



Job Description – DT & Drama Technician

Overall Purpose

To provide technical support to the Design and Technology (D&T) department to ensure the smooth running of lessons, maintain a safe working environment, and assist in the preparation and maintenance of tools, materials, and equipment. The technician plays a key role in supporting high-quality teaching and learning in areas such as Resistant Materials, Product Design, Engineering, and all other areas required by the department.

To also provide appropriate technical support to the Drama department, especially supporting with theatre set design and construction.

Hours of work: Full-time (40 hours per week). Term-time only, plus a total of two weeks (such as 2 days prior and 1 day after each term).

Reporting to: Head of DT & Head of Drama

Location: King Edward's Witley

Direct reports: Nil

Main duties and responsibilities

Preparation and Support for Lessons

- Prepare, set up, and clear away materials and equipment for practical lessons.
- Assist teaching staff during practical lessons as required, providing hands-on support to pupils.
- Construct teaching aids and prototypes to support curriculum delivery.
- Develop and prepare resources, including CAD/CAM files, laser cutters, and 3D printers.
- Work with the Drama department with the design and construction of materials required for productions.

Equipment and Materials Management

- Maintain all tools, machinery, and equipment in safe working order; carry out routine maintenance and arrange servicing as needed.
- Monitor stock levels and order consumables and materials in line with departmental budgets.
- Organise and maintain safe and tidy storage for tools, materials, and student work.
- Ensure all machines are used in accordance with Health and Safety requirements (e.g. COSHH, CLEAPSS).
- Assist with set design for Drama productions

Health and Safety

- Uphold a strong health and safety culture in the department, ensuring student safety at all times.
- Carry out risk assessments for practical tasks and equipment use.
- Ensure compliance with statutory safety checks and regulations (e.g., PAT testing, D&T machinery regulations).
- Provide training to staff and students in the safe use of equipment.

Administrative and General Duties

- Assist with the display of student work and preparation for exhibitions or open days.
- Support with administrative tasks such as inventory management, budgeting records, and material requisitions.
- Attend departmental meetings and contribute to planning and development.

Person Specification

Essential

- Relevant technical qualification or significant experience in a Design & Technology environment.
- Strong practical skills with tools, machinery, and materials used in D&T.
- Knowledge of health and safety legislation relevant to a school workshop.
- Competent in the use of CAD/CAM technologies and software (e.g. SolidWorks, 2D Design, Fusion 360).
- Good organisational and time-management skills.

Desirable

- Experience working in an educational setting.
- Knowledge of or experience in food technology or textiles.
- First aid training and/or willingness to undertake training.
- Flexibility to support school events and activities outside of regular lessons.

The above is not intended to be an exclusive list of tasks and other duties may be expected as reasonably determined, especially as this is a new role to the school.

This job description will be reviewed as appropriate in consultation with the post holder.

Name of Postholder: _____

Signature of Postholder: _____

Date: _____