



**The Trafalgar
School** AT DOWNTON

Job Description

CLASSROOM TECHNICIAN –
RESISTANT MATERIALS

EDUCATION



Job Description



Main Purpose

- To ensure Design and Technology teachers are equipped with the necessary materials and technical support to deliver safe, effective, and engaging practical lessons

Key Duties and Responsibilities

- Prepare resources and assemble apparatus for practical lessons
- Provide technical advice to staff and students
- Support classroom activities and assist in demonstrations
- Conduct risk assessments for technician-led tasks
- Maintain, store, and replenish materials and consumables
- Manage weekly practical lesson requests and pre-empt any logistical issues
- Oversee ordering, deliveries, invoicing, and budget tracking
- Maintain workshop tools, equipment, and machinery; report or carry out repairs as needed
- Attend department meetings and technician training
- Support extra-curricular projects without compromising core curriculum needs
- Uphold Health & Safety, COSHH, Child Protection, and Safeguarding standards
- Support exhibitions and events when required
- Work collaboratively with staff and contribute to a positive school environment
- Act as an ambassador for the school, modelling Trafalgar's values and ethos contributing to a respectful and inclusive culture

Supervision and Management

The jobholder does not have regular supervisory responsibility for staff but is required to assist with work familiarisation for new recruits and trainees.



Person Specification



Knowledge & Skills

Essential:

- Qualifications - GCSEs (or equivalent) including English and Maths Grade 4 or above
- Excellent communication and interpersonal skills
- Strong organisational and time-management abilities
- Proficiency with Microsoft Office and Google workplace
- Ability to work independently, take initiative and also able to work as part of a team
- Practical knowledge of working with wood and other materials
- Awareness of safe workshop practices and equipment maintenance.

Desirable:

- Design & Technology background
- Experience of working in an educational setting
- Understanding of Health & Safety in practical environments
- Familiarity with CLEAPSS guidance.

Personal Attributes

- Physically fit and able to meet the demands of a busy DT environment
- Strong organisational and time management skills
- Calm and solution-focused, especially under pressure
- Positive, enthusiastic, and approachable
- Strong attention to detail and commitment to high standards
- Flexible and proactive with a "can-do" attitude
- Committed to personal and professional development
- A sense of humour.

