

The Bishops' Blue Coat CE High School



Post of: Design and Technology/Art Technician

Application Pack

37 hours per week / 39 weeks per year
Grade 5 - Points 6-11 - £26,190 - £28,360 (pro rata)
Required ASAP



Closing Date:
Friday 30th January 2026

Interview Date:
Thursday 5th February 2026

www.bishopschester.co.uk/careers-vacancies

The Bishops' Blue Coat CE High School



Join Our Team and Make a Difference in the Quality of Education at Bishops'

Thank you for downloading our recruitment pack, I appreciate your interest in this position and hope that the information provided will inspire you to join our mission and vision. Our goal is to cultivate a thriving educational community where every student is valued, so they can flourish and become their best selves. We empower our students to be confident, lifelong learners, responsible citizens, and compassionate individuals both personally and spiritually by knowing, nurturing, and inspiring them.

As a forward-thinking school, Bishops' has an excellent reputation and is dedicated to achieving outstanding performance in all aspects. Our team is committed to fostering positive relationships with staff and students, and we believe in the professional development of all members. If you share our vision and are interested in the position, please download our application form from the website and submit a letter of support that addresses how you meet the Person Specification. I look forward to hearing from you.

If you share the School's vision, we would be delighted to hear from you. To apply, please complete our application form, available to download from our website, and submit a letter of support which addresses how you meet the Person Specification. Applications should be submitted to vacancies@bishopschester.co.uk by the closing date.



Helen Cairns
Headteacher



The Bishops' Blue Coat CE High School



Our Mission

We are a Christian, non-selective and inclusive 11-18 academy.

We are small enough to know everybody, whilst being able to offer a broad curriculum and a range of opportunities that develop talents and abilities to the full.

We aim to maintain long term financial and environmental sustainability and be a positive force in the community.

We support students to achieve exam results of which they and their families are proud and in turn prepare students for their chosen next steps.

We strive for excellence.



The Bishops' Blue Coat CE High School



VACANCY

DESIGN TECHNOLOGY AND ART TECHNICIAN

37 hours per week /39 weeks per year

(8.15 – 4.15pm Monday – Thursday and 8.15am – 3.45pm Fri)

Grade 5, Points 6-11 (£26,190 - £28,360 pro rata)

Actual Salary £22,597 - £24,469

Plus membership of the Local Government Pension Scheme

Required ASAP

We are seeking to appoint an enthusiastic individual to join our friendly and effective Design & Technology and Art team to coordinate and maintain the use of practical resources and facilities.. The successful candidate will have the ability to organise, deliver and provide technical support in order to facilitate the teaching of a range of practical material areas.

The Bishops' Blue Coat CE High School is a high achieving and forward-thinking school, which is thriving and enjoys an excellent reputation. We are committed to ensuring excellent learning and teaching in a caring environment. You will find the school a rewarding and friendly place to work with good relationships between staff and students.

We have a strong commitment to the professional development of all our staff.

If you are interested in this post then please complete a Support Staff Application form, available from our website and submit along with a letter of application by **Friday 30th January**.

Interviews are scheduled for **Thursday 5th February**.

Should you have any queries regarding the role please contact vacancies@bishopschester.co.uk

The Bishops' Blue Coat CE High School is committed to all aspects of safeguarding, any offer of employment is subject to satisfactory pre-employment checks.

JOB DESCRIPTION

DESIGN TECHNOLOGY AND ART TECHNICIAN

Role: Design and Technology and Art Technician

Purpose of Role

To provide technical and practical support to the Art and Design Technology departments, ensuring safe, efficient, and creative learning environments. The role includes preparation of materials, maintenance of equipment, health & safety compliance, and support for teaching and learning activities.

Key Responsibilities

- Management of all equipment and resources to ensure they are, organised and in in safe working order, in consultation with the Head of Design and Technology/Art, to meet the performance standards required by the department.
- Oversee asset management, maintenance of machinery and equipment (including log, security and accident/hazard spotting) to ensure all Health and Safety Regulations are met, reporting where necessary problems to Site Manager and/or Head of Design and Technology/Art.
- Organise safe storage, retrieval, and accessibility to equipment, materials, and student work.
- Resource Management
- Prepare materials and teaching resources as required by the subject teacher prior to lessons.
- Assist staff in developing appropriate resources for teaching and learning.
- Organise and set up extra equipment for lessons.
- Check availability of suitable materials and equipment, maintain stock levels, and substitute materials where necessary.
- Compile and check delivery of orders, liaise with suppliers, and maintain financial records.

Health & Safety

- Ensure compliance with Health & Safety, COSHH, and ESCC regulations. Employee and student safety.
- Maintain equipment and tools in line with Health & Safety guidelines, keeping records of actions.
- Record and report defects and arrange repairs when necessary.
- Control and store chemicals and hazardous materials safely.
- Maintain cleanliness of equipment, machinery, and materials across Art and DT.
- Empty and clean dust extraction filters as required.
- Maintain safety signage throughout departments.
- Ensure sinks, worktops, aprons, and tool rooms are clean and in good order.
- Safe disposal of used materials, including hazardous substances.

JOB DESCRIPTION

DESIGN TECHNOLOGY AND ART TECHNICIAN

Technical Support

- Operate and maintain specialist equipment (CAD/CAM, laser cutter).
- Assist students in CAD/CAM processes and laser cutting components.
- Use Photoshop software to create mood boards and image boards.
- Support students with photography and image manipulation using software packages.
- Assist with maintenance and deployment of A/V equipment within the department.
- Provide support for teachers during practical lessons, including direct pupil supervision.
- Prepare student work for exams and moderation purposes.

Administrative Duties

- Update assessment sheets, group lists, and manage DT and Art admin.
- Maintain departmental records and inventories.
- Assist with organisation of trips and events.
- Provide general business and administrative support, including photocopying and filing.

Events & Displays

- Assist with organisation of displays, exhibitions, and performances.
- Prepare high-quality displays in art studios and throughout the school for events such as open evenings and art exams.
- Support major events and extracurricular activities, including art clubs and workshops.

General Duties

- Attend meetings and contribute to policy and procedure development.
- Communicate effectively with students, staff, parents/carers, and external agencies.
- Adhere to GDPR and confidentiality practices.
- Work occasional additional hours for events or workload requirements.
- Participate in staff development and training.
- Carry out break time and lunchtime supervisory duties on a rotational basis.
- Provision of first aid assistance (training will be provided if required).

Notwithstanding the detail in this job description, in accordance with the School's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.

PERSON SPECIFICATION

DESIGN TECHNOLOGY AND ART TECHNICIAN

CRITERIA	ESSENTIAL REQUIREMENTS
QUALIFICATIONS	<ul style="list-style-type: none">• GCSEs (or equivalent) in English and Mathematics.• Relevant technical qualification or proven experience in Art and/or Design Technology environments.
EXPERIENCE	<ul style="list-style-type: none">• Experience in managing and maintaining tools, equipment, and resources.• Previous experience in a school or educational setting supporting practical subjects.
KNOWLEDGE AND UNDERSTANDING	<ul style="list-style-type: none">• Understanding of Health & Safety, COSHH, and safe working practices.• Proficient with Microsoft Office suite particularly Excel and Word• Understanding the importance of confidentiality and the General Data Protection Regulations
PERSONAL QUALITIES & SKILLS	<ul style="list-style-type: none">• Support the school's Church ethos• Ability to follow and enforce Health & Safety regulations.• Competent in IT and software relevant to Art and DT (e.g., Photoshop, CAD).• Practical skills in operating and maintaining specialist equipment.• Strong organisational skills and ability to manage multiple tasks.• Flexible and adaptable to changing priorities.• Reliable, proactive, and able to work independently.• ICT literate to a high level and willing to learn new software programmes• Ability to work as part of a team and to use initiative when required• Good communication skills with staff, students, and external contacts.• Commitment to safeguarding and promoting the welfare of children.• Willingness to undertake further training as appropriate
OTHER REQUIREMENTS	<ul style="list-style-type: none">• Enhanced DBS Disclosure

PERSON SPECIFICATION

DESIGN TECHNOLOGY AND ART TECHNICIAN

CRITERIA	DESIRABLE REQUIREMENTS
QUALIFICATIONS	<ul style="list-style-type: none">• Health & Safety or COSHH certification.• First Aid Qualification
EXPERIENCE AND KNOWLEDGE	<ul style="list-style-type: none">• Experience with CAD/CAM equipment and software (e.g., laser cutter, Photoshop).• Experience in organising displays, exhibitions, or events.• Previous experience of working within a school environment.• Ability to assist students with technical processes and creative projects.• Photography and image manipulation skills• Knowledge of current Art and DT curriculum requirements.• Creative approach to problem-solving and resource development.

All staff have a responsibility and duty of care to safeguard and promote the welfare of students. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection Policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated. The schools Safeguarding Policy can be found here: [Safeguarding Policy](#)

APPLICATIONS

DESIGN TECHNOLOGY AND ART TECHNICIAN

When the closing date arrives, the Appointing Officer and shortlisting panel will consider applications and the candidates who are selected for interview will be notified as soon as possible and provided with detailed information regarding the interview process.

The Interview

On acceptance to interview, references will be sought, providing permission has been granted from the candidate on the application form. Any discrepancies or anomalies in the information provided or issues arising from references will be taken up at interview.

How to apply

Please download a Support Staff Application Form Application form via our website www.bishopschester.co.uk/careers-vacancies

Please note only application forms fully completed will be accepted, we do not accept CVs.

Please submit your completed application form, along with a supporting letter, outlining your suitability to the role, either via our website, or email to vacancies@bishopschester.co.uk

Our preferred method of receipt is via email or website submission, however if you need to send via post, please address it to the following:

FAO Vacancies

The Bishops' Blue Coat CE High School
Vaughans Lane
Chester
CH3 5XF
01244 313806

APPLICATION DEADLINE

9am on
Friday 30th January

MORE INFORMATION

DESIGN TECHNOLOGY AND ART TECHNICIAN

References

On acceptance to interview, references will be sought, provided permission has been granted from the candidate on the application form. Applicants are required to provide details of two referees on the Application form, one of whom must be your current or previous employer.

Online Search

An Online Search of all shortlisted candidates will be carried out, please note that this will be completed once attendance to interview has been confirmed.

Eligibility to work in the UK

In accordance with requirements of the Immigration Act 2016, if you are invited to interview you will be required to produce evidence of your eligibility to work in the UK and you must bring the original documents with you to interview.

Qualifications

You will be required to provide evidence of any educational or professional qualifications essential or relevant to the post you have applied for.

Enhanced DBS Check

The successful candidate will be required to undergo an Enhanced DBS Check. People who have convictions will be treated fairly and given every opportunity to establish their suitability for the job, all applicants will be considered on merit and ability.

Safer Recruitment

The Bishops' Blue Coat CE High School is committed to all aspects of safeguarding, any offer of employment is subject to satisfactory pre-employment checks.

APPLICATION DEADLINE

9am on Friday 30th January

Jesus said "I came so that they may have life in all its fullness" John 10:10

Dignity & Respect

Wisdom, Knowledge & Skills

Hope & Aspiration



Known, Nurtured, and Inspired