



Applicant Information Pack

Design Technology Technician



'Every Individual is in a great school'



Headteacher letter to Applicants

Dear Applicant

Thank you for the interest you have shown in our school. I am delighted you are considering joining William Brookes School and as the recently appointed Headteacher I am proud to welcome you to our vibrant and successful school.

William Brookes is unique in that it is the only Coubertin school in Great Britain and is a place where Olympian values infuse every aspect of school life. Students gain good academic outcomes, but education is not just about the academic mind; it is also about the heart, and so students at William Brookes are exposed to a broad range of enrichment activities; especially through the Arts and in Sport.

Please explore our [website](#) and read the additional materials included in this pack to find out more about us. The Job Description & Person Specification give you full information about this post. I hope that you are inspired by what our school has to offer.

If you decide that you have the energy, enthusiasm and experience to enhance our culture and make a difference, then we look forward to your application. If you would like to arrange a visit or have an informal discussion then please contact the Headteacher's PA Ms Toni Ferrans via email at toni.ferrans@wbs.318education.co.uk

We look forward to hearing from you.



Ruth Shaw
Headteacher

About our Trust



The 3-18 Education Trust is currently made up of ten schools and derives its name from the age range of the pupils and students who attend those schools. We have an inclusive ethos, defined by age and we recognise that education is a continuous process, secured through consistent values and a strong transition (through the key stages).

Our Vision:

To ensure every individual is in a great school.

Our Mission:

To celebrate the diverse nature, culture and identity of our individual schools, whilst enjoying the benefit of the team, so that each school is reciprocal in their support for one another and achieves together.

Our Values:

- **Accomplished:** to provide high quality education and training for all
- **Resilient:** to be solution focused and able to intelligently manage challenges
- **Compassionate:** to show care and understanding towards others

Not only do we pursue the important dimension of achieving the best results for each student regardless of their starting point, but we also believe strongly that education is about developing well-rounded individuals who are ready, willing and able to make their contribution to society.

Please take a look at our [Trust website](https://www.3-18education.co.uk) (<https://www.3-18education.co.uk>) for more details on what we offer. For information about each of our schools, please read on or click on the below links.



The 3-18 Trust: What We Offer

Hours & Working Weeks

Work-life balance is important in our Trust.

Having the ability to organise your working hours in a way that suits you, whilst not compromising your hours and standard of work, alongside meeting the requirements of the post and the needs of the Trust can help to achieve this work-life balance. It may be to avoid a busy commute or to allow time to work around childcare or caring for dependents. We will be looking for core-working hours, which will be agreed with the successful applicant and other hours are to be worked around other commitments.

We also support home-working and this will be discussed at interview.

You must exhibit a high level of self-motivation and self-discipline and be able to manage your own time effectively for this to be successful.

In addition to a comprehensive induction and a commitment to your ongoing training and career progression, we also offer:

✓ **Unbeatable Pension Scheme**

Thinking about your future? We are too and it's never too early. We'll automatically enrol you onto the relevant pension scheme – we will pay a whopping 28.68% into your Teachers Pension scheme or 19% if you are a member of our amazing support staff through the local government pension scheme – you'll find it hard to beat that.

✓ **Holiday**

Whilst holiday allowances vary across the roles, we offer no less than 27 days plus bank holidays– and to top it off, your holiday entitlement grows as your career does – as after five years' service you'll be awarded five extra days. Plus, we run a special leave policy making allowances for paid time off for those unplanned life events or family milestones that we just wouldn't expect you to miss.

✓ **Saving Scheme**

Saving for those rainy days has never been easier than with our salary savings scheme where you can have your savings taken directly from your salary into an accredited savings scheme.

✓ **Support for you and your family**

We understand that becoming a parent, growing your family or looking after those who mean the most to you, can be life changing. That's why we're proud to provide policies that fit around your family, whenever you might need it.

✓ **Your wellbeing**

It's a top priority for us, and that's why we look after your physical wellbeing with free eye tests, flu vaccinations, and an outstanding occupational health service. We also look after your mental wellbeing too, with our employee assistance programme, providing legal, financial, health, parenting and life advice with 24 hour access for you and your family

members. We also provide access to independent counselling specialists to beat those long waiting lists and ensure you have access to the right support at the right time.

✓ **Online GP Service**

Struggling to get an appointment with your local GP, we've got you covered. As an employee at The 3-18 Education Trust you will have 24 hour access to a GP appointment, these usually take place within 2 days at a time to suit you, prescriptions provided when required to be collected at your local pharmacy. This service is also open to your dependants.

✓ **We've always got you covered**

If the unexpected happens – for example, you can't work because of illness or you're in an accident – we've got you covered with excellent sick pay benefits. Plus, in the event of death in service, we'll pay up to three times your salary. All these give you financial protection and take away any worries – all at no cost to you.

✓ **Cycle to work scheme**

Choose a brand-new bike and accessories and save on tax and National Insurance. Select a bike worth up to £3,000 and spread the cost over 12 months, interest free.

✓ **Home and Electronics Scheme**

The latest Xbox on the birthday list? Washing machine broken down at just the wrong time of year? We have you covered with our newest salary sacrifice scheme, open all year round and open to all staff, spreading the payments for those expensive items over 12 months.

✓ **Awards for long service**

We owe so much to our long-serving colleagues. That's why we're all about rewarding their continuous service and celebrating their key milestones. Just the way it should be.

✓ **Career Progression**

From bitesize learning right through to professional qualifications. With our trust wide dedicated CPD leads, we believe every colleague should have the chance to progress – personally, professionally and as far as possible.

✓ **Additional Perks**

Many of our sites have access to freshly made hot meals at a discounted rate, free carparking, gyms and swimming pools all open to members of staff at greatly reduced rates or free.

Job Description: Design Technology Technician



Title of Post	Design Technology Technician
Grade and SCP	Grade 5, SCP 5-6
Hours/Working Weeks	15 hrs per week, term time plus 1 week
Post Status	Permanent
Accountable To	Senior Curriculum Leader

RESPONSIBILITIES

Support for students

- Support students in accessing learning activities under the guidance of the teacher

Support for the teacher

- General maintenance of technology rooms and equipment
- Preparing materials for practical lessons and setting up equipment
- Ensuring that equipment is ready for lessons
- Filing and ordering reprographics
- Making regular safety checks on equipment
- Placing orders and checking deliveries
- Checking equipment before and after use by a class for quantity and damage
- Supporting teachers during lessons, educational visits and activities in school

Support for the curriculum

- Stocktaking books and equipment and entering new stock onto the records
- Keeping an accurate record of tools, materials and stationery stock and advising the teacher in charge of ordering requirements
- Ordering replacement stock as necessary
- Complying with appropriate Health & Safety regulations
- Collecting money for materials from students
- Using specialist equipment
- Attend staff meetings as required

General Duties

- Preparation of materials for classes
- Providing technical support to the classroom teacher – working with individuals or small groups when required

- Routine maintenance of machines and equipment
- Maintaining Health & Safety records and risk assessments
- Conducting inventories of stock and equipment, and ordering when necessary
- Receiving and unpacking equipment and stock
- Photocopying resources for staff when necessary
- Building and maintaining racks of tools and equipment, and classroom display & storage
- Weighing and storing food for boarders or disadvantaged students (under the guidance of Head of Department)
- Checking equipment for damage or breakages on a regular basis
- Tidying and sorting out both Food and Textiles areas
- Cleaning cookers and kitchens at least twice a year
- Regular monitoring of fridge temperatures and recording the data
- Plus any further duties as directed by the Senior Curriculum Leader

Professional development

- Help keep knowledge and understanding relevant and up-to-date by reflecting on your own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness;
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school

Other Responsibilities

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Continued commitment to safeguarding
- Be aware of and comply with all school policies and procedures
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos and aims of the Schools and Trust
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings, training and learning activities as required

The postholder may be required to carry out any other duties that are 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.

This job description is subject to review, in negotiation with the postholder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

Headteacher signature:

.....

Date:

.....

Postholder's signature:

.....

Date:

.....

Postholder's name:

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> A reasonable educational background is important, probably having achieved 5 A* to C grades, including an O Level /GCSE or equivalent qualification in English Language and Mathematics 	<ul style="list-style-type: none"> Level 2 qualification Experience in a skilled/semi-skilled trade
Experience	<ul style="list-style-type: none"> 	<ul style="list-style-type: none"> Working with children or young people Working in an educational setting or similar
Knowledge and Understanding	<ul style="list-style-type: none"> Good numeracy and literacy skills 	
Skills and Abilities (relevant to post)	<ul style="list-style-type: none"> Willingness to participate in training and development opportunities Good ICT skills Good organisational skills Team player Sufficiently fluent in spoken English to ensure effective performance in the role 	<ul style="list-style-type: none"> Knowledge of Design & Technology, especially the General Workshop
Personal Attributes	<ul style="list-style-type: none"> Committed to getting the best outcomes for the school goals Accuracy and efficiency Confident communicator Ability to work on your own and as part of a team Flexible and reliable Patience A commitment to a student-centred approach, within an inclusive school A positive and keen attitude Commitment to high standards 	
Special Conditions	<ul style="list-style-type: none"> Willingness to undertake an enhanced Disclosure and Barring Service (DBS) check 	

Application & Appointment Process

An application form is available to download from the school's website and can also be found [here](#).

Please complete and return your application form as soon as possible, clearly noting all the experience, skills and personal qualities that you can offer which are relevant to this post.

To arrange an informal conversation or to find out more about this role, please contact Ms Toni Ferrans via email at toni.ferrans@wbs.318education.co.uk to arrange a conversation.

The deadline for applications is 9.00am Monday 23rd June

Interviews will be held shortly afterwards

Please send completed applications to Toni Ferrans via email at toni.ferrans@wbs.318education.co.uk

Interviews will be offered to those applicants who best demonstrate how skills, abilities and experience match the person specification, taking into consideration the job description.

Please note:

- It is essential that all elements of the application form are completed in full.
- We do not accept CV's in support of an application.
- Appointments will be subject to clearance in respect of medical fitness, satisfactory references, right to work in the UK and criminal disclosure.
- This post is exempt from the Rehabilitation of Offenders act 1974 and as such the applicant who is appointed to this post will be subject to an Enhanced Disclosure before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once appointed, the successful applicant may also be required to apply for an Enhanced Disclosure at intervals during the course of their employment whilst in this post.

If invited for interview, **you are required to bring evidence of your qualifications and appropriate documents to initiate the DBS application process** should you be the successful candidate

We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible

The 3-18 Education Trust is committed to safeguarding and promoting the welfare of children and young people, as such this post requires acknowledgement and understanding of safeguarding and child protection policies. Policies can be found on the trust website.

In line with KCSiE, the Trust may carry out an online search on all shortlisted candidates as part of our safer recruitment process.