



Being the best we can be

**DESIGN &
TECHNOLOGY
TECHNICIAN**

**Application Pack
Richmond School**



**Richmond School
& Sixth Form College**

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**Northallerton School
& Sixth Form College**

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**Stokesley School
& Sixth Form College**

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Richmond School & Sixth Form College

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June 2022

Dear Colleague

Thank you for your interest in joining our team at Richmond School and Sixth Form College. This is an exciting time in terms of our development and a fantastic opportunity for a keen and enthusiastic Design and Technology Technician to help shape our future.

Richmond School and Sixth Form College is an exciting, forward- thinking, inclusive and caring place to work and study.

On visiting, there's an immediate sense that it is more than just a school, it is a community within a community and students, visitors, parents and staff often comment on the special 'buzz' they feel when they are here. It's hard to pinpoint, but it's a combination of many factors that unite to make this such a special place. Dedicated teachers, fabulous facilities, a wonderful heritage, a sense of belonging and incredible students all combine to make the school the exceptional place that it is. Our broad, rich curriculum and extra-curricular provision mean there is a genuine culture of constant improvement and going over and above for the students we teach and anybody appointed to this role would need to be of a similar mindset.

Students work hard to demonstrate and develop the school's six values - Creativity, Excellence, Independence, Resilience, Respect and Teamwork. Our values are integral to each child's education, both academically and in extra-curricular activities and they underpin everything we do. We encourage our students to apply these values every day. As a result of a positive culture and the rigorous application of our policies, students learn well and behave well. There is a calm atmosphere in the school and students tell us they feel safe and well supported.

I do hope the above inspires you to apply for the post being advertised.

I look forward to reading your application and to welcoming a creative and dynamic colleague to Richmond School. If you would like to know more about the school, please visit our website richmondschool.net and our short video [Transition - Richmond School & Sixth Form College](#) which will give you a flavour of the school. If you have any questions about the role then please contact admin@richmondschool.net and they will guide your query to the most appropriate person.

Yours sincerely

A handwritten signature in cursive script, appearing to read 'J Potter'.

Jenna Potter
Headteacher

Job Description for: Design & Technology Technician

Job Title: Design & Technology Technician
Grade: Grade D (SCP 4 – 6)
Salary: £16,367 - £17,029 (pro rata salary)
Contract: Permanent. Term time only + training days
Hours: 37 hours per week

Job Purpose:

To work under the guidance of the Lead Teacher of Design & Technology to coordinate the use and maintenance of practical resources and facilities.

To provide assistance and advice in meeting the practical needs of the curriculum.

To assist in carrying out: stock control, preparation of resources, constructing and modifying apparatus and assisting teaching staff with basic demonstrations.

Main Responsibilities

Managing Resources:

- Ordering and preparing materials for students in all years.
- Maintaining equipment including hand tools and machinery.
- Actively monitoring the use of equipment and liaising with the Lead Teacher to highlight any replacements required in the department.
- Ensuring equipment is in good working order and is safe to use.

Health & Safety:

- Maintain updated material data sheets and ensure COSHH requirements are current.
- Monitoring of the use of equipment - maintaining equipment to ensure it is working safely.
- Liaising with the Lead Teacher to ensure Risk Assessments are completed and up to date.
- Ensuring Personal Protective Equipment (PPE) is functioning, maintained and replaced if required.
- Completing daily checks to ensure that workshops are in safe working order.
- Liaising with site team to organise planned service intervals on machines and fume and dust extraction equipment.
- Using guidance from HSE and CLEAPSS to assist staff in the safe management of the department.
- Maintain first aid kits and update signage.

Teaching & Learning:

- Contribute to CPD sessions where appropriate.
- Offer support in practical lessons when appropriate.
- Contribute to departmental development and planning - providing information on material and equipment constraints.
- Assist teachers in ensuring that KS4/5 students' practical projects are well managed and thought out. Ensure students can access the correct tools and materials for their practical outcomes.

- Work with departmental staff in developing up to date projects that are appropriate for the age and skills of all those involved.

Other Responsibilities:

Safeguarding

To be responsible for safeguarding and promoting the welfare of children and young people and adults, raising concerns as appropriate, following the school's safeguarding procedures.

Confidentiality

Ensure that confidentiality and discretion is maintained at all times when dealing with school matters.

Data Protection

Comply with the Trust's policies and supporting documentation in relation to Information Governance this includes Data Protect, Information Security and Confidentiality

Health and Safety

Be aware of and implement your health and safety responsibilities as an employee and, where appropriate, any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety Policy and Procedure. To work with colleagues and others to maintain health, safety and welfare within this working environment. Use equipment safely and carefully, to assist with the care and maintenance of school property including reporting faults.

Equalities

We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities. Within own area of responsibility, work in accordance with the aims of the Equality Policy Statement.

Training and Development

To attend meetings as required and to participate in any development opportunities and training events relevant to the post holder's duties. To participate in the School's performance management programme.

Areté Learning Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Any offer of employment will be subject to satisfactory completion of all pre-employment checks including an enhanced DBS disclosure.

I understand this job description as defining my key responsibilities and appreciate that the above list is indicative and not exhaustive and that additional duties as reasonably commensurate with the role may be required of me.

(Last updated: November 2020)

PERSON SPECIFICATION

| Qualities and Attributes | |
|---|---|
| Qualifications | |
| ESSENTIAL | DESIRABLE |
| <ul style="list-style-type: none"> • Level 5 GCSE or equivalent • Awareness of Health & Safety regulations | <ul style="list-style-type: none"> • Health & Safety qualification • Awareness of COSHH, HSE Regulations • City & Guilds Craft/NVQ Level 3 in any construction/Craft trade |
| Work or relevant experience | |
| ESSENTIAL | DESIRABLE |
| <ul style="list-style-type: none"> • Previous experience in a similar role or working with machinery • ICT literate | <ul style="list-style-type: none"> • Practical site experience |
| Knowledge and Understanding | |
| ESSENTIAL | DESIRABLE |
| <ul style="list-style-type: none"> • Wood working and/or engineering skills, basic electronics, maintenance of machinery and preparing materials | <ul style="list-style-type: none"> • Knowledge of the particular issues relating to a school environment. |
| Skills and Abilities | |
| ESSENTIAL | DESIRABLE |
| <ul style="list-style-type: none"> • Ability to organise and prioritise a demanding workload. • An enthusiastic and positive attitude to Design and Technology. • Ability to use own initiative in undertaking tasks. • Flexible approach to working arrangements. • Self-motivated and hard working • Ability and willingness to work in a team • Ability to work with and motivate children • Excellent communication skills • Interest and proven record in continuing professional development | |

APPLYING FOR A JOB WITH ARETÉ LEARNING TRUST IMPORTANT ADVICE ON COMPLETING THIS APPLICATION

Your application form plays an important part in your selection. Please ensure you address all the essential requirements listed in the specifications. The following advice should help you to complete the application form as effectively as possible.

Rehabilitation of Offenders

If the post you are applying for requires you to have a Disclosure and Barring Service (DBS) check you will be required to disclose full details of your criminal history prior to your interview. This information may be discussed with you at your interview in order to assess job related risks, but we emphasise that your application will be considered on merit and ability and you will not be discriminated against unfairly. Failure to disclose this information will result in any offer of employment being withdrawn.

A DBS check will be carried out for successful applicants where the post involves access to children and/or vulnerable adults. This check for disclosure of criminal history will include spent convictions, pending prosecutions / current court proceeding and police enquiries. In the event of employment, any failure to disclose such convictions will normally result in dismissal by the authority. Any information given will be completely confidential and will be considered only in relation to this application.

Canvassing

You must not try to influence any staff members, governors or directors of Areté Learning Trust to act in your favour, as this will disqualify you. If you are related to a trust member, director, employee or governor you must indicate this in the relevant section of the application form.

How to apply

Please forward your completed application form to recruitment@aretelearningtrust.org stating the title of the post you are applying for in the subject box.

The closing date for receipt of applications is **9am on Friday 8th July 2022**

Interview date: **week commencing Monday 11th July 2022**