

Application Pack

**School Technician
Creative Technologies**

Start date: 1st Nov 2026

Application closing date:
21st October 2026

Interview date:
Friday 23rd October 2026



Welcome to our school

Dear Applicant,

Thank you for expressing an interest in a vacancy at Derby Cathedral School. On behalf of the whole school community, I extend you a very warm welcome.

I am delighted to welcome you to Derby Cathedral School, where I am proud to serve as Headteacher. Our school is a vibrant, values-led community built on high expectations and a belief that every child can achieve remarkable success. Inspired by John 10:10 - "I have come that they may have life, and have it to the full", we are committed to ensuring our students experience life in all its fullness.

Learning here is shaped by both rigour and joy. Through our FAITH values, we set ambitious standards for behaviour and academic achievement, knowing that with clear structure, dedication, and support, every student can excel. Alongside academic challenge, we nurture character - fostering curiosity, resilience, and integrity so that our students grow into capable and compassionate contributors to society.

Our aim is simple: to help every young person flourish - academically, personally, and spiritually so they leave us with the knowledge, character, and confidence to shape their world for the better.

Derby Diocesan Academy Trust (DDAT) are committed to Safer Recruitment practices and use a variety of methods throughout the selection process to ensure we are satisfied with candidate's suitability working with children within our schools. Upon offer of employment, we will apply to the Disclosure and Barring Service (DBS) for an enhanced disclosure which will give details of a person's criminal record.

Please also note that if you have lived anywhere outside of the UK since the age of 18, you will require a certificate of good conduct from all the countries of residence.

Please do take some time to read the key information below about our vision for the school and this post. Further, more detailed information can be found on our school website. The next few years will be a very exciting time as we grow and develop together and we are looking for staff with a flexible approach and a desire to be part of an excellent new educational provision.

Andy Brown
Headteacher

School Vision



Derby Cathedral School is a Christian community that welcomes students, families and visitors of all faiths and none. The diversity and richness of such a family brings depth and a vibrancy to our core.

Students of Derby Cathedral School are given every opportunity and challenged to be the best that they can be, demonstrating FAITH in all they do.

- **Fellowship** Collaborating with others, we treat everyone with respect, dignity and kindness.
- **Aspiration** We are ready to learn and grow, striving to be the best that we can be in every aspect of our lives.
- **Integrity** We demonstrate fairness, equality and honesty.
- **Tenacity** We are determined and resilient when faced with challenges.
- **Humility** We are gracious, calm and understand the importance of forgiveness.

All students will be well prepared for their next step into future education, training and employment. They will be happy, healthy, confident, life-long learners who 'experience life in all its fullness' (John 10:10)

Job Description

Job Details

Job title:	School Technician – Creative Technologies
Reports to:	Headteacher / Head of Creative Technologies
Hours of work:	37 hours per week. 8am to 4pm Monday to Thursday, 8am to 3.30pm Friday - Term time only
Salary:	Scale 3 Pt 5 -6 FTE Salary £25,583 to £25,989 reduced pro rata for term-time only hours to £21,013 to £22,030 per annum

As per the updated guidance in Keeping Children Safe in Education 2022, online checks will be carried out on all shortlisted candidates eg Google search, Social Media platforms etc.

Job Review

The details contained in this Job Description reflect the content of the job at the date it was prepared. However, it is inevitable that over time, the nature of the jobs may change. The content is not exhaustive and will be subject to periodic review. It may be amended to meet the changing needs of the school. Existing duties may no longer be required and other duties may be gained without changing the general nature of the post or the level of responsibility entailed. Consequently, the School will expect to revise this Job Description from time to time and the post-holder will be expected to participate in this process and we would aim to reach agreement on any changes.

Job Description

Main duties/responsibilities

General Duties

- To liaise regularly with the Head of Department
 - The general preparation of materials and equipment for Creative Technologies across all lessons Art and Design Technology
 - Ordering of resources and stock
 - Maintain a safe and clean working environment at all times.
 - General duties in support of the teachers in the department e.g. photocopying and displays.
 - Maintaining the Creative Technologies preparation and storerooms and their equipment and services in good order.
 - Provision as first point of call for First Aid in Creative Technologies departments
 - Maintaining classroom displays
 - Support teaching and learning in the classroom including working with small groups of students
 - Break and lunch duties as required
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Art and Design Technology

- Regular stock check of all classroom resources across Art and Design Technology and placing of orders through Head of Department.
- Preparation of resources before lessons according to schemes of learning across all subjects
- To ensure all tools and equipment are stored securely after use
- To arrange for regular safety inspections of all machinery and equipment
- To ensure each teaching area is locked securely when not in use.
- Basic maintenance and setting up of workshop tools and machinery
- Organise, maintain and monitor all Technology tools, machines and equipment
- Reporting of faulty machinery and liaising with contractors
- Supporting the classroom teacher in Art and Design Technology practical lessons where needed, leaving all floors, sink areas, workbenches and other work surfaces clean and tidy
- Leave all classrooms in Art and Design Technology clean and tidy at the end of each day ensuring all equipment is cleaned and put away in the relevant storerooms and IT equipment is turned off and where necessary, returned to store / prep rooms

Main duties/responsibilities – continued

Art and Design Technology – continued

- Displaying student work in classrooms and corridors in the department and wider school where directed by the Head of Department
 - Maintaining COSHH register for all relevant resources and data sheets across Art and Design Technology departments
 - Producing department Risk Assessments for Art and Design Technology in relation to COSHH requirements
 - Take part in any required training and being proactive with own CPD
 - Operate relevant Design and Technology equipment and ICT packages in support of the class teacher and / or Head of Department (e.g. Laser Cutter / 2D Design / Photoshop)
 - Accepting deliveries and signing off against delivery notes and purchase orders, passing all paperwork to the Business Office team
 - Support with the preparation of material and equipment at the start of practical lessons
 - Routine maintenance of the Design Technology equipment (saws, pillar drills etc) and sewing machines.
 - Supporting the classroom teacher to display examples of good work.
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Health and Safety

- Maintain and repair the materials and equipment used by the department and report any damages
 - Maintain tidy and organised work spaces and storage areas including store / prep room
 - Check materials and equipment and ensure health and safety guidelines are adhered to
 - Maintaining COSHH register for all relevant resources and data sheets across all Creative Technologies departments
 - Producing Risk Assessments in association with COSHH
 - Take part in any required training, being proactive with own CPD
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Support for the school

- Help out with technician duties for other departments where necessary eg Performing Arts – scenery, set up for Options and Parents evening where directed
- Assist with the preparation and operation of enrichment activities (including after school clubs) within the Creative Technologies departments

Person Specification

	Essential	Desirable
Qualifications and training	The successful candidate will have: At least five A*-C GCSEs, including English and Mathematics.	- A relevant Health and Safety Qualification - An Enhanced DBS - An up-to-date first aid certificate - Qualifications in joinery or similar
Experience	The successful candidate will have experience of: - Working within a practical workshop - Use of large equipment	- Experience of working in a school or educational setting. - Experience in a school DT workshop - Experience working with textiles
Knowledge and skills	The successful candidate will: - Be adept at problem-solving, including being able to identify and resolve issues in a timely manner. - Possess strong interpersonal skills. - Be able to communicate clearly, both written and orally. - Be organised, accurate and thorough in their work. - Be dependable, able to follow instructions and respond to management directions. - Have good working ICT knowledge including Microsoft Office. - Have a willingness to extend skills through appropriate training. - Understand the importance of confidentiality and the Data Protection Act 2018 and GDPR.	

Person specification – continued

	Essential	Desirable
Personal qualities	The successful candidate will have: • Excellent verbal and written communication skills. • Excellent time management and organisation skills. • High expectations of self and a desire to maintain professional standards. • The ability to work as both part of a team and independently. • The ability to maintain successful working relationships with colleagues. • High levels of drive, energy and integrity. • A commitment to equal opportunities • A commitment to supporting others. • An excellent understanding of confidentiality. • A warm, engaging and transparent personality. The successful candidate will be: • Committed to promoting high quality and consistent practices. • Dedicated to their professional development and achieving desired qualifications. • Able to plan and take control of situations. • Committed to contributing to the wider school and its community. • Capable of handling a demanding workload and successfully prioritising work. • Professionally assertive and clear thinking. • A good team player, with the ability to also work using their own initiative. • Willing to go the extra mile. • Able to quickly adapt to changes.	• Flexibility – Particularly during our schools first years of operation