



LABORA CUM AMORE

St Simon Stock Catholic School

DT TECHNICIAN

APPLICATION PACK

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Kent
Catholic
Schools'
Partnership



'Academies in Christ'
Part of the Archdiocese of Southwark



Oakwood Park, Maidstone, Kent ME16 OJP 01622 754551

Letter from the Headteacher

Dear Candidate

Thank you for your interest in this exciting role within our ambitious and supportive school, which is part of Kent Catholic Schools' Partnership.

We are a collaborative partnership of proudly Catholic, world class schools connected by our ambitious extended curriculum and passion to nurture the young people in our care into confident, well-rounded individuals who make the world a better place.

We have extremely high expectations of what we do for the students in our schools and are keen to recruit like-minded, passionate colleagues who have the potential to redefine what is possible in the education landscape.

St Simon Stock Catholic School are part of the Education Staff Wellbeing Charter. This signifies our commitment to ensuring that the wellbeing of our staff is fully supported, and commits to placing wellbeing and mental health at the heart of our decision making. We prioritise staff mental health by ensuring all staff have access to tools and resources which may be needed to support them and others.

If you are passionate about making a better world through the power of education and have the skills to help us showcase the work we do, we would love to hear from you.

Andrea Denny

Headteacher - St Simon Stock Catholic School



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About St Simon Stock Catholic School

Welcome to St Simon Stock Catholic School

Located in the heart of Maidstone, Kent, St Simon Stock Catholic School is a vibrant and high-achieving secondary school, proud to be part of the **Kent Catholic Schools' Partnership (KCSP)**—a multi-academy trust of 32 schools dedicated to excellence in Catholic education.

As an **oversubscribed, co-educational school** with a long-standing tradition of academic success, we are home to over **1,100 students**, including a thriving **Sixth Form of 200+ students**, supported by a dedicated team of around 130 staff.

At St Simon Stock, we celebrate the rich diversity of our students, valuing the unique cultures and experiences they bring. Our ethos is built on respect, service, and a commitment to helping every student achieve their full potential. Through a strong work ethic, personal responsibility, and service to others—both within the school and the wider community—our students develop the confidence and ambition to succeed in an ever-changing world.

We are proud to be rated **'Good' by Ofsted** and **'Outstanding' in our most recent denominational inspection**, reflecting our unwavering dedication to academic excellence, personal growth, and spiritual development.



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Role description — DT Technician

DT Technician—Start Date: Jan 2026

25 hours per week (38 weeks plus 2 days paid on claim per year)

Join Our Team at St Simon Stock Catholic School – Make a Real Difference!

We are seeking a dedicated and hardworking DT Technician to join our school and support students in achieving their full potential within this practical and creative subject area. The successful candidate will play a key role in maintaining a safe, well-organised workshop environment, preparing materials and resources, and ensuring equipment is in excellent working order. Your practical skills, attention to detail, and commitment to high standards will help create an inspiring space where students feel confident to explore, design, and make.

Alongside the technical responsibilities, you will provide guidance, encouragement, and day-to-day support to students as they develop their skills. Working closely with teaching staff, you will help foster a positive and engaging learning atmosphere where every student can thrive. If you are passionate about supporting young people, enthusiastic about design and technology, and ready to contribute to a vibrant school community, we would be delighted to hear from you.

Benefits of working at St Simon Stock:

- A supportive and caring working environment for staff and students.
- Dedicated and bespoke CPD time for all staff and personal development opportunities.
- Staff laptop provided.
- Kent Rewards Scheme.
- Employee Assistance Programme which offers counselling, financial guidance, legal enquiries with access to online health and wellbeing resources.

Our Offer:

At St Simon Stock Catholic School, we believe staff who thrive help students flourish. We foster a supportive, caring environment where our team feels valued and inspired, creating the best outcomes for our young people.

We're known for our commitment to professional development and staff wellbeing. As proud members of the Education Staff Wellbeing Charter, we prioritise mental health, ensuring all staff have access to the tools and support they need to thrive—both personally and professionally.



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Job description

Job Title:	DT Technician
Salary Grade:	KS4 (£25,126 FTE) (approx. £14,419 pro-rata)
Hours/Weeks:	25 hours per week (5 hours per day) 38 weeks plus 2 paid on claim days per year

Purpose of Job:

The primary aim of the DT technician role is to support the running of our successful department, and contribute to the practical aspect of teaching and learning our students receive as part of their Design and Technology education, and the wider needs of the department that feed into this. At times, this may also include small contributions at a wider school level, as part of the over-arching expectations of support staff within our school.

Principal Responsibilities:

1	Coordinate Practical resources
- Co-ordinate the use of practical resources and facilities. - Provide advice and assistance in meeting the needs of the science curriculum.	Preparation, purchasing and monitoring of departmental resources and equipment.
	Timely preparation, arrival and clearing away of all clean practical equipment and resources.
	Liaising with relevant departmental and whole school staff to facilitate practical provision and high-quality education in DT lessons.
	Continuous mitigation of risk when carrying out technician activities related to practical preparation.
	As needed by department staff, supporting with practical activities with students (e.g., demonstrations).
	Support with provision of paper-based resources learning resources (e.g., small games or photocopying), as needed on a non-regular basis.
	Support the provision of student practical assessments <u>where</u> linked to formal qualifications (e.g., Currently GCSE and A-level for Design Technology, and GCSE for Food Preparation and Nutrition)
2	Maintenance of health and safety in working environment
- Actively contributing to assessment, monitoring and review of risk procedures and resources. - Engage with co-ordinating bodies to keep up to date with risk and procedural developments. - Safe handling and disposal of relevant materials, including hazardous substance and their relevant response. - Safe monitoring and storage of equipment and materials	Regular engagement with relevant publications, Continuing Professional Development (CPD) and advisory bodies for practical Science.
	Working with and providing information to departmental staff, Health and Safety representatives and students to maintain high standards of Health and Safety.
	Meeting expected advisory standards of health and safety checks, disposal organisation and storage updates.
	Actively participating in relevant meetings to keep standards of Health and Safety high.
	To liaise with site management staff concerning maintenance and repairs to DT fixtures and fittings.
	To take an overall responsibility for the organisation of equipment and general tidiness of the workshop and preparation rooms.
	Trial running of novel practical activities to ensure their success, and that Health and Safety standards are maintained.
	Reporting of Health and Safety incidents to Subject Leader, and active role in mitigating repeat future incidents of a similar nature.



Job description

	As guided by Department leaders, contribute to the development and maintenance of wider department spaces such as classrooms and corridors (e.g., updating of displays, posters and signage). As required at a whole school level, support the First Aid provision of the school (under guidance from Health and Safety school lead)
3	Stock maintenance and ordering Take initiative to provide regular, high quality stock take, monitoring, sourcing and ordering of required items (with guidance from budget holder) to ensure good availability of suitable materials and resources and keep regular written stock records that are well organised and detailed. Active participation in the effective spending of departmental budget, to provide the highest quality practical provision for all students. Regular evaluation of suppliers to maintain high quality of practical equipment and consumables. Collaborative working with wider school bodies such as the Finance department.
4	Working collaboratively Proactive participation in the provision and organisation of new staff training. Proactive participation in the support of trainee teachers or similar placements. Contribution to the preparation, execution and deconstruction of open evening and similar activities and associated materials. To proactively engage with the performance management system as directed by Line Manager and relevant staff. Other reasonable tasks related to the job as may be requested by the Subject Leader from time to time. Meaningful team-working with wider department staff to develop practical provision in Design and Technology lessons and improve the quality of education received by students. Collaborate with other staff on wider departmental initiatives that contain a practical element, and use own initiative to develop a role and contribution within these.

Training

To participate in any training deemed necessary for the post. To actively encourage a positive learning environment and development with others.

Policies

To work at all times within the established practices and policies of the school.

Confidentiality

To adhere to the school's policies and procedures on confidentiality and the management and sharing of information.



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Person specification

Person Specification

	Criteria	Essential / Desirable
Faith Commitment	Understanding of the distinctive nature of a faith school	D
	A practising Catholic	D
Qualifications	5 GCSE (A*- C) including English Maths and Science (or equivalent)	E
	Accreditation in Basic First Aid	D
Knowledge & Experience	Knowledge and experience of Health and Safety and COSHH regulations	E
	Practical knowledge and experience of DT in a workshop environment	E
	Ability to use relevant technology, e.g., computer, video, photocopier	E
	Ability to relate well to children and adults	E
	Basic first aid knowledge as appropriate	E
	Good level of ICT skills	E
	Working knowledge of Trust and school policies and procedures	D
	Minimum of 1 full years' experience of working in a relevant technical field at NVQ level 2	D
	Experience of setting up of equipment for KS4 and KS5 practical's	D
Skills, Qualities & Abilities	Empathy with students	E
	Ability to use ICT effectively	E
	A commitment and understanding of the use of ICT within the curriculum	E
	Excellent communication skills	E
	Excellent interpersonal skills	E
	Excellent organisation skills	E
	Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these	E
	Ability to remain positive and enthusiastic when working under pressure	E
	Ability to organise work, prioritise tasks, make decisions and manage time effectively	E
	Ability to apply an adaptable and flexible approach to achieving objectives, without direct supervision	E
	Willingness to participate in further training and development opportunities	E
	Willingness to expand the capabilities and possibilities of the technician job role, and use empowerment from Subject Leader to have initiative in developing the role	E
	Flexibility with working expectations and responsibilities when reasonable adjustments are needed (e.g., staff absences).	E
	Ability to communicate complex material, orally and in writing, with colleagues and students so that the message is understood and acted upon	D
	Ability to work on own initiative, including knowing when and why items for decision need to be referred upwards	D
Health and Safety	Ensure that all workshops and storerooms are maintained at a level compliant with the Health & Safety at Work Act.	E
	Ensure that all chemicals are stored safely, securely and in appropriate locations.	E

Application process

You are welcome to contact HR at HR@ssscs.co.uk if you would like to visit the school before submitting an application.

For ease of applying, we are happy to accept applications directly from Kent Teach.

Should you be shortlisted for interview, additional information may be requested at that time.

Closing date for applications: Friday 28th November 2025 at 17:00

Interviews to be held: w/c 8th December 2025

Start date: January 2026

All applicants need to have the **Right to Work** in the UK to be considered for this role. This vacancy may close on or before the specified closing date depending on the volume of suitable applicants. If you are unsuccessful, we will contact you accordingly.

Safer Recruitment

St Simon Stock Catholic School is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. We are an equal opportunities employer.

Candidates will be subject to an online search if shortlisted. The search will not form part of the shortlisting process itself and shortlisted candidates will have the chance to address any issues of concern that come up during the search at interview.



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