



JOB DESCRIPTION

Date	August 2026
Position Title	Design and Technology Workshop Technician
Reports to	Head of Department – Design and Technology

Summary:

The Design and Technology Workshop Technician is a highly skilled technical specialist responsible for supporting teachers and students in a complex, multi-disciplinary workshop environment. The role requires broad technical knowledge, strong practical capability, and the ability to maintain, troubleshoot, and safely operate a wide range of traditional and computer-controlled machinery.

Responsibilities:

Machinery Operation and Maintenance

The Design and Technology Technician is responsible for maintaining the documentation of scheduled maintenance records and for the safe operation, setup, calibration, and routine maintenance of:

- CNC equipment – router and plasma cutter
- Laser cutters (focus calibration, lens cleaning, extraction systems)
- 3D printers (bed levelling, filament handling, troubleshooting)
- Traditional workshop machinery, including:
 - Bandsaws, table saws, thicknessers, jointers
 - Drill presses, grinders, sanders
 - MIG/TIG welders, metalworking equipment
 - Hand tools and power tools

Problem Solving and Diagnostics

The Design and Technology Technician will be responsible and able to:

- Disassemble tools and machines to diagnose faults
- Perform minor repairs, adjustments, and part replacements
- Identify when external servicing is required and liaise with providers.

Occupational Safety and Health

The Design and Technology Technician will be responsible and able to:

- Compile and maintain a Material Safety Data Sheets record
- Implement and monitor WHS procedures, machine lock-out systems, and risk assessments
- Ensure guards, extraction systems, and PPE are maintained and used correctly
- Demonstrate an awareness of all critical incidents and emergency management procedures in the Design and Technology area
- Support teachers in delivering safe practical lessons.

Resource and Inventory Management

The Design and Technology Technician will be responsible and able to:

- Under direction from staff and with approval from the Head of Department, procure materials, tools and equipment for curriculum delivery
- Manage stock levels of timber, metals, plastics, fasteners, adhesives, and consumables
- Order materials and maintain supplier relationships
- Document procured materials, tools and equipment
- Log new tools, equipment and machines to workshop inventory
- Prepare materials for student projects (cutting, machining, pre-processing).

Environment and Organisation

The Design and Technology Technician will be responsible and able to:

- Maintain clean, organised, and efficient workshops
- Ensure machines are ready for classes and projects
- Carry out work schedules, programs, projects, and maintenance within agreed time frames

Other

- Demonstrate an awareness of all emergency management procedures and safe work practices in the respective areas of work.
- Maintain the ethos of Hale School by acting in a manner that supports the School's Values, Statement of Purpose, Ethos and Anglican framework.

The Headmaster, at his sole discretion, reserves the right to vary your duties at any time. Such a variation of your duties does not constitute a breach of contract or termination of your employment. As part of the School's routine pre-employment practices, the School will contact your referees and/or previous employers to ask specific mandatory questions relating to Child Safety. We also reserve the right to conduct social media checks, as part of this process

Child Protection

Hale School takes child protection seriously and is committed to supporting the wellbeing of all children and young people, respecting their dignity, ensuring their safety, and protecting them from abuse and other harm. All candidates for roles at Hale School are subject to rigorous screening procedures and assessment as a condition of employment.

All staff are required to uphold the standards and adhere to the procedures outlined in our Code of Conduct for all Staff, Code of Ethics, Child Safety and Child Protection and Mandatory Reporting Policies.

As part of your duties and responsibility as an employee you will be required to:

- Promote the safety and wellbeing of children and young people
- Ensure your interactions with children and young people are positive and safe
- Provide appropriate support and supervision of children and young people in your care
- Act as a positive role model for children and young people
- Participate in regular performance management and professional learning linked to our Codes of Ethics and Code of Staff Conduct, Child Safety and Child Protection and Mandatory Reporting Policies
- Maintain an up to date and valid Working with Children Check
- If appropriate, meet professional standards for teachers and maintain teacher registration
- Report to the Headmaster any criminal charges or convictions you receive during your employment that may indicate a possible risk to children and young people.

The Hale School community has zero-tolerance for child abuse, and all allegations and safety concerns are treated very seriously and consistently with our robust safeguards and procedures.

Qualifications and Experience:

The following skills and experience are essential to the role:

- Exceptional interpersonal and communication skills.
- Ability to develop and maintain collaborative work relationships.
- Excellent organisational, administrative and coordination skills.
- Analytical and problem-solving skills with strong attention to details.
- Ability to work in a busy environment and manage priorities, applying initiative where appropriate.
- Strong IT literacy, including Microsoft Office applications (Word, Excel, PowerPoint and Outlook)
- Eagerness to contribute to the dynamic and positive culture of the Design and Technology department.

Key Working Relationships:

- Head of Department
- Intra and Inter Department staff
- Finance Manager
- Administration Staff
- Maintenance Manager
- IT staff
- School suppliers