



Abbey Gate College

Job Description & Person Specification	
Role	Design & Technology Technician
Contract	Permanent, term-time only, 4 days (30 hours) per week
Start Date	January 2026 (or earlier, if available)
Salary	Based on 30 hours per week, term-time only: £17,862 (Grade 4, Grade point 16)

Introduction from the Head:



Our wonderful Senior School and Sixth Form are enviably located in the historic Saighton Grange buildings, with stunning views across beautiful countryside towards the Welsh mountains and the Cheshire sandstone ridge; and our dedicated Infant and Junior School is just down the road in the charming and picturesque village of Aldford.

Our College is a unique, inspiring, and memorable place to learn and grow, where our caring and committed teaching and support staff will do all that they can to help our pupils to be the best that they can be.

We are a safe and friendly school community, where we look out for each other and where we work with each child's individual interests, passions, and strengths; while also encouraging them to try new things, take risks, and be creative.

Our Mission:

We are committed, within our safe and caring community, that each one of our pupils will become the best that they can be and have the self-belief to go forward into this changeable world with courage and with compassion.

Our Aims:

We pursue our whole College mission, guided by three defining and aspirational aims:



SELF

Each pupil cares for their mental and physical wellbeing; learns and achieves to their individual potential; and is content, comfortable and confident to be who they are in our diverse and inclusive College.



SERVICE

Each pupil makes a positive difference to the lives of others in our College, as well as in our local and in wider, global communities.



SUSTAINABILITY

Each pupil contributes towards preserving and protecting the planet we all inherit and share, and has the opportunity to be creative and innovative; to help further humanity's progress in the future.

Thank you for taking the time find out more about us. If you feel that you could bring the right balance of care, commitment, expertise, and enthusiasm to this role, we would welcome your application.

A handwritten signature in black ink, appearing to read 'C Jenkinson'.

Craig Jenkinson, MA (Oxon), PGCE, MInstLM, MCCT

The Post:

Abbey Gate College is looking to appoint a suitably experienced and skilled Design & Technology Technician to join our dedicated support staff team.

Please be aware that Abbey Gate College is approximately 10 minutes' drive from Chester's city centre, in a more rural location. Therefore, own transport is required.

Job Description:

Line managed by our Head of Design & Technology, our Design & Technology Technician provides support for the department and students alike, working across all areas of the curriculum in Key Stage 3, 4 and Sixth Form.

Key Duties Include:

- Supporting teaching and learning in Design & Technology.
- Maintaining a safe and organised workshop, ensuring all machinery and equipment is safe and maintained in line with Health & Safety regulations, thus ensuring student safety at all times.
- Providing students with access to suitable resources, tools and machinery to support their progress and achievement.
- Preparing, setting up and maintaining tools, materials and equipment for all Design & Technology lessons.
- Supporting teaching staff and students during practical lessons by demonstrating safe and correct usage of workshop equipment and supervising student use of said equipment.
- Preparing, setting up, and checking equipment for technology lessons.
- Clearing away equipment and maintaining a safe, organised environment.
- Ordering and maintaining an appropriate stock of materials and keeping accurate records of this.
- Supporting the Head of Department and Health & Safety Assistant with COSHH and risk assessments for the department.
- Maintaining and carrying out minor repairs on equipment, where appropriate.
- Overseeing any necessary administrative tasks.
- Organising and storing students' work, as applicable.
- Liaising and working with external agencies, as and when required.

Support for the College:

In addition to the day-to-day responsibilities of the role, you will also be expected to:

- Support the College's commitment to safeguarding children and promoting their welfare in accordance with the College's policies and procedures.
- Be aware of, and comply with, policies and procedures relating to health and safety, security, confidentiality, and data protection, reporting all concerns to the appropriate person.
- Contribute to the overall work and ethos of the D&T department, as required.
- Contribute to the overall vision, mission, and aims of Abbey Gate College.

- Participate in training, meetings, and performance development activities as required.
- Undertake any other duties as reasonably required.

Person Specification:

The successful candidate will possess the following:

- Previous experience as a D&T Technician; or in a similar technical / engineering role; is essential.
- Previous experience of working in an educational establishment and with school-age children is preferred.
- Strong practical skills and experience of working with workshop tools and machinery.
- Good working knowledge of Design & Technology techniques and theory.
- Detailed knowledge of, and a commitment to, Health and Safety procedures within a workshop setting.
- An understanding of COSHH regulations is desirable.
- Relevant qualifications or experience in design or technology-related activities.
- A genuine passion for Design & Technology and for supporting students' learning and development.
- Strong time management / organisational skills, with the ability to prioritise and meet deadlines whilst working under pressure.
- Attention to detail, accurate and methodical.
- Excellent communication and interpersonal skills.
- Ability to deal with sensitive information with the utmost discretion and to maintain confidentiality at all times.
- A team player, willing and able to work as part of a team, as well as working using their own initiative.
- Ability and willingness to adapt to and embrace change.
- Willingness to learn new skills and promote new initiatives.
- Willingness to be flexible regarding the variety of tasks arising within the College environment, and to be flexible regarding working hours, within reason, in response to the needs of the College.
- Willingness to attend evening meetings and events as required (not a frequent requirement).
- Commitment to CPD and training opportunities.

Salary:

The salary for this role, based on 30 hours per week over four days per week, term-time only is £17,862, which is Grade 4, point 16, on the College's pay scale for support staff.

Workwear, equipment and personal protective equipment will be provided, and the post-holder is responsible for the maintenance and safety of these items.

Safeguarding & Child Protection:

Abbey Gate College is committed, as a priority, to safeguarding and promoting the welfare of children, and expects all staff and volunteers to share this commitment.

Applicants will, therefore, be subject to stringent vetting and induction processes, including an enhanced DBS disclosure. **References for shortlisted candidates will be requested prior to interview;** please inform your referees.

Whilst criminal convictions are not necessarily a bar to appointment, this safety consideration will be central to all decisions regarding the employment of staff, approval of volunteers, and standards of external contractors.

Shortlisted candidates will be asked to complete a criminal records self-declaration form prior to interview.

A social media search will be completed for all shortlisted candidates.

Equality, Diversity & Inclusion:

We are committed to equality of opportunity for all staff and to treating all staff with dignity and respect. Therefore, applications from individuals are encouraged, regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief, and marriage and civil partnerships.

Process for Applications:

- **Closing date for applications: Tuesday 25th November 2025 at 12 noon**
- **Interviews to take place: Friday 28th November 2025**

In order to apply for our Design & Technology vacancy, please complete our Abbey Gate College application form (available at <https://www.abbeygatecollege.co.uk/about-us/vacancies/>).

Please also include a covering letter, which should be addressed to our Head, Mr Craig Jenkinson, outlining your interest in, and suitability for, the role and the College.

Your completed application form and covering letter should be returned to Mrs Sue Moran, HR and Staff Wellbeing Manager, at: sue.moran@abbeygatecollege.co.uk by the above closing date.

Should you require any additional information or have any difficulties in completing / submitting your application, please also contact Sue Moran.

Please visit our website at www.abbeygatecollege.co.uk for more information about the College.