



The Harvey Grammar School

Design & Technology Technician

Person Specification

We are seeking to appoint a person who has the following skills/knowledge:-

Qualifications and Experience

- Good standard of general education (GCSEs or equivalent in English, Maths, and a D&T-related subject)
- Relevant technical or vocational qualifications, e.g. in engineering, construction, resistant materials, product design (desired but not essential)
- Experience working in a workshop or practical environment
- Familiarity with tools, machinery, and materials used in D&T
- Experience maintaining and repairing tools or equipment

Skills and Attributes

- Good understanding of workshop safety procedures and regulations
- Knowledge of COSHH regulations and ability to manage hazardous substances safely
- Ability to carry out routine maintenance and minor repairs
- Competent in setting up and preparing materials, tools, and machinery for practical lessons
- Basic ICT skills for ordering supplies and maintaining records
- Familiarity with departmental risk assessments and safety documentation
- Able to work effectively with teaching staff, students, and external suppliers
- Good written and verbal communication skills appropriate to the need to communicate effectively
- Ability to build and form good relationships with colleagues and to interact appropriately with students
- Ability to work constructively as part of a team, understanding department priorities

Personal Qualities

- Reliable, organised, and able to work independently
- Positive, proactive attitude with a willingness to help
- Strong attention to detail and commitment to safety
- Initiative and ability to prioritise work
- Able to follow direction from Line Manager
- Excellent attendance and punctuality record
- Understands the need to follow school and DfE regulations
- Can interact professionally with the school's wider community
- Desire to enhance and develop skills and knowledge through CPD e.g. DATA, COSHH, First Aid, Health & Safety