



CRANFORD

SCHOOL

Job Title: 3D Design Technician

Responsible to: The Head via the Head of Department

Department: Creative Arts

Start Date: December 2025 or January 2026

Cranford School is committed to safeguarding and promoting the welfare of children and young people and expects all employees, volunteers and contractors to share this commitment and be fully aware of, and understand, the duties and responsibilities that apply to their role. All employees, volunteers and contractors must attend appropriate training in accordance with the School and local Safeguarding Board regulations.

Successful applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, checks with current and past employers, an Enhanced Disclosure from the Disclosure and Barring Service, the requirement to provide original evidence of qualifications as well as evidence of the right to work in the UK and, where applicable, a barred list, prohibition and overseas checks.

This job description is neither final nor exclusive and the range of tasks would embrace many incidents and situations, which are not stated, but require initiative and common sense to be applied.

JOB PURPOSE

The successful applicant will offer practical support in the preparation and running of the 3D Design Department. Under the direction/supervision of the 3D Design Teacher and Head of Department, they will ensure routine maintenance of resources and equipment is carried out in line with Health and Safety and regulatory requirements.

You will also be required to organise and plan extra-curricular activities, alongside attending promotional School Events, such as Whole School Open Morning.

ACCOUNTABILITIES

- Support students in accessing learning activities as directed by the Teacher.
- Ensure the maintenance of a clean and orderly working environment.
- Timely and accurate preparation of routine equipment/resources/materials as set out in the instructions.
- Undertake basic record keeping as directed.
- Assist the Teacher with learning activities ensuring Health and Safety and behaviour of students.

- Provide clerical/admin support e.g., photocopying, printing, and display.
- Monitor and arrange orderly and secure storage of supplies.
- Maintain the daily equipment and check for quality/safety issues.
- Undertake simple repairs and report issues accordingly.
- Be aware of and comply with policies and procedures relating to safeguarding, health and safety and security and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all students have equal access to opportunities and learn and develop.
- Support the Creative Arts Department as appropriate.
- Assist with the supervision of students out of lesson times e.g., clubs, extra-curricular activities.

PASTORAL

- Ensuring a commitment to safeguarding and promoting the welfare of children.
- Acting as a positive role model.

POLICY/STRATEGIC DIRECTION AND DEVELOPMENT

- Contributing to whole school policy-making as required by the Head.
- Ensuring that the school policies and strategies are embedded in the operational activities and effectively support the daily operation of the school.

LEADERSHIP & MANAGEMENT OF OTHERS:

- Understanding leadership & co-ordination of a curriculum area selected by agreement with the Head of Department and/or Deputy Head.

MARKETING & EXTERNAL LINKS, INCLUDING PUPIL OCCATIONS:

- Communicating and co-operating with persons or bodies outside the school (as necessary).

MANAGEMENT OF RESOURCES:

- Supporting the monitoring and management of resources (as necessary).
- Maintain an inventory of all stock items.
- Assisting in ensuring that all resources are fit for purpose and used in accordance with health and safety guidelines.
- To carry out stock disposal in accordance with departmental and school policies.

TRAINING & DEVELOPMENT OF SELF & OTHERS:

- In liaison with line manager, setting personal targets and take responsibility for own continuous professional development.
- Liaising and sharing best practice with colleagues both in the department and the wider school.
- Attending INSET.

GENERAL REQUIREMENTS – ALL SCHOOL STAFF ARE EXPECTED TO:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the school's programme of extra-curricular activities.
- Support the whole school traditions and values of the school.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's H&S and First Aid policies to ensure a safe working environment for staff, students and visitors.
- Work within the school's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the annual performance review process.
- Adhere to policies as set out in the Staff Handbook.
- Undertake other reasonable duties related to the role (e.g., break/lunch/after school duties).

REVIEW & AMENDMENT:

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

PERSONAL SPECIFICATION

QUALIFICATIONS/ATTAINMENT – DESIRABLE

- Degree and relevant subject experience
- Educated to A level
- Experience as a Teacher, Coach or Tutor.
- Experience of organising or participating in extra-curricular activities, trips, and tours.

SKILLS REQUIRED - ESSENTIAL

- Organisational skills: the ability to work in an effective way to meet targets and deadlines.
- Decision making skills: the ability to solve problems and make decisions.
- Teamwork: the ability to work collaboratively with others.

- Communication skills: the ability to make points clearly and understand the views of others.
- Self-management skills: the ability to plan time effectively and organise oneself well.
- Excellent interpersonal skills including the ability to relate well to people on all levels, to resolve conflicts in a sensitive manner, to encourage and motivate.
- Ability to work effectively as a member of a team, to show initiative and imagination, to have vision and the ability to inspire others.
- First class organisational and administrative skills, with the ability to remain calm under pressure and work to tight deadlines, managing competing priorities.
- Effective and energetic in instigating and implementing change.
- Successful teaching experience across the full age range 11 – 18, with a track record of consistently enabling pupils to achieve high standards.

SKILLS REQUIRED - DESIRABLE

- Experience of working in a through school environment.

KNOWLEDGE BASE - ESSENTIAL

- Excellent subject knowledge.
- Excellent professional knowledge and understanding.

Please read our Safeguarding Policy which can be found under 'Information, Policies' on our website, prior to applying for any position. All members of staff, volunteers and contractors working at Cranford School have responsibility for Safeguarding Children.