



Hadleigh High School

An academy of Penrose Learning
Trust

Classroom Technician

Recruitment Pack



Penrose
Learning
Trust

Aim
High

Work
Hard

Be
Kind

Headteachers Welcome

Dear Applicant

Thank you for your interest in the post of General Classroom Technician, at Hadleigh High School. This is an exciting opportunity to join our popular and successful school. Hadleigh High School is a vibrant, student-focussed 11 – 16 secondary school rated “Good” by Ofsted in January 2019. We foster a strong community and have great pride in our students and their achievements. Our examination results continue to improve year on year, but we still have ambitious plans for the future.

The job description summarises the broad range of responsibilities attached to this role. If you relish the opportunity of working in a supportive and stimulating professional environment, Hadleigh High school would welcome your application.

All applications must be made on the Trust’s application form. Applications should be returned by email to applications@penroselearningtrust.uk

The closing date for applications is **Friday 13th October 2023 at midday**

The selection process is planned for **Tuesday 17th October 2023**

The school is committed to recruiting the highest quality individuals in order to build on our many successes. We can offer a range of incentives to attract the very best talent. These include:

- An outstanding continuous professional development programme.
- The school also offers a range of benefits to all employees through our pro-active staff Well-being Team.

Hadleigh High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and Trustees to share this commitment. All appointments are therefore subject to satisfactory DBS and Immigration Checks, together with the receipt of references and only applications submitted on the school’s application form will be considered.

If you require any further information, or you would like to visit the school, please do not hesitate to contact me on 01473 823496.

Yours sincerely



School Vision Statement

All young people at Hadleigh High School, regardless of background or need, strive to be the best version of themselves through working hard, aiming high and being kind.

They will make outstanding progress academically, secure excellent destinations post-16, and become well-rounded, happy individuals who go out into the world and make a difference.

Our students will be diligent learners, who are resilient and able to adapt to an ever-evolving world. They are able to question the world in which they live and learn how our history and culture shape us. They take pride in their achievements and those of their peers, and have a strong sense of moral purpose.

Our young people will achieve success as a result of our strong culture of unwavering high expectations, where all students are supported and treated as individuals. Our excellent pastoral care will ensure all our students flourish through their personal development, positive habits and healthy relationships.

The school has an uncompromising focus on securing the highest calibre staff, and will be a beacon of outstanding classroom practice. We will harness the power of our community, national networks and the benefits of being part of the Penrose Learning Trust.

Our curriculum will be thoughtfully sequenced, balanced and aspirational, delivered by outstanding teachers who ensure the highest levels of progress. As a result, our students will be inspired to pursue excellence and embrace learning throughout their lives.

Core values

Aim High, Work Hard, Be Kind

Job Description

Duties

The role of the classroom technician is to support safe and secure learning through the preparation of a range of practical lessons using technical skills, knowledge and expertise, with a particular focus on health and safety.

This role is perfect for a dynamic individual who can work efficiently within a team/s in practical subjects (for example subjects such as Art, Food Technology, Science and Design Technology) and who can assist in inspiring and supporting departments to display work creatively.

Roles and Responsibilities

The work will involve preparing materials, setting up practical materials, setting up practical work, maintaining a safe and clean working environment, ordering materials, preparing displays and assisting the classroom teacher during practical lessons:

- To organise and prepare materials and equipment for experiments and demonstrations as required by the subject teacher prior to lessons.
- To work with students individually or in small groups to support, help and/or supervise their work. To respond to queries and supply information and advice. (These responsibilities to be carried out under the supervision of the teacher).
- To prepare relevant teaching and learning facilities and to ensure that such facilities and safe and secure for use by students and teachers.
- To carry out an agreed programme of scheduled routine maintenance to tools, equipment, systems and procedures and carry out ad hoc minor repairs.
- To assist the Subject Leader with the maintenance of an inventory system and maintaining an up-to-date inventory using the agreed recording procedures of the school.
- To take appropriate action to identify, evaluate and minimise any risks to health, safety and security in the immediate working environment.
- To carry out an agreed scheduled and recorded programme of safety checks on resources, equipment and materials – reporting issues to the line manager where relevant.
- To implement and develop common awareness of best practice health and safety procedures amongst students and staff in the facilities used for learning and teaching
To clean up specialist tools, equipment, materials and resources and to make sure that teaching and learning facilities are clean and safe for use. To dispose of waste safely.
Note: technicians do not substitute for school cleaners. However, non-specialist cleaners cannot be expected to safely clean up (potentially) dangerous materials and equipment.
To implement agreed safety and security procedures covering:
 - Materials and resources
 - Plant and equipment
 - Access to facilities
- To be responsible for ordering of all types of resources, tools, materials and consumables, in processing receipt and delivery of incoming goods and checking delivery notes, in accordance with the financial procedures of the school.
- To be responsible for the storage and security of resources, tools, materials and consumables and that adequate supplies are maintained
- To use and develop ICT skills to support the administrative requirements of the post.

- To administer first aid in the relevant department/faculty (after relevant training) and to administer a range of emergency procedures in the event of emergency, accident or other unforeseen circumstances
- To take an active role in School Performance Management system to review own progress and set targets for future development.

STANDARDS AND QUALITY ASSURANCE

- a. Support the aims and ethos of the school
- b. Attend team and staff meetings when appropriate
- c. Undertake professional duties that may be reasonably assigned by the head teacher
- d. Be proactive in matters relating to health and safety

The job description sets out the major duties and other tasks associated with the stated purpose of the post. Other duties of a similar nature and/or level undertaken within the school are not excluded simply because they are not itemized.

The duties of this post could vary from time to time resulting from new legislation, changes in technology or policy changes and in this case appropriate training may be given to enable the post holder to undertake this new/varied work.

NOTE

The duties and responsibilities of this post may vary time to time according to the changing demands of the school. This job description may be reviewed at the reasonable discretion of the Headteacher in the light of those changing requirements and in consultation with the post holder.

The Headteacher reserves the right to review and amend the job description.

Person Specification

Skills and Abilities	Essential	Desirable	Assessed by
Ability to organise one's own work, to prioritise tasks and keep to deadlines	√		Application & interview
Ability to work independently and support the work of the team	√		Application & interview
Ability to be flexible and respond effectively to the 'unexpected'	√		Application & interview
Ability to communicate and interact effectively with adults and children and young people	√		Application & interview
Awareness of sensitive information and the need for confidentiality	√		Interview
Knowledge			
An understanding of specific technical health, safety and security issues in schools	√		Interview
Specific curriculum relevant knowledge (<i>to be specified relevant to the post</i>)		√	Application & interview
Know how to carry out basic health and safety checks, tests and routine maintenance	√		Application & interview
Know how to carry out and implement the practical tasks associated with security of materials and resources	√		Application & interview
An awareness of the application of ICT to the school and national curriculum	√		Application & interview
Qualifications and Experience			
Certification to competence in word processing and data base operations		√	Application
GCSE at level A – C in English and mathematics or equivalent	√		Application
Six months experience, on a voluntary or paid basis or as an intern, in a technical support or technician function		√	Application & interview
Willingness and motivation to develop own skills and obtain required Health and Safety Qualifications	√		Application & interview