

RECRUITMENT



St Benedict's Catholic College



Design Technology Technician Recruitment Pack

Message from the Principal

St Benedict's Catholic College is a highly respected and oversubscribed Roman Catholic 11-16 college serving Christian families throughout north-east Essex, we strive to promote the values of our Christian faith throughout our daily life.

Our 2023 Ofsted inspection found that we continue to be a good school, that we are a welcoming school with a strong ethos of caring for pupils and promoting academic achievement. We are recognised for many strengths of our college – as well as noting how well-behaved, confident and happy our young people are.

Student attainment at GCSE in the core subjects of English and mathematics, and in science and humanities subjects, is well above average. St Benedict's is a great place to be and I'm delighted that you are interested in applying to be part of our team.

As our mission statement says, we are proud to be an inclusive community where spiritual, emotional and academic growth are nurtured. We believe in putting learning first and striving for excellence

Our facilities are excellent and we have a rich variety of extra-curricular opportunities that underpin our academic success. The college is set in pleasant, spacious grounds which include hard play areas, playing fields and tennis courts. We have a well-equipped sports hall and fitness suite. Our chapel is used regularly by students and staff for worship, prayer and quiet reflection.

St Benedict's students develop into happy confident and self-aware young adults. There are many opportunities for them to thrive and shine, through high quality teaching and numerous clubs and activities.

We are looking for a Design Technology Technician.

The successful candidates will be:

- committed to providing the very best learning opportunities for their students
- able to challenge all students to make exceptional progress
- a strong team player who forms excellent relationships with staff, parents and students
- willing to support the strong Catholic ethos of our college

We can offer you:

- a warm and welcoming college with excellent links to parish communities
- enthusiastic and well-behaved students who are eager to learn
- supportive, hardworking staff, governors and parents
- opportunities to further your professional development

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If you would like any further information, or would like to arrange an informal visit, please contact Mrs Catherine Simonelli, HR Administrator, at c.simonelli@stbenedicts.essex.sch.uk

The start date is Wednesday 1st July 2026. The closing date for applications is midday on Monday 11th May 2026 and interviews will be held week commencing 18th May.

Please apply by completing an application form which can be obtained from the [College website](#) or by emailing c.simonelli@stbenedicts.essex.sch.uk.

We reserve the right to close the vacancy early should we receive a significant number of applications. Interviews may be held prior to the advertised closing date, you are therefore strongly encouraged to apply as soon as possible.

Details about how we will use the personal data you provide as part of the recruitment process can be found in our privacy notice on our website - www.stbenedicts.essex.sch.uk/welcome/privacy-notice/

The governing body is committed to safeguarding and promoting the welfare of all young people and expects all staff to share that commitment. The successful applicant will be required to complete an enhanced DBS check.

We look forward to hearing from you

Yours sincerely



Jo Santinelli
Principal

Flavour of the local area

The College is situated a short walk from Colchester City Centre.

Colchester is a thriving, modern City with great visitor attractions, including the family favourites Colchester Zoo and Colchester Castle, as well as fantastic places to eat, drink and shop



There is a growing arts scene in the City, with two highly acclaimed local theatres and the renowned Firstsite and Minorities Galleries hosting significant art exhibitions and installations.

The City also benefits from a wide range of excellent schools and colleges as well as being the home of Essex University's main campus.

Colchester also benefits from superb transport links, including excellent road links, direct rail lines going into London (which is less than an hour away), and easy access to London Stansted and London Southend Airports which fly to a growing number of destinations throughout Europe.



Job Description

St Benedict's Catholic College is an inclusive college with Christ at the Centre. We nurture spiritual, emotional and academic growth. We develop our gifts and talents through prayer, work and respect.

Grade: Scale 3

Job Purpose: To provide comprehensive technician support service to staff and students undertaking the Design and Technology curriculum, preparing for practical lessons, assisting during lessons where necessary and clearing up after practical lessons

Reports to Head of Technology

Job role

- To support the Catholic ethos of the College
- To assist the department in preparing and delivering high quality lessons and providing technical support when required.
- To co-ordinate project materials and photocopying
- Keeping a clean, tidy and safe environment within the workshops
- Testing stock and equipment used for teaching and learning
- To ensure the smooth and effective running of the machinery in the design and technology department
- Ordering equipment and materials and to undertake stock and inventory checks
- To ensure efficient preparation and organisation of equipment for lessons.
- To support teaching staff and students during lessons, assisting with instructing and assisting students when appropriate.
- To assist in ensuring the safe conduct of students in the department.
- To liaise with caretaking staff and to record any maintenance problems.
- To maintain storage and tools
- To ensure best Health & Safety practices within the workshop, ,
- To ensure the application of Health and Safety procedures and to raise awareness of H&S issues specifically in relation to workshops, using the CLEAPS guidance
- Use of circular saws, lathes, electrical equipment and other common workshop machines
- To undertake H&S training, consummate with the post
- To work in collaboration with the Head of Department to ensure risk assessments are carried out
- To ensure periodic and routine inspection and maintenance of departmental equipment and resources.
- To undertake as and when required those duties which are normally the responsibility of D&T technicians.
- To communicate with other departments and help with general projects with direction from the teachers and support staff
- To undertake any training commensurate with the post.
- To participate in the performance and development review process, taking personal responsibility for identification of learning, development and training opportunities in discussion with line manager.

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- To comply with individual responsibilities, in accordance with the role, for health & safety in the workplace
- Ensure that all duties and services provided are in accordance with the College's Equal Opportunities Policy
- The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment

This is a public facing role and the post holder must speak fluent English

The duties above are neither exclusive nor exhaustive and the post holder may be required by the Principal to carry out additional duties within the context of the job, skills and grade

Signed	
Post holder:	Line Manager:
Name in capitals:	Name in capitals:
Date:	Date:

Person specification

	Essential	Desirable
Qualifications and experience		
Successful experience working with tools and equipment	✓	
Strong knowledge of design and technology, raw materials and operating machinery	✓	
NVQ Level 2 or equivalent		✓
Basic knowledge of First Aid		✓
General understanding of schools D&T curriculum	✓	
Ability to read and write technical reports	✓	
Good numeracy skills	✓	
Excellent working knowledge of equipment and ICT packages relevant to science	✓	
Excellent awareness of Health and Safety	✓	
Understanding of CLEAPS		
Communication		
Ability to write reports, letters etc	✓	
Ability to use clear language to communicate complex information unambiguously	✓	
Ability to listen effectively	✓	
Seek support to overcome communication barriers with children and adults	✓	
Knowledge of specialist terminology etc.	✓	
Ability to negotiate effectively with adults and children	✓	
Working with children		
Ability to demonstrate effective implementation of the school's behaviour management policy	✓	
Good understanding and support the differences in children and adults in relation to the role	✓	

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	Essential	Desirable
Good understanding of the school curriculum in support of the role relevant to specific area	✓	
Good understanding of how the role contributes to child development	✓	
Understand and support the importance of physical and emotional wellbeing	✓	
Working with others		
Ability to make a proactive contribution to the work of the team supporting children	✓	
Ability to establish rapport and respectful and trusting relationships with children and other adults	✓	
Ability to work effectively with a range of adults	✓	
Ability to motivate and inspire	✓	
Ability to provide timely and accurate information	✓	
Responsibilities		
Good organisational skills	✓	
Ability to remain calm under pressure	✓	
Ability to plan and manage own time effectively	✓	
Demonstrate a highly creative approach to supporting learning	✓	
General		
Awareness of and promotion of equality	✓	
Understand and support child protection procedures	✓	
Understand procedures and legislation relating to confidentiality	✓	