



# Job Description and Person Specification

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.	
<b>Job Title:</b>	DT and Drama Technician
<b>Summary of the role:</b>	To provide effective technical support to the Technology Faculty and Drama department (60/40 split). Supporting department teachers in their preparation of materials for DT courses from KS3-5. Classroom support and working with students in the workshop. Working with the Head of Drama to plan and build the set for the school play.
<b>Line management responsibility for:</b>	NA
<b>Safeguarding requirements:</b>	<ul style="list-style-type: none"> <li>Engage in regulated activity relevant to children</li> <li>Promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact.</li> </ul>
<b>Main duties and responsibilities:</b>	<ul style="list-style-type: none"> <li>Provide technical support to the DT area within the Technology Faculty.</li> <li>Attend Faculty/department meetings as and when required.</li> <li>To order materials and build small and larger scale set/prop items for school Drama productions and the drama department across the year.</li> <li>Day-to-day checking of the workshop equipment and tools to ensure they are safe to use.</li> <li>Assisting the DT teacher to create/manage risk assessments.</li> <li>To support the classroom teacher in the DT workshop and to help/advise students with their project work.</li> <li>Occasional after-school sessions may be required.</li> </ul>
<b>Line management duties and responsibilities</b>	<ul style="list-style-type: none"> <li>None</li> </ul>



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**You may also be required to undertake such other comparable duties as the Head or your line manager requires from time to time. For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.**



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Person Specification			
The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
<b>Qualifications</b>	<p><i>The professional, technical or academic qualifications that the Applicant <b>must have</b> to undertake the role or the training that they <b>must have</b> received</i></p> <ul style="list-style-type: none"> <li>• NA</li> </ul>	<p><i>The professional, technical or academic qualifications that the Applicant <b>would ideally have</b> to undertake the role or the training that <b>they should ideally have</b> received</i></p> <ul style="list-style-type: none"> <li>• GCSEs (or equivalent) in English and Maths.</li> <li>• Relevant technical qualification in Design &amp; Technology, Engineering, Theatre Production, Stage Management, Performing Arts, or a related field.</li> <li>• Evidence of training in health and safety practices.</li> <li>• First Aid qualification.</li> <li>• PAT testing qualification.</li> </ul> <p>Specialist qualifications relating to workshop machinery, CAD/CAM equipment, Drama set</p>	<p>Production of the Applicant's certificates</p> <p>Discussion at interview</p> <p>Independent verification of qualifications</p>



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		production skills.	
<b>Experience</b>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to predict</b> success in the role</i></p> <ul style="list-style-type: none"> <li>• Experience working in a technical environment.</li> </ul>	<p><i>The categories of work or organisations, types of achievements and activities that would be likely <b>to contribute to</b> success in the role</i></p> <ul style="list-style-type: none"> <li>• Experience using and maintaining a range of tools, equipment, and materials safely.</li> <li>• Supporting practical activities and preparing resources.</li> <li>• Following health and safety procedures and risk assessments.</li> <li>• <b>Desirable</b></li> <li>• Previous work in a school or college environment.</li> <li>• Experience supporting drama productions, performances, or events.</li> <li>• Experience managing stock, ordering materials, and maintaining inventories.</li> </ul>	<p>Contents of the application form</p> <p>Interview</p> <p>Professional references</p>
<b>Skills, abilities and competencies</b>	<p><i>The skills, abilities and competencies required by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Strong practical and technical skills.</li> <li>• Ability to use a range of workshop tools and equipment safely and</li> </ul>	<p><i>The skills, abilities and competencies that would <b>enable</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Ability to provide technical support for lighting, sound, staging, and set construction.</li> <li>• Basic ICT/CAD CAM skills, including</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>



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	<p>confidently.</p> <ul style="list-style-type: none"> <li>• Ability to support staff and students effectively during practical lessons and productions.</li> <li>• Good organisational and time-management skills.</li> <li>• Ability to prioritise workload and meet deadlines.</li> <li>• Good communication and interpersonal skills.</li> <li>• Ability to work independently and as part of a team.</li> <li>• High level of attention to detail.</li> <li>• Ability to problem-solve and respond flexibly to changing demands.</li> </ul>	<p>maintaining records and stock systems.</p> <ul style="list-style-type: none"> <li>• Creative and innovative approach to technical challenges.</li> </ul>	
<p><b>Knowledge</b></p>	<p><i>The knowledge <b>required</b> by the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Understanding of risk assessment processes.</li> <li>• Knowledge of workshop tools and equipment.</li> <li>• Understanding of safeguarding and</li> </ul>	<p><i>The knowledge that would <b>enable</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• Knowledge of health and safety legislation relevant to workshops and theatre spaces.</li> <li>• Knowledge of safe use, storage, and maintenance of tools, machinery, materials, and equipment.</li> <li>• Knowledge of stage lighting, sound systems,</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>



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	<p>professional boundaries when working with young people.</p>	<p>and theatre technology.</p> <ul style="list-style-type: none"> <li>• Knowledge of CAD/CAM equipment, laser cutters, 3D printers, or other specialist DT equipment.</li> <li>• Knowledge of current developments in DT and drama technical support.</li> <li>• Understanding of COSHH regulations and safe handling of hazardous substances.</li> </ul>	
<p><b>Attitude and Behaviours</b></p>	<p><i>The attitude and behaviours that the Applicant <b>requires</b> to perform effectively in the role and to ensure that the Applicant safeguards and promotes the welfare of children and young people</i></p> <ul style="list-style-type: none"> <li>• motivation to work with children and young people</li> <li>• ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• supportive of the Quaker ethos and principles</li> <li>• emotional resilience in working with challenging behaviours</li> </ul>	<p><i>The attitude and behaviours that would <b>assist</b> the Applicant to perform effectively in the role</i></p> <ul style="list-style-type: none"> <li>• A patient person, with a good sense of humour!</li> </ul>	<ul style="list-style-type: none"> <li>• Contents of the application form</li> <li>• Interview</li> <li>• Professional references</li> </ul>