



# THE CORBET SCHOOL

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## Design Technology & Art Technician Application Information Pack





**March 2026**

Dear Applicant,

**POST: Design Technology & Art Technician**  
**Grade 5, Scale Point 6 - 7 (£13.47-13.69 per hour)**  
**TERM TIME + 5 PD Days**  
**Reporting to: Head of Design & Technology and Art Faculty**

This post is an excellent opportunity for those wishing to work in a supportive and progressive school. The Corbet School is committed to the development of its staff members in order to maximise benefit to the school as well as support individual career opportunities.

To aid your application, please read the overview containing details of the job description and the person specification.

Please note the deadline for applications is **12:00 noon Tuesday, 7<sup>th</sup> April 2026**

We hope this information is useful in allowing candidates to gain a wider understanding of the school and the post.

We look forward to receiving an application from you. We hope that you find the enclosed information helpful and are excited by the opportunities of this post.

Best wishes,

A handwritten signature in black ink that reads "Jane Tinker."

Dr Jane Tinker  
Headteacher



## **The Post**

We are seeking a multi-skilled technician to join our forward-thinking team and enhance the strong profile of the Design & Technology and Art faculty.

A good general practical background is required as the role includes maintaining tools and equipment, preparing class materials, and producing visual aids and samples. In addition, the technician will be required to ensure the workshops are clean, tidy and comply with Health & Safety regulations.

This is an excellent opportunity to help young people, and work in a supportive and progressive school.

A person specification and job description follow in this pack.

## **Application**

Application should be received by the Assistant Business Manager, **midday Tuesday, 7<sup>th</sup> April 2026**

## **The Interview**

Interviews are scheduled to take place on: **Tuesday, 14<sup>th</sup> April 2026.**

## OUR SCHOOL

The Corbet School is an, 11-16, Converter Academy. It is a mixed comprehensive school situated in a pleasant, rural position eight miles from Shrewsbury and eleven miles from Oswestry. The Welsh border is about twelve miles to the west and some fifty miles away is the attractive Mid-Wales coastline. Housing in Shropshire is cheaper than in some other areas of the country.

Originally opened in 1957, The Corbet School was re-organised as a comprehensive school in 1977. It serves a circular attendance area of some eight miles radius and therefore a large proportion of the 691 pupils travel by the school bus and take school meals. The school enjoys a good reputation in the county and a number of children attend from outside the attendance area. The school day commences at 8.45 am and ends at 3.20 pm, and is organised into a 5 period day (one hour per period). The day is split two: two: one with a break at 11.10 am and lunchtime starting at 1.30 pm.

The school chose to adopt Foundation Status as from September 1999, and from September 2011 applied for and adopted Academy Status.

The Corbet Parent Association is very supportive and fosters both parental contact and involvement. It has proved to be extremely helpful to the school in raising considerable, financial sums.

## OFSTED REPORT – MARCH 2022

The Corbet School provides a happy and kind environment where pupils thrive. Pupils say that staff are friendly and approachable. They feel safe and trust staff to help them if they have a problem. Behaviour is good and bullying is rare. If it does occur, staff deal with it well.

Leaders, want the best for every pupil. They have designed an ambitious curriculum which is broad and balanced. Teachers deliver the curriculum well. Lessons are thoughtfully planned. Pupils say that work is challenging, and teachers help them to do their best. As a result, pupils are achieving well.

The school offers pupils a wide range of extra-curricular opportunities. Examples include sports, art, astronomy, chess and drama clubs. Attendance at these activities is flourishing, with many pupils keen to get involved. For example, large numbers of pupils were seen participating in auditions for the current school production, 'Into the Woods'.

The vast majority of parents and carers would recommend the school. They praise the quality of teaching and pastoral support. Many comment that their children were well supported through the COVID-19 pandemic. One parent summed up the views of many by saying 'I could not be happier, and neither could my child.'

## CURRICULUM

We have 32 full-time and 16 part-time teachers who deliver a wide curriculum in academic, practical and leisure pursuits. Although broad-based, the curriculum remains balanced with setting in core subjects. In the Upper School, pupils experience a core curriculum, including for many, languages. In 2024 we achieved

- Attainment 8: 47.24
- Standard Pass (9-4) in English (Literature or Language) 75.3%
- Strong Pass (9-5) in English (Literature or Language) 58%
- Standard Pass (9-4) in Maths 72%
- Strong Pass (9-5) in Maths 54.7%
- Standard Pass (9-4) in English and Maths 63.3%
- Strong Pass (9-5) in English and Maths 44.7%
- Students achieving a standard pass (9-4) in two sciences (Combined or Separate) 70.9%
- Students achieving 5+ standard passes (9-4) Inc. English & Maths 60.7%
- Students achieving at least one qualification (9-1) 100%

Pupils transfer for further education to either Shrewsbury Colleges Group, the Walford and North Shropshire College and some into other local schools who are Sixth Form providers as well as some private sector schools.

Children's pastoral needs are recognised by organising the pupils into small, tutor groups in each year on a horizontally grouped basis, with some continuance of tutors between KS3 and KS4. Each year group is assigned a Head of Year, and is overseen by an Assistant Headteacher.

We have a house system which creates healthy competition and the opportunity to develop pupil interests and aptitudes both within and outside the formal curriculum. The five houses are directed by Heads of House.

Extra-curricular activities are well established. Some take place at lunchtime due to the high proportion of pupils who use school buses before and after school (approx. 80%). Others, including inter-school sports matches and visits to the theatre, etc., take place after school and parents arrange for the collection of their children. Each year, various school parties enjoy visits further afield in Britain and on the continent.

## STAFFING

The departmental structure within the school is as follows:

English, Mathematics & Computing, Science, Art & Design & Technology, Humanities, Modern Languages, Performing Arts, Physical Education, PSHEE, and Learning Support.

The Head believes in distributed leadership model, with a wide measure of responsibility given to senior and middle managers. Teachers have considerable freedom and leadership is encouraged at all levels of school. The school has good systems to monitor performance and ensure accountability.

The Leadership Team consists of the Head, Deputy Head, three Assistant Heads and the Director of Business, Finance & Operations. Various staff meetings are held which make recommendations to the Head on all aspects of school policy and give the staff opportunities to participate in decision-making. Working parties address themselves to specific issues. We feel that this open style of management ensures that staff accept collective responsibility for the implementation of all aspects of school policy and feel committed to shaping the school's future.

## BUILDINGS AND FACILITIES

In addition to normal classroom provision, there is specialist accommodation for:

Art, Food Technology, Textiles, Technology resistant materials, Graphics Studio, electronics, five Science Laboratories, Music, Humanities, Library, assembly/dining hall, 3 Computer Rooms, Gymnasium, Sports Hall, Modern Foreign Languages and Drama.

The school is always seeking to improve, refurbish and extend its buildings. The most recent refurbishments include roofing, heating and electrical works, and classroom refurbishments to Science Laboratories and Music.

The school has also up graded the IT Network capability, and communication systems, and introduced High-Definition Interactive Screens into all appropriate classrooms.

All teachers are issued with a laptop that enables them to access the network within school, and remotely via wi-fi.

## DESIGN TECHNOLOGY & ART TECHNICIAN

**Role:** Design Technology & Art Technician

**Pay Range:** Grade 5, Scale Point 6 – 7 (£13.47 - £13.69 per Hour)

**Line Manager:** Head of Design & Technology and Art Faculty

**Contract:** 37 hrs per week  
8.30am to 4.30pm Monday – Friday (4.00pm on Friday)

30 minutes lunch break

Term Time + 5 PD Days

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### The successful candidate will:

- have good communication skills and the ability to relate well to children and staff
- Ability to prioritise effectively
- Work constructively as part of a team
- Flexibility and reliability
- Willingness to develop skills with further training.

### We can offer:

- a calm and supportive school community
- a strong leadership team and a dedicated team of staff
- a committed and supportive Governing Board
- a firm commitment to your ongoing professional development.

## APPOINTMENT OF DESIGN TECHNOLOGY & ART TECHNICIAN

The Corbet School requires as soon as possible a Design Technology & Art Technician

To assist teaching staff in providing safe areas for students and teaching staff. The DT & Art Technician will provide technical support to the relevant departments, by the preparation of tools, equipment and materials for lessons. The DT & Art Technician will undertake a practical health and safety role for the relevant departments. The technician role forms a central part of the work of the department and he/she will work closely with teaching staff to support, develop and further extend the work of the department and the experiences of the students.

## KEY RESPONSIBILITIES

- To prepare materials and equipment for practical lessons
- To maintain and monitor consumables and equipment in D&T & Art to ensure all pupils are able to access a wide range of materials and processes as part of their Design Technology & Art provision
- To maintain and monitor stock control
- To assist the Subject Leader in the ordering of materials and equipment
- To carry out weekly material and equipment checks across all Technology & Art rooms
- To assist staff in the production and updating of Technology & Art displays
- To assist teaching staff in promoting and raising the profile of D&T and Art within school
- To assist staff in the demonstration and application of machinery use to students
- To provide technical support during lesson time
- Carry out weekly Health and Safety checks on all equipment and machinery and report directly to the Subject Leader
- To maintain machinery and equipment in accordance with health and safety requirements
- To undertake any Health and Safety training as required by the Subject Leader
- Carry out a range of administration duties including: preparing cover work, teaching materials and booklets
- To assist with practical examinations as may be required
- Participate in training and other learning activities and performance development as required
- Assist with the provision of out of school learning activities e.g. clubs, extra-curricular activities within guidelines established by the school where possible.

## MAINTAINING WORK AREA

- To ensure that art and technology rooms and equipment are kept clean and tidy and that the technology/DT/art rooms safety regulations are met, including checking equipment for safety, cleaning and sterilising equipment and advising students on safety aspects of particular practical work
- The cleaning and maintenance of equipment and the neutralisation and cleaning up of spillages, including the cleaning of equipment
- Ensure that all equipment is accounted for, in the correct place and replaced where necessary
- Ensure that all equipment is stored in a safe, hygienic and appropriate manner
- Assist the classroom teacher in the logging in and out of certain items of equipment as required
- To be responsible for maintaining departmental displays of work both in the technology and art areas and around the school.

## HEALTH & SAFETY COMPLIANCE

- To be aware of, and to comply with, all departmental/school instructions and procedures relating to health and safety at work
- To contribute to safe working practice in preparation/storage/teaching areas and assisting the H&S Lead with completing risk assessments
- Advising staff on safety issues and trialling practical work where necessary.

## GENERAL DUTIES

- To be familiar with and adhere to all School Policies
- To fulfil your duties and responsibilities regarding safeguarding pupils and health and safety in the workplace
- To support the aims and ethos of the school and promote good relationships with students, colleagues and parents
- To participate in the School's arrangements for appraisal, professional development and other mandatory training
- Any other duties that the Headteacher, feels is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified.

## DATA PROTECTION AND OTHER STATUTORY RESPONSIBILITIES

- Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

*This job description is current at the date shown, but, in consultation with the postholder, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title.*

## PERSON SPECIFICATION

**Job Title:** Design Technology & Art Technician

**Responsible to:** Head of Design & Technology & Art Faculty

Category	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Willingness to work flexibly when required</li> </ul>	<ul style="list-style-type: none"> <li>• Hold a recognised qualification at NVQ 3 or equivalent experience in Technology or Design</li> <li>• Technology Safety Certificate</li> <li>• First Aid Qualification</li> <li>• Knowledge of CLEAPS guidelines</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working in a hands on practical role</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working in a school or with young people</li> <li>• Experience of working in the Technology Industry</li> <li>• Knowledge of Health &amp; Safety regulations/legislation</li> </ul>
<b>Knowledge &amp; Understanding</b>	<ul style="list-style-type: none"> <li>• Ability and enthusiasm to work jointly with colleagues</li> </ul>	<ul style="list-style-type: none"> <li>• Understanding health &amp; safety regulations and best practice</li> <li>• Knowledge of subject/technical area</li> </ul>
<b>Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Effective communication skills to be able to develop open and constructive relationships with a wide range of young people and staff</li> <li>• Ability to prioritise effectively</li> <li>• Work constructively as part of a team</li> <li>• Ability to identify own training &amp; development needs</li> <li>• Good organisation and personal management skills</li> </ul>	<ul style="list-style-type: none"> <li>• Excellent numeracy/literacy skills</li> <li>• Keyboard and data entry skills.</li> </ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>• To be organised and efficient</li> <li>• Enjoy working with young people and have the ability to inspire students</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

	<ul style="list-style-type: none"><li>• A good sense of humour</li><li>• To be able to follow instructions</li></ul>	
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**The Corbet School is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check and, where applicable, a prohibition from teaching check. This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020). Please note it is an offence to apply if you are barred from engaging in regulated activity relevant to children. Online checks will be carried out on successful applicants.**