



Art and Design Technology Technician Job Description

Job Title:	Art and Design Technology Technician
Reports To:	Art and Design Technology Teacher
Location:	Nairobi

Overview

Durham International School is seeking for an Art and Design Technology Teacher to support high quality teaching and learning across these departments. This role requires an enthusiastic, flexible, and well organised individual who can work collaboratively with our existing team.

The successful candidate will support both teachers and students by preparing materials, maintaining specialist equipment (including 3D printers, laser cutters, and woodworking tools), and ensuring high standards of health and safety. The role also involves assisting with practical lessons and projects in areas such as Product Design, Resistant Materials, and Art combining traditional techniques with modern CAD/CAM technologies while effectively managing workshop resources and stock.

Key Responsibilities

1. Workshop & Equipment Management

- Set up, maintain, clean, and repair machinery (saws, drills, lathes, CAD/CAM equipment), tools, and safety gear.
- Maintain the Art and Design Technology rooms, preparation spaces, and storage areas to a high standard of organisation, cleanliness, and safety.

2. Material Preparation

- Cut, organise, and prepare materials in advance of lessons (wood, metal, plastics, electronics, paper, paints, clay, inks, printing plates, mounting work paper, and other relevant resources) for lessons across all Key Stages.

3. Lesson Support

- Assist teachers and provide technical guidance to students during practical sessions, demonstrations, and exams.

- Ensure materials and equipment are readily available and appropriate for planned lessons.
- Support the setup, breakdown, and resetting of classrooms between lessons.

4. Health & Safety Compliance

- Enforce safety rules, manage storage and disposal, and ensure safe handling of chemicals and equipment.
- Ensure students use materials, tools, and equipment safely and appropriately.
- Support the implementation of departmental health and safety procedures.

5. Resource Management

- Monitor stock levels, order supplies, and maintain inventory of materials and components.
- Assist with ordering and budgeting for supplies.
- Ensure efficient use of resources to minimise waste.

6. Displays & Departmental Support

- Support the preparation, mounting, and display of student artwork.
- Assist with exhibitions, open days, and departmental events.
- Support the archiving and storage of student work.

7. CAD/CAM Operations

- Operate and maintain digital fabrication tools such as 3D printers, laser cutters, CNC machines.
- Use design software (e.g., SketchUp, SolidWorks).

Requirements

- Minimum of a Diploma or Bachelor's degree in Design, Engineering, Manufacturing, Art, or a related technical field.
- At least 4 years of relevant experience in a technical, workshop, or educational environment.
- Background in Design, Engineering, Manufacturing, Education, Maintenance, or Art. While prior experience in a school environment would be beneficial, it is not essential.
- Sound understanding of Health & Safety procedures, including Control of Substances Hazardous to Health (COSHH).
- Ability to communicate effectively in English, both orally and in writing.
- Experience working with different machinery and materials (lathes, drilling machines, saws, laser cutters, pneumatics).

- Ability to carry out basic maintenance and retain a clean and safe environment for staff and students.
- Good standard of education and ICT skills (experience with CAD/CAM software an advantage).
- Reliability, enthusiasm, and flexibility.
- Additional experience in ceramics, textiles, DSLR photography, or Adobe Photoshop is an advantage.

How to Apply

Interested applicants are invited to send an application by email to hr@durhamkenya.com by **30th June 2026**. No applications will be accepted after the closing Date.

Applications should include all the information listed below:

- A letter of application addressed to The HR Manager, of no more than one side of A4, explaining why you would like this role and the skills and experiences you can bring to it.
- A fully completed Durham International School Teaching Application Form [Click here](#)
- The names and accurate addresses, email addresses and telephone numbers of three referees, two of whom must be your recent and current employer, to be completed in full in the Application Form.
- Please be advised that an incomplete application form or an application that does not provide a Covering Letter and Durham Application Form as stipulated, will unfortunately not be considered. Applications will be reviewed as they are received.

Confidentiality

References will only be requested at short-list stage and we will let you know before we approach referees.

Safeguarding Statement

The school is committed to safeguarding and promoting the welfare of children. The successful candidate will be required to adhere to the school's safeguarding policies and undergo appropriate background checks before employment.