion for learning in all children. We aim to challenge all our children within a safe and supportive environment, encouraging them to become reflective, resilient learners and achieve academic excellence.

We are dedicated to promoting literacy across the curriculum with a core focus on reading for empowerment. Furthermore, Walkwood staff support children in developing their understanding of problem solving and reasoning in a broad range of contexts in which they can investigate, question and share their learning. Throughout their time at Walkwood, all pupils are encouraged to express themselves creatively and imaginatively, through all areas of the curriculum.

High standards for behaviour across the school to enable a purposeful learning environment in which all children can feel safe and flourish.

Therefore, we are seeking a colleague who will share and uphold our Christian vision and values, delivering a curriculum that links content, skills and knowledge, whilst ensuring that each individual pupil receives high-quality pastoral care within an inclusive setting.

If you wish to be considered for this teaching post at Walkwood Middle School, please complete an application form.

Kindly send your documents to recruitment@walkwoodms.worcs.sch.uk by **9.00am** on the **23 June 2025**. Short-listed candidates will be contacted soon after this date. Tours of the school will be part of the interview day.

If you feel you are ready for a new role, working collaboratively with pupils, staff and the wider Trust, then I look forward to receiving your application.

Yours sincerely,
Mrs Caroline Lowe

Job Description



Part I

Name: ...
Post: DT Technician
Scale: Scale 2 or 3 £ 24,027 - £ 25,183 pro rata

Purpose of the Job:

- To assist in providing practical support to teaching and learning in the Design subjects (Art & Technology)

Part II

Main responsibilities are to:

- To support the delivery of effective learning across the departments.
- Receive and discuss details of the weekly requirements from teachers, reviewing availability.
- Support in the maintenance of the specialist teaching areas and associated stores, including cleanliness, tidiness and fault reporting.
- Clean equipment and other items after use.
- Assisting teachers in the setting up of specific equipment.
- Prepare administrative tasks that are specific to the specialist subjects.
- Provide technical and practical support during lessons, including individual or small group pupil support where appropriate and promote the good behaviour of pupils at all times.
- Carry out the safe disposal of used materials as required.
- To manage and maintain the equipment for the specific subjects.
- Ensure that equipment is returned to storage in good order and is checked prior to use.
- Follow all safety rules so care is taken when applying CoSHH or equivalent.
- Ensure that staff are advised as soon as possible of any loss or damage.
- Assist in the ordering, receipt, checking of equipment and materials.
- Check, clean where necessary and stock-take equipment and resources.
- Assist in periodic inspections of equipment and fittings to ensure they continue to be in working and safe order.
- Undertake routine maintenance on equipment and maintain all equipment and utensils / components in good working condition.
- Arrange for specific equipment to receive servicing at the assigned intervals.
- To manage the storerooms and prep. rooms.
- Regularly clean and maintain appliances in each specialist area.
- Adhere to relevant safety procedures and other legislative obligations e.g. food safety, hygiene.

Other Professional Requirements

- Work at all times within the stated policies and practices of the school;
- Establish effective working relationships and set a good example through personal presentation and professional conduct;
- Contribute to the life of the school through effective participation;



- Take responsibility for their own professional development and duties in relation to school policies and practices;
- Take on any additional responsibilities which might from time to time be determined.

Please Note

The job description is not necessarily a comprehensive definition of the post and the member of staff may be required to undertake such other tasks appropriate to the level of appointment as the Headteacher may require. It may be reviewed annually or earlier if necessary and it may be subject to modification or amendment after consultation with the post holder.

The school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Signed:

Date:

Signed:

Date:

For and on behalf of Walkwood Church of England Middle School



Person Specification – DT Technician

Area of focus	Essential	Desirable
Education and training <i>(academic and vocational)</i>	<ul style="list-style-type: none"> • GCSE passes in Maths and English (4+) or equivalent. • Willing to undertake any additional training as required 	<ul style="list-style-type: none"> • Have an awareness of DT legislative requirements • Hold a recognised qualification or experience in Technology and/or Design
Experience and achievements <i>(paid/unpaid)</i>	<ul style="list-style-type: none"> • Have knowledge of Health and Safety regulations / procedures • Practical / hands-on experience • Knowledge of the process of design 	<ul style="list-style-type: none"> • Experience of working in a school or with young people • Previous experience working power machinery such as lathes, drills and millers in a commercial or education setting
Skills, abilities and personal qualities	<ul style="list-style-type: none"> • Ability to effectively communicate and support pupils' work • Manage, operate and maintain workshop tools, machinery and equipment • Oversee the inventory of materials and resources needed for projects and practical activities • Provide valuable technical support and guidance to both teachers and students, resolving technical problems promptly • Ensure health and safety compliance • Take proactive measures to maintain a safe working environment within the workshop • Proactive outlook and able to work independently as well as part of a team • Flexible approach and ability to prioritise • Organised with time and resources • Must have a commitment to safeguarding children 	



Other relevant factors <i>(eg able to work rota system/ Driving licence/car owner)</i>	<ul style="list-style-type: none"> • Good working knowledge of, and be able to follow, relevant school policies • Approachable attitude when dealing with pupils, parents or other visitors. 	<ul style="list-style-type: none"> •
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Note: The Academy is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Appointments to this post will be subject to receipt of satisfactory Enhanced Disclosure and Barring Service (DBS) check.

