

# The King Edward VI School Design Technology Technician Recruitment Pack



# The Cheviot Learning Trust

Cheviot Learning Trust was created in 2023 from a merger of Tyne Community Learning Trust and Three Rivers Learning Trust. The new Trust will enable our high quality staff from across all of our schools to cooperate through professional and innovative networks that develop the educational excellence all of our students deserve. We educate over 5500 students across 18 schools between the ages of 2 and 19 and employ over 750 staff. We are a charity supported by over 150 governance volunteers who hold us to account in their role as critical friends. We are proud Northumbrians; more than happy to welcome schools to join us from inside or outside Northumberland. All of the schools have a long and proud history of

providing an excellent education service to their local populations. We are seen locally as a centre of educational excellence and were selected to be the Teaching School Hub for Newcastle, Northumberland & North Tyneside. We recognise the mutual benefits to our Learning Trust through reciprocal staff development opportunities, training events, and the generation of new ways of working through system leadership. Through our teaching, we aim to equip children with the skills, knowledge and understanding necessary to be able to make informed choices about the important things in their lives. We believe that appropriate teaching and learning experiences help children to lead happy and rewarding lives.

## The Cheviot Learning Trust mission

Our core purpose is to advance education for the public benefit. We believe that each school in the Trust family has unique qualities to share and unique challenges to be resolved. Deep collaboration is a key Trust expectation that helps us to deliver significant benefits for the students, the staff and the schools that form the Trust. Each school is stronger in the Trust family; delivering a better education for the public good than if they were outside the Trust.

## Our vision

Our purpose is to deliver excellent education for the benefit of all and our mission is to develop all our young people to have the opportunity to succeed.

## Our values

Everything we do is based around the values that we hold dear:

- **Innovation:** We're here to shape the future, which is why we all have a responsibility to be thinking about the big issues of tomorrow.
- **Cooperation:** We nurture the relationships that we've built over many years and we know by working together we can achieve more than we can alone.
- **Respect:** We take the time to understand and make decisions and have due regard for the feelings, wishes and rights of others.
- **Excellence:** We will always strive for continuous improvement and will produce the best solutions and deliver the best services possible.

## About The King Edward VI School

Welcome to our school. The King Edward VI School is a high achieving school, with a reputation for academic excellence for all. We provide for over 1400 students from Years 9-13 and have a thriving Sixth Form of around 450 students. We pride ourselves on being a fully inclusive and truly comprehensive school built on traditional principles and high standards.

We aim to prepare all in our care to leave the school fully equipped to meet the challenges they may face, and with a sense of service to their communities. We value our positive relations between staff and students and are proud of our friendly and purposeful atmosphere.

Our dedicated staff ensure that students are challenged to meet their potential, in a supportive environment. We have a holistic view of education and pride ourselves on offering a fully rounded educational experience. It is not only in the academic sphere where our students excel. Our commitment to extracurricular activities is very strong, and we offer our students an extensive enrichment and extra-curricular programme.

We believe there is something here for everyone.

We are very proud of our staff, students and our legacy. Please take a moment to look through our website to get an insight into what our school has to offer.

We have many amazing people working here. People who are knowledgeable, passionate and committed. Some people spend their career with us, some because they've found their niche, others are with us because of the opportunities to grow and develop. We want great people working for us. To get the best, we will always offer the best in terms of employment and opportunity. Diversity and inclusion are important to us - we are all individual and shaped by our personal characteristics, backgrounds, knowledge, skills and experience.

We believe we provide a great place to work.

**Ms Clare Savage**

Headteacher



# Job Advert

**The King Edward VI School**  
**Part of the Cheviot Learning Trust**  
**(13–19 Years High School, Headteacher:**  
**Ms Clare Savage)**

We are seeking to appoint a reliable member of staff to join our DT Department to provide support to staff and students. Basic numeracy and literacy skills, good team work and the ability to work unsupervised are essential. A certain amount of bending and lifting is required.

At The King Edward VI School, we are very proud of our school where we support every child to achieve their full potential. In November 2024, Ofsted judged the school to be good/outstanding in all categories. As a designated teaching school, we provide high quality professional development, supporting induction, teaching, leadership and wellbeing. Further information about the school can be found on our website.

We are strongly committed to safeguarding and promoting the welfare of all children and young people and expect all staff to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974. If you are invited for an interview, you will be required to disclose convictions that would not be filtered, prior to the date of the interview. Certain spent convictions and cautions will be 'protected' and do not need to be disclosed. Full details on protected convictions and information about which convictions must be declared during job applications can be found on the Ministry of Justice website. You will be asked for further information about your criminal history during the recruitment process. If your application is successful, this self-disclosure information will be checked against information from the Disclosure and Barring Service before your appointment is confirmed.

This role will include Regulated Activities and an enhanced Disclosure and Barring Service (DBS) disclosure is required for this post. An online search will be carried out on shortlisted candidates, prior to interview. The Trust Safeguarding and Child Protection Policies and Employment of Ex-Offenders Policy can be found here.

**Completing an Application Form:** Application forms can be downloaded from the school [website](#).

**If you have a Gmail account:**

- Open the Application document
- Click 'Sign in' at the top right of the page
- Go to File > Make a copy
- Complete the application form in Google

**If you don't have a Gmail account:**

- Open the Application document
- Go to File > Download as > Microsoft Word
- Complete the application form

Completed applications should be returned via email directly to [p.reeves@kevi.cheviotlt.co.uk](mailto:p.reeves@kevi.cheviotlt.co.uk) by 12 noon on 20 October 2025

**If you require assistance or have any questions, please reach out using the contact details provided below:**

01670 515415

[kevi.cheviotlt.co.uk](http://kevi.cheviotlt.co.uk)

[info@kevi.cheviotlt.co.uk](mailto:info@kevi.cheviotlt.co.uk)

Address: Cottingwood Lane, Morpeth,  
Northumberland, NE61 1DN

# Job Description

**Job title:** DT Technician (SG13)

**Responsible to:** Subject Leader Design Technology

**Terms:** 27 hours per week. Term time only

**Working hours:** 10am to 4pm Monday to Thursday and 10am to 3.30pm Friday

**Pay scale:** Band 3, £24,790 – £25,183 FTE, £15,160 – £15,401 pro rata

**Closing date:** 12 noon on 20 October 2025

**Start date:** ASAP

**Job Purpose:** To work under the direction of the Subject Leader or other appropriate supervisors, and in accordance with the practices and procedures of the school, ensure that a safe, effective and efficient technical service is provided for the use of students and teaching staff, including, where applicable, the provision of technical advice and assistance in the classroom and the preparation and routine maintenance of resources and equipment.

## Duties and key results areas:

### Support for Students

- Provide support for students in accessing learning activities as directed by the class teacher
- Provide feedback to students in relation to progress and achievement

### Support for the Teacher

- Create and maintain a clean, orderly and productive working environment
- Timely preparation and basic maintenance of specialist equipment as set out in instructions
  - To prepare and assemble apparatus and components for demonstration, class practical work, assessments and examinations
  - To prepare solutions and materials
  - To install, test and calibrate both existing and new equipment
- Maintain records as requested
- Assist the teacher during learning activities ensuring health and safety and the safe behaviour of students
- Support the teacher in the preparation and maintenance of wall displays
- Provide basis support, when appropriate, to all teaching staff, including:
  - Photocopying
  - Printing
  - Basic word processing
  - Collection and recording of money
  - Data entry
- To undertake general tasks according to the needs of the department such as maintenance of laboratories, preparation of store rooms, transporting supplies, preparation of audio/visual material as required by departmental teaching staff, etc.

# Job Description Continued

## Support for the Curriculum

- Monitor and manage the use of resources and ensure their orderly and secure storage, cataloguing as required to ensure that appropriate levels of stock are maintained to meet the requirements of the department
  - To ensure that residues and outdated stock are disposed of in a safe, efficient manner
  - To undertake administrative tasks associated with the post, including stock recording, and ordering
- Maintenance of specialist equipment checking for safety and undertaking repairs within own capabilities and, where applicable, recommend or arrange outside repairs, replacement or maintenance
  - To monitor the condition and stock levels of all apparatus, reagents and materials with regard to shelf life, safety and economy by undertaking regular checks
  - To diagnose faults and take necessary action accordingly, including proposing alternatives for damaged/faulty equipment
- Demonstrate and assist others in the safe and effective use of specialist resources/equipment
- To ensure that equipment, material and apparatus, including teaching aids, are maintained in a serviceable and safe condition
- To ensure that any scientific debris or hazardous materials/spills are removed from the sinks, bench tops and other areas to provide a safe environment for cleaning staff and others
- To deal with spillages/emergencies during practical activities
- To ensure that chemical solutions and other materials are left stored in a safe and secure condition, ready for reuse
- To maintain all safety equipment used by technicians, teaching staff and students to the highest standard
- Undertake structured and agreed learning activities under the supervision:
  - To construct and devise equipment to meet the changing needs of practical programmes, including the manufacture of teaching aids. To adapt apparatus and basic storage facilities
  - To set up living resources to reflect curriculum needs and to ensure that they are maintained in a safe, healthy condition for observation and experimental purposes. Where necessary, to collect live material and undertake and required breeding programmes

## Support for the School

- Comply with all school policies relating to;
  - Health and Safety
  - Equal Opportunities
  - Child Protection
  - Confidentiality and Data Protection
- To liaise with external agencies such as suppliers and manufactures regarding the provision, installation and repair of equipment, furniture, etc
- To be aware of, and comply with all departmental/school instructions and procedures relating to health and safety at work and to recognise the main responsibilities required under the Health and Safety at Work Act 1974 and associated legislation

## Job Description Continued

### **Support for the School Continued**

- To contribute to the safe working practice in preparation/storage/teaching areas
- Work in such a way as to promote the ethos and vision of the school
- Participate in training and development, and activities that contribute to the management of performance
- To maintain an up to date knowledge of technical developments in the field
- Assist with the management of students outside the classroom e.g. lunch times and outside the school e.g. school trips as directed by the class teacher and member of the school's management
- Attend and participate in regular meetings
- Assist with the supervision of students outside of normal lesson times e.g. after school clubs
- To undertake other duties and responsibilities as required commensurate with the grade of the post

The duties and responsibilities highlighted in this Job Description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post and the grade has been established on this basis.

# Person Specification

Key to assessment methods (a) application, (i) interview, (r) references, (t) ability tests, (q) personality questionnaire, (g) assessed group work, (p) presentation (o) other case studies/visits

SPECIFICATION	ESSENTIAL	DESIRABLE	ASSESSMENT
<b>Knowledge / Qualifications</b>	<p>NVQ 2 or equivalent qualification or experience in a relevant discipline</p> <p>Good numeracy and literacy skills</p>	<p>Possession of appropriate certificates for wood-turning, centre lathe, mill, pillar drill and bandsaw;</p> <p>Essential H&amp;S for D&amp;T Workshop Technicians (S12HS) (DATA)</p> <p>HSAW First Aid Certificate or equivalent</p>	(a) (i) (r)
<b>Experience</b>	<p>Experience of providing technical support</p> <p>Experience of working with children</p>	<p>Specific experience of providing support in a school</p>	(a) (i) (r)
<b>Skills and competencies</b>	<p>Knowledge of particular subjects/specialist area;</p> <p>Knowledge of relevant codes of practice and awareness of relevant legislation</p> <p>Ability to use: Photocopier, Video recorder, Computer/Windows/Google software</p> <p>Appreciate the support role of other professionals</p> <p>Ability to relate well to children and adults</p> <p>Relevant first aid knowledge</p>		(a) (i) (r)



<b>Physical, mental and emotional demands</b>			
<b>Other</b>	Willingness to participate in training and development		(i)

Key assessment methods; (a) application form, (i) interview, (r) references, (t) ability tests, (q) personality questionnaire, (g) assessed group work, (p) presentation, (o) others e.g. case studies/visits.



**Contact us**

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