



Design & Technology Technician

Term time only with two weeks holiday working

Application Pack



CLEEVE SCHOOL
AND SIXTH FORM CENTRE OF EXCELLENCE

ASPIRING
COLLABORATING
TRANSFORMING

Our Mission

Transforming Lives, Creating Opportunities, Inspiring Futures

Dear Prospective Candidate

Thank you for the interest you have shown in Cleeve School!

We are one of the most innovative, forward-thinking and dynamic schools in the region, and are very much becoming the school of choice for families and staff. Our on-going Year 7 intake is now 310 students, which reflects our school's success, growth and vibrancy.

Over the next few years, our student numbers are set to move towards 1950, which includes up to 450 students in our state-of-the-art Sixth Form Centre of Excellence. Scale brings amazing opportunities, for teaching breadth and also for career development, including with research and pedagogy, within our Teacher Training Centre and with many career pathways within our extensive 'pastoral' and 'Cleeve Character' student development provision.

In joining Cleeve, you would be joining a rapidly growing, values-driven school, that places staff training and development at the heart of everything we do. By getting this right, we know the education offer for our students will be exceptional. We are a designated training school, working closely with local Universities.

Student outcomes are moving from strength to strength. Our partnerships with some highly esteemed industry-based partners and the broader educational sector are transformational because they open doors to a rich eco-system of enrichment, opportunity and development, for students and staff.

Our Sixth Form Centre of Excellence cost in excess of £5 million and we have opened a £1 million Teacher Training Centre, which further underlines our vision for growth, opportunity and excellence. We are a large family, but also one with huge warmth and care, where every person matters, and we celebrate our diversity and richness.

We are a mission-driven school and therefore we strive, on a daily basis, to *transform lives, create opportunities* and *inspire futures*, for staff and students, alike. Ofsted recently agreed with this!

We are on a wonderful journey. Come and join us!

Alwyn Richards

Executive Head



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Job Advert

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Design & Technology Technician

Permanent, approximately 37 hours per week, Term time only with two weeks holiday working. SCP Points 5-8 (£25,583.28 - £26,823.74)

(Pro Rata Salary will be £21,956.00 based on SCP Point 5)

Full time or part time from September 2026

We are recruiting for a Design & Technology Technician to join the Design and Technology Department here at Cleeve from **September 2026**, or as soon as possible thereafter.

We are looking for a proactive and skilled Design and Technology Technician to support our busy department. This is an exciting opportunity to contribute to students' creative and practical learning experiences while working as part of a dedicated school team. You will play a key role in preparing materials and equipment, maintaining a safe and organised learning environment, and supporting the delivery of high-quality teaching across a range of Design and Technology disciplines.

This role is ideal for someone who enjoys working collaboratively, has strong practical skills, and is passionate about enabling young people to develop their creativity, confidence, and technical abilities. Cleeve School is an exciting and dynamic place to work. We have also invested significantly into staff well-being and we place a large emphasis on celebrating diversity and inclusion.

The school is an equal opportunities employer and committed to safeguarding and promoting the welfare of children and young people, and therefore expects all staff and volunteers, to share this same commitment. We particularly welcome applications from under represented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion

Please apply using our online application link for this campaign

Closing date for applications is 9am 12th August

Two Hedges Road, Bishop's Cleeve, Cheltenham GL52 8AE

Email: recruitment@cleeveschool.net Tel: 01242 672546

For an informal discussion about the role, please contact the school.



Staff Wellbeing at Cleeve School

At Cleeve School, you'll be part of a school with a vision that:

"Staff wellbeing will be at the heart of our employment strategy, focusing on developing productive and engaged colleagues who have the resources and capacity to deliver their best every day."

We recognise that we are on a journey, but we are determined to keep moving forward. Most importantly, you'll be joining a team where staff genuinely value one another, feel supported by their colleagues, and share the growth mindset of our students. Together, we are building a positive, resilient, and inspiring environment where everyone can succeed.

Our Wellbeing Offer

Work-Life Balance

- Protected time for planning and professional development
- Careful consideration of the school calendar for after school events
- Flexible working opportunities explored where possible

"I am happy and proud to be a part of Cleeve and can honestly say this is the happiest I've been in a school work place." 2025 Staff Survey.

Mental Health & Emotional Support

- Access to our **Employee Assistance Programme**, and **Occupational Health** support when needed
- On site support from **Mental Health First Aiders**, and dedicated **Wellbeing Officer**
- **Reflective supervision** for staff working with high levels of child welfare and safeguarding cases

Physical Health & Lifestyle

- Annual **Staff Wellbeing Day** with activities to address key staff wellbeing concerns
- **Staff clubs** including cricket, Pilates, and football — encouraging connection, fun, and active lifestyles
- **Social events** throughout the year to strengthen team spirit
- **Cycle-to-work** scheme and use of **School Gym**

"Since moving to this school I enjoy my job again," 2025 Staff Survey.

Professional Growth & Recognition

- **Colleague Thank you scheme** to celebrate staff achievements and contributions on a weekly basis
- Tailored **CPD pathways** to support personal and professional development at all career stages and **coaching and mentoring** programmes



Job Description

Transforming Lives, Creating Opportunities, Inspiring Futures

Design & Technology Technician

Accountable to: Head of Department

Accountable for: N/A

KPIs for the role (and some of these should appear within the annual appraisal cycle)

To provide a modern, professional approach to technician support in Technology.

- Prepare and organise resources, materials, and equipment to support teaching and learning across the department.
- Provide in-class support to teaching staff and students as required, assisting with practical activities, demonstrations, resource distribution, and ensuring a safe and effective learning environment.
- Place, receive, check, and safely store departmental orders and deliveries.
- Monitor and follow up on outstanding orders with suppliers.
- Process petty cash claims accurately and in line with school procedures.
- Maintain appropriate stock levels and manage inventory requirements.
- Source, purchase, and collect materials, equipment, spare parts, and consumables as required.
- Arrange, coordinate, and oversee the servicing, inspection, and maintenance of departmental equipment and machinery.
- Conduct regular maintenance, cleaning, and safety checks of machinery and equipment.
- Repair and maintain handheld electrical equipment where appropriate.
- Undertake regular departmental equipment audits and maintain accurate records.
- Support compliance with health and safety legislation, including COSHH assessments and monitoring.
- Coordinate and monitor Portable Appliance Testing (PAT) requirements within the Technology Department.
- Assist with the preparation and organisation of Parents' Evenings, Open Evenings, and other departmental events.
- Organise and coordinate reprographics and printing requests.
- Provide practical and administrative support to teaching staff.
- Wash, repair, and maintain protective clothing, including aprons.
- Maintain departmental spreadsheets and data systems used to track and manage pupil projects.
- Analyse departmental data and prepare draft budget information on an annual basis.
- Prepare resources in a timely and cost-effective manner, promoting recycling and sustainable use of materials wherever possible.
- Carry out any other reasonable duties as requested by the Headteacher or their designated representative.



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Holiday Working Example Jobs

Key Responsibilities

- Refurbish workshop benches, including the replacement of worktops and woodworking vice covers, and service all woodworking vices.
- Prepare, manufacture, assemble, and organise curriculum projects and resources for all year groups ahead of the new academic year.
- Liaise with external contractors during fixed machinery electrical inspections and Local Exhaust Ventilation (LEV) testing, completing any required remedial actions.
- Service, test, and maintain laser cutters, portable power tools, and specialist workshop equipment.
- Undertake routine maintenance of hand tools, including sharpening and servicing, and maintain tool storage systems.
- Complete the annual servicing, inspection, and repair of all workshop machinery in accordance with BS4163 guidance.
- Dispose of or recycle unclaimed student projects and undertake departmental housekeeping, including the maintenance of safety signage and floor markings.
- Complete and maintain all required health and safety, servicing, and compliance documentation.
- Ensure all workshops, graphics rooms, equipment, and resources are fully prepared and operational for the start of the academic year.

In addition to the annual summer programme, all workshop machinery requires an interim inspection and service approximately every six weeks, in line with BS4163 recommendations. This includes safety checks, lubrication, minor repairs, and associated record keeping

Key Skills and aptitudes

- The ability to effectively plan and prioritise work to meet department deadlines
- Works well within a team, approaching work with an enthusiastic and motivated attitude
- Reliable, with the ability to be flexible around working tasks
- Confident using own knowledge and skills, as well as working using own initiative to prioritise work and solve problems.
- Willing to be multi-skilled
- Strong communication skills
- Ability to deal competently and diplomatically with requests
- Can or could take on classroom support duties, could cover other areas of support
- The ability to work calmly when under pressure.



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Cleeve School Design and Technology

The Department is staffed by experienced and enthusiastic staff including a senior technician and food technician. Staff frequently teach more than one design technology specialism but are usually responsible for one specialist area. The team prides itself on supporting each other and sharing ideas to deliver excellent teaching and learning. It is a well-resourced and equipped department with dedicated specialist rooms.

Key Stage 3

In Year 7 students follow a broad curriculum and follow a carousel programme across the disciplines of design technology and food technology. They have 2 lessons per fortnight and are taught in mixed groups. In design technology students make a timber based product and in food students look at healthy eating.

In Year 8 students follow a broad curriculum and follow a carousel programme across the disciplines of design technology and food technology. They have 2 lessons per fortnight and are taught in mixed groups. In design technology students make a timber based product and in food students look at the Eatwell guide.

In Year 9 students follow a specialist programme of three disciplines. These mimic the option choices available at GCSE and provide the opportunity for students to test their skills over lengthier design and make projects.

GCSE Design and Technology

Course overview

D&T enables students to understand and apply iterative design processes through which they explore, create and evaluate a range of outcomes. The qualification enables students to use creativity and imagination to design and make prototypes (together with evidence of modelling to develop and prove product concept and function) that solve real and relevant problems, considering their own and others' needs, wants and values. It gives students' opportunities to apply knowledge from other disciplines, including Mathematics, Science, Art and Design, Computing and the Humanities.

This course is split into two sections:

- **Technical principles**
- **Design and making**

Exam Board: Edexcel

Cleeve School Design and Technology Department

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GCSE Food and Nutrition

Course Overview

Food Preparation and Nutrition enables students to make connections between theory and practice, to be able to apply their understanding of food science and nutrition to practical cooking. Students will be given the opportunity to develop their knowledge and understanding in the following six areas:

- Food commodities
- Principles of nutrition
- Diet and good health
- The science of food
- Where food comes from
- Cooking and food preparation

This exam consists of two sections both containing compulsory questions and will assess the six areas of content listed above.

Section A: questions based on stimulus material.

Section B: structured, short and extended response questions to assess content related to food preparation and nutrition.

The non-examination assessment is composed of two assessments that are set by the Exam Board. Both assessments are to be completed in Year 11 and students will be able to select from a choice of two tasks for each assessment.

- **Assessment 1: The Food Investigation Assessment** - a scientific food investigation which will assess the student's knowledge, skills and understanding in relation to scientific principles underlying the preparation and cooking of food.
- **Assessment 2: The Food Preparation Assessment** - Prepare, cook and present a menu which assesses the student's knowledge, skills and understanding in relation to the planning, preparation, cooking and presentation of food.

Exam Board: WJEC

Course Code: C560P2



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Cleeve School History Department

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Key Stage 5

In Year 12 and 13 students can opt to study OCR; A-Level Design and Technology. This course requires students to have a sound knowledge of design and technology.

- **Component 1: Principles of Design and Technology**
Written examination: 1 hour 30 minutes
27% of the qualification
- **Component 2: Problem Solving in Design and Technology**
Written examination: 1 hour 45 minutes
23% of the qualification
- **Component 3: Independent Design and Make**
Non-examined assessment
50% of the qualification



Enrichment

The design and technology department also offers a number of enrichment opportunities through the year.



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Thank you for your interest in working at Cleeve School.
For more information, please visit our website and social media channels.

www.cleeveschool.net

Facebook: @CleeveSchool

Twitter: @Cleeve_School

Instagram: @cleeveschool



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