



## **JOB DESCRIPTION**

<b>Job Title:</b>	DET Technician	<b>Department:</b>	Design, Engineering & Technology (DET)
<b>Reports To:</b>	Head of DET	<b>Date:</b>	January 2026

### **Role Summary:**

The DET Technician plays a central role in supporting the effective delivery of the Design, Engineering & Technology curriculum. Working closely with teaching colleagues, the post holder ensures that workshop and classroom environments are safe, well-resourced and ready for high-quality learning. The role involves providing technical support, maintaining equipment, preparing materials and promoting innovative design practices that reflect Wellington College's commitment to excellence, creativity and pupil development.

The post holder will also support the wider aims of the STE Faculty, helping maintain an environment that fosters intellectual curiosity, academic extension and a love of learning beyond examinations.

### **Departmental Information**

The STE Faculty comprises Biology, Chemistry, Computer Science, DET and Physics, housed in well-equipped teaching labs, workshops, computer rooms and Harkness rooms. Each department benefits from its own technical support while working collaboratively across the faculty. High expectations for teaching and learning, curriculum innovation and academic curiosity are at the heart of the faculty ethos.

### **Main Tasks and Responsibilities:**

#### **Teaching & Learning Support**

- Prepare equipment, tools and materials to ensure smooth and effective lesson delivery.
- Support pupils during practical activities under teacher direction, promoting safe and confident skill development.
- Assist with the preparation, organisation and storage of resources and materials.
- Maintain a positive, professional environment that supports productive pupil learning.
- Assist teachers with demonstrations, setups and preparation of practical learning materials.

#### **Workshop & Equipment Management**

- Conduct routine maintenance, servicing and inspection of workshop and classroom equipment.
- Maintain high standards of organisation, tidiness and presentation across all DET learning spaces.
- Construct or modify apparatus, fixtures, jigs, templates and teaching aids.
- Apply strong practical problem-solving skills to resolve technical, equipment or resource challenges.
- Undertake construction-based tasks that require reasonable physical fitness.
- Support continuous improvement of workshop processes and resource management.

#### **Digital Manufacturing & Specialist Support**

- Batch-produce files for 3D printers, laser cutters and CNC machinery (training provided).
- Assist with developing and maintaining specialist teaching resources and displays.
- Produce photos, videos, timelapse or digital content to promote departmental activity.
- Work independently, demonstrating initiative in digital manufacturing tasks.

#### **Health & Safety**

- Maintain up-to-date knowledge of H&S regulations through training and ongoing learning.
- Conduct health and safety checks in classrooms and workshops.
- Promote and enforce safe working practices with pupils and staff.
- Ensure correct use of machinery, PPE and tools at all times.
- Model professional conduct, safeguarding awareness and appropriate presentation.

#### **Departmental Engagement**

- Support co-curricular activities, competitions, workshops and events.
- Assist the Lead Technician with stock monitoring, ordering and inventory systems.
- Remain flexible and adaptable to departmental needs, including peak periods and special projects.

### **Person Specification – Knowledge and Experience**

**Essential Criteria** (*evidenced on application*)

- 3 A Levels or equivalent vocational qualification (BTEC, HND) in a Design, Engineering or Technical discipline.
- Experience designing, building or creating products or prototypes (physical or digital).
- Basic computer literacy (email, file management, printing and software installation).
- Strong practical skills relevant to workshop environments.
- Understanding of Health & Safety expectations and commitment to safe working practices.

#### **Desirable Criteria**

- Experience in design, manufacture, engineering, repair or maintenance.
- Experience working with young people or in a workshop/technical setting.
- Interest in or willingness to learn 3D printing, laser cutting, CNC machinery and/or CAD packages.
- Hobbies relevant to the role (woodworking, model-making, 3D printing, restoration).
- Experience maintaining or repairing tools, machinery or equipment.
- Experience producing photography, video, timelapse or display content.
- Experience supporting displays, communications or promotional materials.
- Familiarity with inventory or stock-control processes.
- Ability to support co-curricular design or engineering activities.

#### **Skills and Personal Qualities**

- Enthusiastic, proactive and keen to learn new skills.
- Dedicated team-player who contributes positively to a collaborative environment.
- Tactful, discreet and mindful of safeguarding expectations.
- High level of accuracy and attention to detail.
- Calm, patient and professional under pressure.
- Self-motivated and able to work independently.
- Adaptable and flexible in working patterns.
- Committed to contributing to the wider College community.
- Strong communication skills with colleagues, visitors and pupils.
- Practical and constructional aptitude.
- Reasonable physical fitness for workshop-based duties.
- Organised and able to maintain high-quality learning spaces.
- Willingness to undertake ongoing training in machinery, tools and Health & Safety requirements.
- Positive and solutions-focused approach to problem-solving.
- Commitment to supporting creativity, innovation and academic excellence within the department.

#### **Essential Values, Behaviours and Attitudes**

All employees are expected to actively promote and demonstrate the five core values of the College:

**Kindness Integrity Respect Responsibility Courage**

The College reserves the right to amend the duties and responsibilities of this role to meet operational requirements, and in exceptional circumstances the post holder may be asked to undertake other duties of a similar nature to support workload peaks or staff shortages, with consideration always given to their skills and capacity; any changes will be communicated clearly and implemented fairly.

The College is committed to safeguarding and promoting the welfare of children and young people, and all staff and volunteers are expected to share this commitment, with appointments subject to satisfactory references, an enhanced DBS check and compliance with the College's Safeguarding and Child Protection Policy.

Employees must also follow the College's Health and Safety Policy, taking reasonable care for their own safety and that of others, using equipment and personal protective items correctly in line with training and instructions, complying with relevant risk assessments, and promptly reporting any hazards or concerns.