



Shoreham  
College

Candidate information for  
**Design and Technology  
Technician**

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Closing Date: 10th April 2026

# A message from Sarah Bakhtiari

## Shoreham College: Where Community Meets Opportunity

Choosing where to work isn't just about the role, it's about where you'll belong, grow, and make a difference. At Shoreham College we offer more than a workplace. We offer a community that values every individual, celebrates every success, and works together to shape bright futures.

Here, you'll find purpose, opportunity and people who believe in you as much as you believe in the pupils you support.

The quality of pupils' academic and other achievements is  
**EXCELLENT**

Independent Schools Inspectorate 2023

### Why Shoreham College?

- **A Community That Feels Like Home:** from the moment you arrive, you'll feel it. The warmth, the welcome, the sense of belonging. Our small, inclusive environment means you're never just a face in the crowd.
- **Your Growth, Our Priority:** we're as invested in your future as you are. Through personalised professional development and ongoing support, you'll build skills, confidence, and a career you're proud of.
- **Pupils at the Heart:** every decision, every action, every moment is about helping our pupils reach their full potential. Here, your work changes lives and you see the results every day.
- **Leaders Who Listen:** our leadership team leads with empathy, values your voice, and encourages new ideas. You won't just be heard; you'll be trusted to make an impact.
- **We welcome passionate people** who want to make a real difference. This is more than a job. This is your chance to grow, to belong, and to be part of something truly special.



# Our School

Shoreham College offers all the advantages of an all-through integrated education. Children learn together and thrive in our welcoming community. We choose to be co-educational, teaching girls and boys together from the ages of 3 to 16, knowing that this better prepares our pupils for a world in which the sexes live and work alongside each other.

We recognise that every child has their own strengths and challenges, and we believe that by learning together in an inclusive and kind environment, our pupils learn to respect and value one another,

Shoreham College is what all schools should be like.

Year 9 pupil

irrespective of gender and other differences.

Shoreham College pupils benefit from excellent facilities, caring support staff, and specialist teachers. From a young age, our junior pupils gain from specialist senior resources as well as from regular interaction and friendship with older pupils. In turn, our senior pupils become leaders and role models to our youngest children. Our learning community enables each member to grow and flourish.

We offer a broad and balanced curriculum, designed to develop a range of transferable skills and talents and to appeal to every interest. As they progress through the school, our children benefit from



the continuity our integration provides and from being a valued individual within our community. Our knowledge of our pupils' needs and passions means these remain a focus, and as our attainment data shows, our children are protected from the attainment dip that too often characterises the move from KS2 to KS3. Smooth transition between year groups and key stages ensures pupils maintain and build on their progress without interruption.



# Why work with us?

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Shoreham College is a small, inclusive school where strong connections are built and collaboration is at the heart of everything we do. Staff often say that working here feels like being part of one big family

Wonderful location, a few minutes from the sea and a short drive to the Sussex Downs. The City of Brighton is just 20 minutes away and the beaches of Hove less than 10.

The setting is stunning and the grounds are beautifully maintained, a truly nurturing place to work.

You will find welcoming, friendly and supportive colleagues. Leaders are approachable and we listen, wellbeing is at the heart of everything we do.



# Job title: Design and Technology Technician

Reporting to: Head of Design and Technology

Salary: £24,722

Hours of work: 08:30 – 17:00 Monday to Friday, term time only.

Occasionally there may be a need to work a slightly longer day, to attend open events, College functions and in-service training days in the school holidays. The additional hours, including holiday pay, is included in the 42 weeks paid employment per year.

**Main purpose:** To play a key role in supporting pupils' learning and creativity within the Design Technology department.

**About the role:** We are looking for an enthusiastic and proactive Design Technology Assistant to join our DT department. This is a fantastic opportunity for someone who enjoys practical work, problem-solving and supporting young people as they develop confidence and creativity through making.

## Duties and Responsibilities

- Preparing materials and resources for lessons
- Setting up the workshop before classes and ensuring equipment and materials are safely stored afterwards
- Maintaining a clean, organised and welcoming workshop for every lesson
- Carrying out digital record-keeping for expenditure, maintenance, health & safety and stock control
- Servicing and repairing a wide range of workshop tools and machinery to ensure safety and reliability
- Conducting regular health and safety checks and keeping departmental documentation up to date
- Managing materials and equipment, including ordering and preparing resources to support efficient teaching
- Providing practical support during lessons, particularly with tools, materials and demonstrations
- Assisting with after-school workshop activities
- (Desirable) Experience or knowledge of technical work in a theatre environment
- In addition to supporting DT, the successful candidate will spend a small number of hours each week assisting in the Art department, helping maintain the storeroom and classroom. There may also be occasions where support is required in other areas of the College, such as exam invigilation

## Ideal requirements of the role

- Strong practical skills with tools, machinery and materials.
- Confident in preparing resources, setting up equipment and supporting practical lessons.
- Good understanding of health and safety regulations, including risk awareness and maintaining an organised workshop.
- Ability to carry out basic maintenance of tools and equipment.
- Competent with IT and basic design software (e.g., CAD/CAM, 3D printers, laser cutters).

- Strong organisational skills for managing stock, ordering materials and maintaining records.
- Clear communication skills and the ability to support pupils effectively.
- Reliable, adaptable and able to work independently as well as part of a team.
- Commitment to safeguarding and maintaining a safe learning environment.

## About our Design and Technology Department

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The Design and Technology Department is a vibrant and well-equipped space, encouraging creativity, practical skills, and innovation across Key Stage 2 to Key Stage 4.

Our workshop is fully set up for timber-based projects, providing pupils with hands-on experience in safe and engaging environments. Adjacent to the workshop, our design studio features PCs, 3D printers, and a laser cutter, enabling pupils to expand their knowledge of materials and develop proficiency in CAD/CAM processes and portfolio work. From Year 5 through Year 11, pupils progressively build their skills and compile skills passports to track their achievements. The range of projects is diverse and stimulating, covering textiles, polymers, graphics, and timber. Examples of standout pupils' work include CAM mechanisms in Year 5, canvas drawstring bags in Year 6, advent calendars in Year 7, veneered coasters in Year 8, fidget snakes in Year 9, and bag

pressed plywood lamps in Year 10. These projects not only teach practical techniques but also encourage creativity, problem-solving, and independent thinking.

Our department also offers a range of co-curricular clubs, which are consistently popular and provide opportunities for pupils to explore their interests beyond the classroom. Central to our ethos is preparing pupils for the future by nurturing independence, critical thinking, and practical problem-solving skills. Joining our team means being part of a supportive and dynamic department that inspires curiosity, encourages innovation, and celebrates pupil achievement across all age groups.



## Benefits

### Contributory Pension Scheme

Our academic calendar includes approximately five additional weeks of holiday beyond the standard state maintained schedule, providing an enhanced work-life balance.

Free dining and refreshments (in term time)

Remission of fees, in line with the School Fees Discount Policy

Free onsite parking (subject to availability)

Employee assistance programme

Professional development opportunities

Staff activities offered throughout the year including swimming, fitness, and yoga (subject to demand)

## How to Apply

Application forms should be returned to:

The HR Officer  
Shoreham College  
St. Julian's Lane  
Shoreham-By-Sea  
West Sussex  
BN43 6YW

[info@shorehamcollege.co.uk](mailto:info@shorehamcollege.co.uk)

Completed application form and covering letter must be received by:  
10/04/26

Interview date:  
24/04/26

Pupils' knowledge, skills and understanding across different areas of learning are excellent

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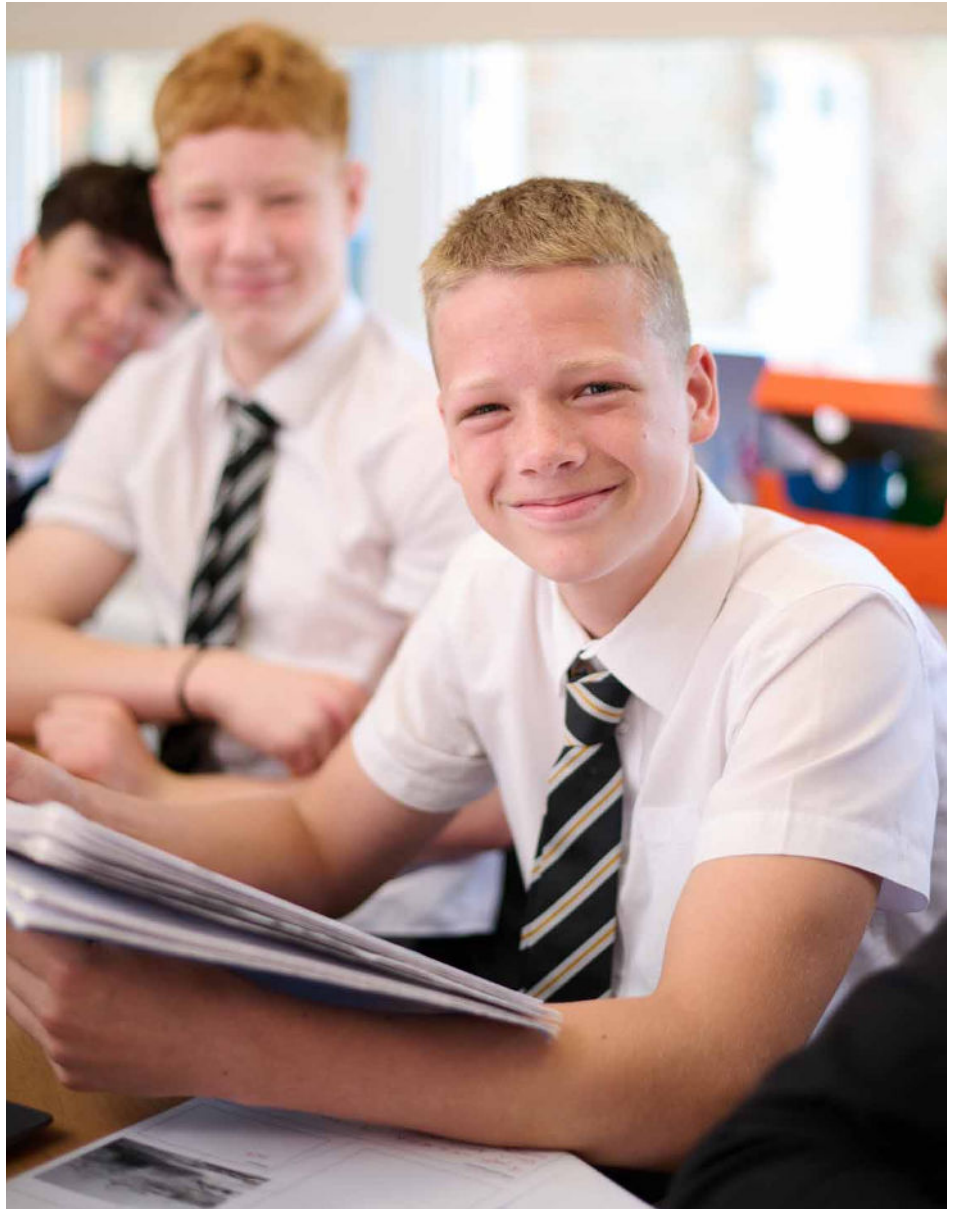


## Safeguarding and Equal Opportunities

Shoreham College is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. Applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

We will process your data for recruitment purposes only. If you are unsuccessful in your application, we will keep your data on our systems for 6 months in case any similar future roles become available. If you have any objections to us storing your data for this purpose please email [data@shorehamcollege.co.uk](mailto:data@shorehamcollege.co.uk).

For further information about our compliance with GDPR please see our privacy notice.



I think the College is an amazing school made extraordinary by the staff.

Parent



The sense of community amongst the children sets it apart from other schools

Parent