



Design and Technology Technician

The College consists of two inter-dependent fee-paying schools within a single executive structure. The Senior School [13-18], founded in 1841, is the oldest of the Victorian public schools and is predominantly a boarding school of some 750 pupils, including a Sixth Form of approximately 310 pupils.

The Prep [3-13] is largely a day school of some 420 pupils. Both schools are fully co-educational. The schools are situated in their own spacious grounds near the centre of Cheltenham, a flourishing Cotswold town. They have strong academic records and a considerable reputation for sport, drama and music.

This role is for the D&T senior school technician.

The Department

The Design and Technology department has three full time teachers and a full-time technician (this role). The department consists of three well-equipped workshops, which include a hot-metal area and a variety of CAD/CAM equipment, three classrooms, technicians prep workshop, exhibition space and an office.

Hours:

- 42 hours per week during term time, together with an additional 3 weeks (15 days) to be worked during College holiday periods
- During the additional 15 days, the employee will be required to work 42 hours per week, or the equivalent number of hours, as agreed in advance with the Head of Department.
- Hours are:
Monday to Thursday: 8.45am to 5.45pm
Friday: 8.30am to 5.00pm

Any changes to these timings must be with the agreement of the Head of Department)

Responsible to: Head of Design & Technology

Main Purpose of the Job

To support the Cheltenham College, Design and Technology department staff and pupils in order that they may ensure success at the highest levels in a safe, well cared for environment.

Principal Responsibilities

- To ensure that the workshops, and the tools and equipment within, are maintained and kept in a safe working manner.
- To maintain, monitor and order the materials and consumables required to produce D&T project work throughout the year.
- To prepare the materials required for both pupil and class project work.
- To aid D&T staff in producing appropriate resources for delivering the D&T curriculum.
- To ensure that all Health & Safety requirements are met and to report any issues to the Head of Department.
- To complete the administrative duties associated with running and maintaining the workshops.
- To assist teaching staff in promoting and raising the profile of D&T within and outside School.
- To support the D&T staff in the use of all CAD/CAM equipment.
- To work with individual pupils as requested by D&T teaching staff, to complete specific practical tasks
- To support students and D&T staff during lesson time, assisting pupils when using tools and machinery safely.
- Assist the after school clubs 4:15-5:30pm

Key tasks

- To prepare materials, equipment and components required for practical lessons.
- To complete daily visual checks of all machinery, to ensure that it is safe for pupil use.
- To complete the maintenance of machinery and equipment in accordance with Health & Safety requirements.
- To ensure the tidiness of department including storage and preparation areas.
- Carry out weekly Health and Safety checks on all equipment and machinery and report any issues directly to the Head of Department.
- To complete the weekly LEV maintenance in accordance with each machines documentation.
- To arrange the date and overseeing of the annual safety inspections of all machinery and equipment, including the inspection of dust extraction.
- To keep sinks and work tops clean; keep stock rooms and tool cupboards clean, tidy and in good order.
- To aid in the production of Risk and COSHH assessments.
- To control and store safely all chemicals, flammables and specialised solutions, ensuring that current Health & Safety, COSHH regulations are adhered to.
- To maintain all safety signage.
- To maintain the laser cutter on a weekly basis.
- To ensure that all PPE is in place and in good working order.
- To maintain and monitor departmental stock levels ensuring that material is available as required or with minimal lead-time.
- To keep stock records and enter purchases into the department account files.
- To aid the Head of Department in the ordering of materials and equipment.
- To assist staff in the production and updating of D&T displays within the department and also the end of year exhibition.
- To assist in the use of the range of CAD/CAM equipment and provide support during lesson time.
- To provide technical support to staff and students during lesson time as required.
- Advising staff on practical improvements to the workshop.
- To ensure the technician's workshop area is kept secure, clean, tidy and free from all hazards.
- To ensure each teaching area is locked and secure when not in use, and all power is turned off where appropriate.

Other duties

This job description sets out the duties of the post at the time it was drawn up. The post holder may be required, from time-to-time, to undertake other duties as may reasonably be allocated by the Head Teacher or Head of Design & Technology without changing the general character of the duties or the level of responsibility entailed.

Terms and Conditions

- 36 week contract: (Term-time plus 15 days/3 weeks) 0.88 FTE
- Hours: 42 per week: Mon to Friday: 30-minute unpaid break for lunch
- Salary grade C – E depending on experience. The salary will be pro-rata to reflect the 0.88 FTE.
- Breakfast, Lunch and dinner is available during term time.
- Executive Pension scheme (typically 3.2% employee and 8.4% employer contribution) (subject to satisfactory completion of probation).
- Life Insurance of 4 x salary
- Members of staff can use the College sports' facilities (at staff allocated times) free of charge
- Subsidised health scheme membership (Benenden)
- Cycle to work scheme
- Electric Car Lease scheme
- Staff discounts at local retailers and businesses

May 2026