



IVANHOE SCHOOL

We are looking to recruit a Design Technician

Contract: Part Time, Term Time plus 1 week

Required from: 21st August 2026

PART OF THE
LIFE
MULTI
ACADEMY
TRUST

Design Technician

Contract: Part Time, Term Time plus 1 week (39 weeks)

Required from:	21st August 2026
Grade:	Grade 6, Points 9-10
Contract type:	Permanent
Salary:	£25994.00 - £26,409.00 FTE £14975.39 - £15272.11 Actual
Hours:	25 hours per week, 39 weeks per year (term time plus 1 week) 9.00am – 2.30pm, Monday to Friday

We are seeking to appoint a motivated and enthusiastic technician to support our Design Technology and Creative Arts Departments.

This is a varied and rewarding role, supporting teaching and learning across areas including Food Technology, Ceramics and Art. You will play a key part in ensuring that lessons run smoothly, safely and creatively, helping staff and students make the most of our specialist facilities.

Key Responsibilities

- Prepare and set up materials, tools and equipment for practical lessons
- Support teaching staff in delivering engaging, high-quality lessons
- Maintain safe, clean and well-organised workshop, studio and classroom environments
- Assist with stock control, ordering and storage of resources
- Ensure compliance with health and safety procedures at all times
- Carry out basic maintenance of equipment and tools
- Provide support to students during practical activities where appropriate

About You

We are looking for someone who:

- Is organised, reliable and able to manage a varied workload
- Has a proactive, hands-on approach
- Enjoys working in a creative and practical environment
- Communicates effectively with both staff and students
- Takes pride in maintaining safe and inspiring learning spaces
- Has experience or an interest in Design Technology, Art, Ceramics or Food Technology (desirable, not essential)

Why Join Us?

At Ivanhoe School, you will join a supportive and forward-thinking team, working in well-resourced departments where creativity and practical learning are highly valued. This is an opportunity to make a meaningful contribution to students' learning experiences across a range of exciting subjects.

Closing Date

The closing date for completed applications is **9.00am, 16th June 2026**

Application process

Application forms and further details can be downloaded from Eteach on:

<https://www.eteach.com/careers/ivanhoe-co/>

Completed application forms should be submitted via ETeach. An email will be sent to shortlisted candidates with details of the interview process and the outline of the day. If you have any queries on any aspect of the application or need additional information, please contact the school or send an email via ETeach, where we will be happy to help you.

Thank you, and we are really looking forward to hearing from you.

Jen Steere – Headteacher

Ivanhoe School

North Street, Ashby de la Zouch, Leicestershire LE65 1HX

office@ivanhoe.co.uk

01530 412756

LiFE Multi Academy Trust is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment will be subject to a DBS check and an online search.

At LiFE Multi Academy Trust we embed the principles of equality, diversity and inclusion into everything we do. As a Trust we actively encourage applications from those in minority groups and with diverse backgrounds.

Job Profile

Job Title	Design Technician
Grade Salary information	Grade 6, Points 9-10 £25994.00 - £26,409.00 Full Time Earnings £14975.39 - £15272.11 Actual
Hours and Weeks	25 hours per week, 39 weeks per year (term time plus 1 week)
Work pattern	9.00am – 2.30pm, Monday to Friday
Responsible To:	Head of Faculty
Key Relationships / Liaison with:	Teaching/Support Staff
Job Purpose:	To provide ancillary support for the Design Department, particularly in Food Technology, Ceramics and Art

Tasks and Responsibilities:

- From teachers instructions identify and ensure availability of all materials, equipment's and ingredients required for demonstration lessons and students practical work, to ensure that teaching staff are able to deliver planned lessons and maximise lesson time contact with students
- To prepare materials for lessons
- To maintain equipment and specialist materials (training will be given)
- To keep specialist rooms clean and orderly
- To identify needs under own initiative and maximise time

Specific Activities Include:

- Glaze mixing and preparation
- Clay reclamation, packing and unpacking kilns
- Store room cleaning and maintenance
- Mixing paints / Filling glue
- Promote excellence in students work by use of display
- Preparation of white board resources
- Design and production of stuck sheets
- Sorting laundry for practical lessons
- Sorting units on a daily basis (condition of equipment re hygiene and safety)
- Sorting fridges on a daily basis
- Ordering ingredients / stock
- Setting up lessons for both theory and practical work
- Clearing away/cleaning equipment after lessons
- Checking electrical equipment is in good working order
- Act as First Aider (to be on school rota)

Considerations:

- The nature of the work may involve the post holder carrying out work outside of normal working hours
- The post holder may be required to attend, from time to time, training courses, conferences, seminars or other meetings as required by his/her own training needs and the needs of the service
- This job description sets out the duties and responsibilities of the post at the time when 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.

Staff within this role are employed under the following Job Description and Person specification below. Details of specific roles are directed as necessary by the school.

Person Specification

	Essential	Desirable
Qualifications GCSE in mathematics and English (or proven ability of working at this level in a similar role)	✓	
Experience - Ability to work as a team member - Experience of ordering supplies and keeping up to date records - Ability to act as a First Aider (training will be given) - Experience of working with young people or in a school environment	✓ ✓ ✓	✓
Communication - Good oral communication skills - An ability to liaise with external agencies - An ability to communicate confidently with staff, sand students	✓ ✓ ✓	
Method of Working - Ability to use initiative and prioritise work as required - Ability to manage time effectively - Experience of self-motivated work, setting priorities and working to timescales	✓ ✓ ✓	
General circumstances Excellent record of attendance	✓	

The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any member of staff who develops a disabling condition.



**Join us in making a difference and apply to be
a part of our dedicated team.**

**Together, we can continue to lead positive
change and provide exceptional educational
experiences for all.**



ADDRESS

Ivanhoe School
North Street
Ashby de la Zouch
Leicestershire
LE65 1HX



EMAIL

office@ivanhoe.co.uk



PHONE

01530 412756