



DAME ALLAN'S SCHOOLS  
building the future

CANDIDATE INFORMATION

# Design Technology Technician

Permanent, term time only.

Independent Day School for over 1,250 students

Junior School (3-11)

Senior School (11-16)

Sixth Form (16-18)

# Design Technology Technician

Dame Allan's Schools are looking to recruit a Design & Technology (D&T) Technician to support our teachers in delivering an innovative and ambitious curriculum to all pupils.

You will be responsible for providing essential technical support to the D&T department, ensuring our workshops are safe, efficient, and ready for high-quality practical learning. This involves meticulously preparing and setting up materials and machinery for sessions to allow teachers to facilitate the best use of their time, and ensuring the timely provision of resources used in the delivery of the curriculum.

This is an exciting opportunity to work with able students in a creative and forward-thinking design department. Our workshops are extremely well resourced, featuring traditional machinery as well as advanced equipment including laser cutters, plasma cutter, 3D printers and plastics thermoforming machines. This role is ideal for a proactive individual who is technically minded, naturally enthusiastic about design and engineering, and thrives in a busy, varied workshop environment.

## Job Description

As post holder, you will demonstrate the ability to multitask and manage your time effectively; key attributes for this role along with a commitment to confidentiality and safeguarding. You will report directly to the Head of Design & Technology and be part of a dedicated and supportive team.

### Key Duties and Responsibilities:

- **Preparation & Set-up:** Assist with the preparation and setting up of materials (timber, metal, polymers), hand tools, and machinery as required.
- **Advanced Machinery Management:** Monitor and maintain the use of CAM machines, including **laser cutters, plasma cutters, and 3D printers**, and assist in preparing files for production.
- **Workshop Maintenance:** Responsible for the regular checking, cleaning, and routine maintenance of workshop machinery to ensure they are in a safe working condition.
- **Workshop Assistance:** To be present in practical lessons when required to maintain safe staff / student ratios and engage with students to assist with their practical manufacturing activities.
- **Waste Management:** Responsible for the safe disposal of waste materials and ensuring the correct extraction (LEV) systems are operational.
- **End-of-Day Procedures:** Ensure all workshops and preparation areas are secured and maintained in a safe and tidy manner at the end of the school day.
- **Stock & Budget:** Support the process of ordering materials, arranging repairs, and purchasing equipment. Keep a record of expenditure to be compared against the departmental budget.
- **Administrative Support:** Provide general administration to teaching staff, including managing digital files for CAD/CAM and keeping a record of technical resources such as annual risk assessment checks.
- **Support:** Lunch time clubs and school open-day events as requested.

## Health and Safety:

- **Compliance:** Actively engage with important health and safety duties, keeping up to date with **CLEAPSS** guidelines and **COSHH** regulations.
- **Safety Checks:** Perform daily and weekly safety checks on all machinery and ensure that supplies of personal protective equipment (PPE) are available.
- **Risk Assessment:** Contribute to the review of departmental risk assessments and ensure all tasks are carried out in accordance with Health and Safety regulations.
- **Reporting:** Report any identified defects to equipment, appliances, or potential hazards immediately to the Head of Design & Technology.

## General:

- Contribute to the overall ethos and vision of the Schools.
- Be aware of and support differences and ensure equal opportunities for all.
- Take responsibility for professional development and attend training (e.g DATA or CLEAPSS) as required by the Schools.
- Understand and adhere to Child Protection, Safeguarding, Health and Safety, Hygiene, and Confidentiality and Data Protection policies and procedures.
- Undertake other duties and responsibilities as required commensurate with the post.

# Person Specification

The successful candidate may possess the following experience, qualifications and qualities:

## Essential:

- Hold 5 GCSEs (or equivalent) grade A-C in English and Mathematics.
- **Technical Knowledge:** Practical experience or a relevant qualification in a technical or engineering discipline (e.g., A-level, Level 3, or industrial experience).
- **Health & Safety:** A thorough understanding of workshop Health & Safety and the ability to strictly follow safety protocols.
- **Time Management:** Highly organised with the ability to manage a busy workload and prioritise tasks independently under pressure.
- **Communication:** Articulate and approachable with strong communication skills to relate effectively to both pupils and colleagues.
- **Flexibility:** Able to work flexibly to respond to unplanned situations in a complex environment.

## Desirable:

- Experience of working in a school environment or a commercial workshop.
- Proficiency in CAD/CAM software (e.g., 2D Design, Sketchup, Fusion 360).
- Knowledge and understanding of safeguarding within schools.

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## Ready to Apply?

Additional information about working at Dame Allan's Schools can be found on our [Vacancies page](#).

1. Please read our [Application and Recruitment Process](#) and [Recruitment Privacy Notice](#).
2. Download and complete the application form found on our website.
3. Complete the [Equal Opportunities form](#).
4. Send your completed application form and any additional documents to [HR@dameallans.co.uk](mailto:HR@dameallans.co.uk).

**Closing date:** noon on Friday 29 May 2026.

Interviews will take place week commencing 8 June 2026.

## Terms and Conditions

**Hours:** 37 hours per week, term-time only, 5 additional days.

**Salary:** Competitive

**Benefits:**

- The Schools operate a fee reduction package for children of staff members, subject to their meeting the Schools' admissions criteria.
- All staff may join the School's pension schemes.
- All staff receive free school lunches.
- Access to the Employee Assistance Programme.
- All staff are eligible for free eye tests.
- Access to Cycle to Work scheme.
- School trip travel opportunities.
- A formal contract, detailing terms and conditions, will be extended following completion of all safeguarding/ pre-employment checks.

## Questions

For an informal chat about the role, please contact Scott Sweeney, Head of DT at [s.sweeney@dameallans.co.uk](mailto:s.sweeney@dameallans.co.uk).

For any other queries, please contact [HR@dameallans.co.uk](mailto:HR@dameallans.co.uk).

**Thank you for your interest in applying to work at Dame Allan's Schools.**

The Schools are committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Excellence. Stability. Happiness. Est 1705.



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RATED EXCELLENT BY THE INDEPENDENT  
SCHOOLS INSPECTORATE

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