



Houlton School  
Design Technology Technician



Job Description and Person Specification

# Welcome from the Principal

It is my great pleasure to introduce you to our Houlton family, where **innovation, aspiration and excellence** are at the heart of all we do. As His Majesty's Inspector, Nicola Harwood noted when Ofsted visited us in 2021, we '...place spiritual, moral, social and cultural education at the heart of the curriculum so that **pupils flourish and are well prepared for life beyond school.**'

We proudly encourage pupils to consider themselves to have joined the unique experience of the '**Houlton family**'. Dr Maya Angelou once wrote that, '...family isn't always blood; it's **the people in your life who want you in theirs: the ones who accept you for who you are**, the ones who would do anything to see you smile and who love you no matter what.' This underpins our approach at Houlton, where difference is celebrated as integral to our supportive, wider community.

We have the privilege of occupying an exceptional campus, including our Grade II listed buildings that previously housed Rugby International Radio Station. Some established schools are lucky to be provided with refreshed, enhanced facilities in one or two specialist subject areas, such as the Arts or STEM; however, our pupils enjoy state-of-the-art facilities alongside stunning heritage buildings across the **entire curriculum**.

At Houlton School we have the highest expectations of our pupils: **excellence** is expected in all aspects of behaviour and attitudes, and pupils will be expected to always do their very best. Uniform and standards of appearance are important and traditional here: we expect them to be worn correctly and with pride as the foundation of everything else we do as a family. We encourage our pupils to always model our values and will support them in all aspects of school life, providing them with the very best teachers, facilities, and opportunities to explore their emerging talents.

Colleagues here enjoy a supportive environment in terms of their careers, whether they be teachers or any other role within our organisation. One of our Trust's key ambitions is to 'nurture potential' and we subscribe to this aspiration whole-heartedly.

I strongly recommend that potential applicants come and pay us a visit to see what a fantastic place this is to work and learn; I have every confidence that if you do, you'll want to support us in the next, exciting phase of our expansion as a community.

**Paul Brockwell**

Executive Principal

# About the Role

Thank you for your interest in the position of Design Technology Technician at Houlton School

This pack has been designed to help you should you choose to submit an application to us, which we sincerely hope you do. The pack aims to answer all your initial questions, but if not, please do not hesitate to contact us. It is extremely important to us that you feel comfortable and confident enough to proceed with your application, as we aim to make the very best appointment possible.

## **So, who are we looking for?**

Houlton School is seeking a dedicated Design Technology Technician who will provide support with formulating and realising our ambitious strategic vision for a world-class education. The specific remit of the role will be to work closely with the Head of Faculty, supporting them in the department. You will be working across the disciplines (Art/DT/Food) and providing support to ensure lessons are set up, ready and safe for all our pupils.

You will be a positive, creative and proactive individual with experience in working with young people. You will be a flexible team player, who responds well to the unique challenges and quickly changing environment of a new free school in the second year of operation. Experience of working in a secondary environment and or working in a similar role previously will be an advantage. You will be a strong role model who rolls up their sleeves and gets stuck in with day-to-day operations. You actively seek out ways of improving your own performance and that of others, in order to ensure our pupils and the wider organisation are highly efficient, effective and sustainable. At your core is a strong moral purpose to provide the best deal for all stakeholders, but especially for the children and young people whom we serve.

If you are committed to making a genuine difference to the lives of young people, we warmly encourage you to apply.

The Transforming Lives Educational Trust is growing and there is great opportunity for progression. If you are a passionate Teaching Assistant with knowledge and experience of supporting children and young people, please apply now to be considered for an interview.

Our aim is to enable all students to achieve their potential academically and personally, regardless of ability or disability. We aim to increase whole school and community awareness of the importance of quality and equity of opportunity for all students and are committed to providing an integrated and inclusive curriculum to meet individual needs, promoting positive achievement and independence for all.

## **Why work for Houlton?**

A caring school on a 20 acre, green-field campus that is small enough to know every pupil's name and story, yet large enough to offer an exciting breadth of curriculum, including our brand new Sixth Form, which launches in September 2026.

You'll be working within a community of passionate, committed colleagues who genuinely support each other.

A staff well-being team implements various strategies to boost staff engagement including various activities, events, conferences, and many other staff benefits.

Excellent opportunities to develop and grow in the successful and expanding Transforming Lives Educational Trust, a growing Multi-academy Trust based within the local community.

## **What next?**

We want to hear from you if you are as excited as we are about this fresh opportunity within our successful and growing Trust. In return, we can offer the right candidate the chance to work within our innovative and forward-thinking Trust as well as offering excellent professional development and progression.

We encourage you to consider the information in this pack carefully and use it to picture yourself within the role at Houlton. Should you wish to discuss any element of the pack in more detail, please don't hesitate to contact us. We look forward to receiving your application, details on how to apply can be found below.

# Job Description

<b>Academy/College:</b>	Houlton School
<b>Job Title:</b>	Design Technology Technician
<b>Salary:</b>	Pay Range 4 NJC04 – NJC05 £25,185.00 – £25,583.00 FTE £21,832.85 – £22,177.87 Actual
<b>Contract:</b>	37.5 hours Term Time + 5 days Permanent
<b>Responsible to:</b>	Head of Faculty
<b>Key relationships/Liaison with:</b>	<ul style="list-style-type: none"> <li>● Head of Faculty</li> <li>● All Staff</li> <li>● Teachers</li> <li>● Students</li> </ul>
<b>Job purpose:</b>	To work collaboratively with the Head of Faculty and teaching staff in providing support across the faculty to ensure lessons are equipped, well planned, organised and safe across Art & DT. Undertaking work in accordance with any rules and regulations relating to safeguarding and promoting the safety and welfare of children.
<b>MAIN ROLE AND RESPONSIBILITIES:</b>	
<b>Under the direction of the Head of Faculty or designated supervisor:</b>	
<ul style="list-style-type: none"> <li>● To support the Head of Faculty in setting up, preparing and delivering lessons across all the creative disciplines.</li> <li>● To undergo the necessary professional development for the post e.g. Food Hygiene Certificate.</li> <li>● To ensure the Faculty is resourced and maintained in terms of stock and equipment.</li> <li>● To support pupils with practical work in lessons.</li> <li>● Set up/ clear down practical lessons and ensure exemplary levels of cleanliness.</li> <li>● To ensure the department resources are managed through effective stock rotation / ordering.</li> </ul>	

- Maintenance of classrooms and resources including liaising with the Head of Faculty and Site Services where maintenance is required.
- Preparing lesson resources, including setting up equipment, photocopying etc.
- Supporting pupils during assessments.
- Cleaning and laundry.
- Undertaking duties across the school as directed.
- Supporting the Faculty at events such as Open Evenings Transition events.

This job description sets out the duties and responsibilities of the post at the time it was drawn up. Such duties and responsibilities may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post.

# Person Specification

**Job Title:** Design Technology Technician  
**Responsible to:** Head of Faculty

The post holder will have a shared responsibility for the safeguarding of all children and young people. The post holder has an implicit duty to promote the welfare of all staff, children and young people and to be committed to promoting diversity and inclusion.

Specification	Essential	Desirable
<b>Qualifications/ Training</b>	<p>Minimum GCSE (or equivalent) grade 4 in English and Maths.</p> <p>Practical skills or qualifications in Design Technology.</p>	<p>Further relevant qualifications, e.g. A Levels, Bachelors level qualification, DSL Training, First Aid Training.</p> <p>Food Hygiene Certificate.</p> <p>CLEAPSS training.</p>
<b>Experience</b>	<p>Demonstrable enthusiasm for working with young people and as part of a team.</p> <p>Experience of supporting children / young people.</p>	<p>Experience of safeguarding protocols.</p> <p>Experience in a secondary school setting.</p> <p>Experience of working in a similar role.</p>
<b>Knowledge/Skills (Ability to)</b>	<p>Able to communicate with a variety of stakeholders (e.g. pupils, colleagues, parents, external agencies).</p> <p>Able to work collaboratively with others.</p> <p>Able to use IT to support both the organisation and the department.</p> <p>Able to work as part of, and contribute to, a whole school, multi-disciplinary team.</p>	<p>Experience of managing challenging behaviour.</p> <p>Understanding of relevant codes of practice and legislation.</p> <p>Training in relevant learning strategies and/or subject disciplines.</p>

<p><b>Personal Qualities</b></p>	<p>Able to demonstrate the appropriate motivation to work with young people.</p> <p>Able to form appropriate relationships with young people and staff.</p> <p>Able to maintain exemplary levels of adherence to safeguarding expectations.</p> <p>Appropriate attitudes to the use of authority and maintaining discipline.</p> <p>Able to demonstrate initiative and work constructively as part of a team.</p> <p>Ability to self-evaluate learning needs.</p> <p>Able to manage the behaviour of pupils.</p> <p>Able to motivate and inspire young learners.</p> <p>Flexible approach.</p> <p>Good communication skills.</p> <p>Self-motivated, hardworking, able to use initiative and requiring minimal guidance and supervision. Demonstrates tact, discretion and confidentiality.</p>	
----------------------------------	--	--

# How to Visit and Apply

Please read the information in this pack. If you are interested in this job opportunity, please apply by downloading the application form from our website ([www.tlet.org.uk](http://www.tlet.org.uk)). Completed application forms should be emailed to [careers@tlet.org.uk](mailto:careers@tlet.org.uk) or posted to:

HR Department (Careers)  
c/o Houlton School  
Signal Drive  
Houlton  
Rugby  
Warwickshire  
CV23 1ED

If you have any questions about the role or would like to visit Transforming Lives Educational Trust or one of our Academies, please don't hesitate to contact us by emailing [careers@tlet.org.uk](mailto:careers@tlet.org.uk) or selecting option 1 on our telephone menu – 01788 593900.

If you decide to apply, you should include a supporting statement with your application form (either within the application or as a covering letter) on no more than two sides of A4, giving your reasons for applying for the post, addressing information you have read in the pack and particularly the person specification, and outline any relevant experience and personal qualities you would bring to the Trust.

Please do not send a general letter; we are really looking for someone who is prepared to respond to us as an individual Trust. You can be sure that we will take time and care in reading your letter; we appreciate how much time and energy goes into writing it.

## Recruitment Timeline

- **Position advertised:** 04 March 2026
- **Closing date:** 13 March 2026 (9am)
- **Final shortlisting:** TBC
- **Final panel process:** TBC