



**Mayfield Grammar School  
Gravesend**

**Appointment of  
Design & Technology Digital & Workshop  
Technician**

**Closing date: 9 a.m. – Thursday 11<sup>th</sup> June 2026**



# Mayfield Grammar School Gravesend

Pelham Road, Gravesend, Kent DA11 0JE  
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Website: [www.msgs.kent.sch.uk](http://www.msgs.kent.sch.uk) Email: [enquiries@msgs.kent.sch.uk](mailto:enquiries@msgs.kent.sch.uk)

## Design & Technology Digital & Workshop Technician

Salary KSC £26,956 (fte 0.875 £23,601.43 actual salary)

**37 hours per week full time**  
**Mon to Thurs 8 am to 4 pm**  
**Fri 8 am to 3.30 pm**

Are you passionate about design, technology, and supporting the next generation of innovators? Mayfield Grammar School, Gravesend is seeking a skilled and enthusiastic Design & Technology Digital and Workshop Technician to join our high-achieving and forward-thinking team.

The school has a high profile for achievement locally and nationally and prides itself on its strong record of internal professional development.

Further details and an application form are available from the Staff Vacancies section of the school website [www.msgs.kent.sch.uk](http://www.msgs.kent.sch.uk)

Applications made via Kent Teach and TES will be accepted.  
CVs will not be considered and should not be submitted.

All applications with a covering letter addressed to Mrs E Wilson, Headteacher must be received by **9 am on Thursday 11<sup>th</sup> June 2026**

***This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.***



## Mayfield Grammar School, Gravesend

Mayfield Grammar School, Gravesend is a selective girls' school with boys in the sixth form which is situated in the town of Gravesend, with easy access to the A2 and M25 and a direct rail link to Charing Cross. In February 2012 we converted to Academy Status and the school celebrated its Centenary throughout 2014/15. This academic year we will be marking our 110 year anniversary.

The school occupies two sites. One houses the original 1926 building with its distinctive quadrangle and bell tower, surrounded by its playing fields. New Science, Technology and Dining facilities opened across 2020-2021. Our second site has specially designed facilities for Technology, Sports and Drama which opened in 1995. There is IT provision on both sites and a new teaching block opened in 2021 which houses our new library, Music, multi-purpose activity studio, additional classrooms and specialist IT rooms.

The school is an 11-18 grammar school. Entry at age 11 is via the Kent 11 plus selection procedure comprising nationally standardised verbal, non-verbal and mathematics tests. The procedure allows admission of the top 25% of the ability range. An optional additional opportunity to assess eligibility for admission is available through the Mayfield testing procedure.

We are an outward looking school determined to provide the highest quality education by capitalising on opportunities available to the school. We work as a team where the contributions of all the staff are equally valued. We place major importance on providing new staff with an effective induction into the school and all staff are constantly seeking to improve their professional practice through external and internal training. Governors, parents and the community are extremely supportive of the work of the school.

The Senior Team consists of the Headteacher, a Deputy Headteacher, Senior Assistant Headteacher and five Assistant Headteachers. Curriculum Leaders lead their subject teams to ensure a high-quality teaching and learning experience for all our pupils. Pastoral care is led by an experienced team of Learning Leaders who work with Form Tutors and are supported by Pastoral Support Managers, Key Stage Co-ordinators (AHTs) and the Senior Assistant Headteacher. A House System was introduced in September 2014. Merit points are given to students during the year and the Aster Trophy is awarded to the House with the most points overall at the end of the academic year.

The curriculum follows the National Curriculum guidelines and students have the opportunity to gain ten GCSEs at the end of Year 11.

There are circa 1450 students on roll, 380 of whom are in the Sixth Form.

The school PAN is 210 for year 7 entry.

Extra-curricular activities include a full programme of sports, choirs, orchestras and other club activities. A large number of students participate in the Mayfield Challenge (Lower School) and the Duke of Edinburgh Award Scheme (Upper School and Sixth Form). There are Conferences, the Graduation Ball and many other opportunities for students to participate in events outside their classroom studies. The school enjoys strong links with the local business community and runs a full Careers (CEIAG) programme. The school runs an extensive programme of trips and visits both locally, nationally and internationally for all year groups.

Mayfield Grammar School is a happy community where we foster excellent relationships between staff and students.

This is a non-smoking school.

Anyone interested in the school is welcome to visit our website at [www.mgsq.co.uk](http://www.mgsq.co.uk)

## JOB DESCRIPTION

**Post Title**                    **Design & Technology Digital & Workshop Technician**

**Responsible to:**        **Curriculum Leader Technology**

**Hours:**                    **Mon-Thurs 8 am to 4 pm**  
                                  **Fri 8 am to 3.30 pm**

**Salary:**                    **KSC - £26,956 (fte 0.875 £23,601.43 actual salary)**

Provide technical and curriculum support services to the Technology department. Working as part of a team to support the smooth running of the department and contributing to the School Improvement Policy.

### **Responsibilities:**

- Liaise with teaching staff and technicians to identify technical support needs generated by the curriculum.
- Ensure that appropriate stock level of apparatus and tools are maintained. Maintain stock books., including carrying out or arranging stock checks.
- Place and progress orders, ensuring spending is in line with departmental policy.
- Keep appropriate financial records, keeping Curriculum Leader of Design and Technology informed of expenditures and liaising with finance department as appropriate.
- Identify equipment needs in consultation with teaching and technician staff to participate in the selection of new equipment.
- Organise and store equipment, apparatus, tools and materials in accordance with the regulations where appropriate.
- Participate in the development of the Design and Technology department's technical and practical facilities to meet teaching/learning needs.
- Organise the maintenance and repair of departmental apparatus and equipment and have overall responsibility for maintenance records.
- Ensure the maintenance of room services and facilities, liaising with the Curriculum Leader for technical services as appropriate.
- Prepare apparatus, tools and materials and set up equipment for use in practical classes.
- Set up and, on occasion, carry out demonstrations.
- Maintain, retrieve and clean away apparatus/tools etc after use.
- Give technical advice to teachers and pupils assisting in practical classes as appropriate.
- Support staff in the use of ICT, including CAD/CAM 3D printing and laser cutting.
- Use of heat treatment facilities such as brazing and casting.
- Maintain displays in the department as requested by specialist teachers.
- Contribute to the development of the department's practical work.
- Ensure that satisfactory standards of safety and security are maintained in relation to the department's technical service.
- Liaise with other departments within the school and with other establishments.
- Undertake appropriate technical duties as requested by the Curriculum Leader of Design and Technology including assistance with whole-school initiatives.
- Keep up to date with undertaking relevant H&S qualifications/training and willingness to complete a first aid training qualification.

### **Qualifications:**

- A good level of education, GCSE or equivalent in relevant discipline.
- Good numeracy and literacy skills.

**Experience:**

- Experience of working in an educational environment or with young people would be desirable but is not essential.
- Experience of Technology practices and equipment.

**Skills & Knowledge:**

- Ability to maximise resources to ensure best value.
- Able to prioritise and delegate in order to meet deadlines and according to whole school needs.
- Good communication skills, written and oral.
- Good organisational skills.
- A working knowledge of relevant Health and Safety Policies/codes of practice/legislation would be desirable.
- Knowledge of CAD.CAM processes. Laser cutting, 3D printing desirable, or willingness to learn/develop this skill set.
- Prior experience/willingness to learn ordering of materials/maintaining stock levels.
- Support with extra curricular clubs/activities.

**Personal Attributes:**

- Ability to work as part of a team.
- Self motivated with an ability to work to deadlines
- Common sense and a sense of humour.
- Enthusiasm and flexibility.
- Resilience and determination when problem solving.
- Ability to relate to children and adults.
- Ability to self evaluate learning needs and actively seek learning and development opportunities.
- Enthusiasm to independently develop skills using a range of equipment in the workshop.
- Commitment to maintaining and complying with Health & Safety regulations.

Staff are expected to undertake any other duties as may be reasonable as directed by the Headteacher and their Line Manager.

Staff are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

All staff are expected to take delegated responsibility for the implementation of the Health and Safety Act as may be agreed.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. The job description is current at the time shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Approved by: \_\_\_\_\_ Headteacher