

# Information Pack for

**Creative Enterprise Technician**



**Hornsey**  
School for Girls

FORTIOR·QUO·PARATIOR  
The Better Prepared the Stronger



## Hornsey School for Girls

Inderwick Road, Hornsey, London, N8 9JF

Headteacher – Ms Kuljit Rahelu

[www.hsg.haringey.sch.uk](http://www.hsg.haringey.sch.uk)



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## Headteacher's Welcome

Thank you for considering our school as your next career move. We are a unique provision in the borough of Haringey as the only Girls School in the borough. We are a community school and when you join us, that is what you become – part of a caring, aspirational community with supportive colleagues and awesome students at all levels.



Hornsey School for Girls lives and breathes its motto – ‘The better prepared the stronger’ We recognise that our students have limitless potential and our school will create, through its experiences and teaching, the next generation of leaders, innovators and social change. We know that in extremely competitive environments in the workplace as well as academically, preparation to succeed is critical. Academia is important to us – but not at the cost of the emotional wellbeing of our school community. For students this means we support their wellbeing every step of the way. We also value our staff team. We want all of our team to have a healthy work/life balance and have a confidential employee assistance programme in place.

The school is a 6 form entry comprehensive. Our standards and expectations are high of all – we are not the school for you if meeting expectations including above average outcomes for exam classes is not your priority. It absolutely is ours, and we manage this by giving you the tools and resources you need to enable this to happen. Our outcomes at Key stage 4 have consistently been above average since 2016. This is a trend we intend to keep and we can only do this by supporting and enhancing our greatest assets – our diverse staff and student body.

You join us knowing you join a ‘good’ school. This school is a dynamic and exciting learning environment with creative teaching and learning as the norm. Our students are bright, articulate and intellectually curious about the world we live in. They are committed to social justice and they are supported in this by a broad curriculum which allows them avenues to flourish, explore their passion and experience the diversity of the world around them. If this sounds like the kind of school you want to work in, then we would be delighted to receive your application.

We look forward to receiving your application.

Kuljit Rahelu

Headteacher

Bradley Fage

Chair of Governors



# Hornsey School for Girls

## The Better Prepared the Stronger

### Ethos

Our key priority is to ensure high achievement for every girl at Hornsey. Through high standards of teaching, our broad and balanced academic curriculum and our extensive opportunities we inspire every young woman to raise her expectations and to be ambitious to fulfil her potential. We foster a love of learning for all of our students and encourage creativity and innovation across the curriculum.



As an international school, Hornsey students are encouraged to participate in national and international issues with integrity and confidence. We believe that every student has an opportunity to have an impact in influencing the world around us and we nurture leadership qualities in all of our students.

Our safe and welcoming school ethos is conducive to effective learning enabling every student to thrive in a calm and purposeful atmosphere. We foster healthy relationships, resilience and collaboration between students in order to prepare them for their world of tomorrow as well as today.

### Values

- 1. Have respect for all.** Treat everyone and everything around you with the highest respect.
- 2. Show kindness to everyone.** Celebrate everyone for who they are including their race, culture, ability, sexuality and individuality.
- 3. Give 100%.** Work hard in lessons and at home; give everything you do your absolute best at all times.

## Work Life balance – reasons to work with us

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Our school is committed to ensuring all employees have support and guidance to ensure their mental wellbeing and work life balance is healthy. Additionally the school offers:

20% PPA as standard

Meeting schedules and timeframes shared at the start of the year to enable planning

Directed time used to support CPE as well as operational management

Welcomes flexible working applications and agree all those that meet the business needs of the school

Centralised detention systems to reduce demands on middle leaders

Staff consultation group

# JOB DESCRIPTION - Creative Enterprise Technician

Job Title: Creative Enterprise Technician	Salary range: Scale 4
Responsible for: There are no line management responsibilities in this post	
Reporting to: Head of Creative Enterprise	
<p><b>Job Purpose:</b></p> <p>To provide technical and administrative support, practical assistance and advice to staff and pupils within the CE department.</p> <p>The CE Department consists of Design and Technology, STEM, Art &amp; Design and Computer Science. The focus of this post is primarily on Design and Technology, STEM and Art &amp; Design.</p> <p>Liaising with all staff, students, parents, Governors, visitors, external bodies &amp; associations and stakeholders.</p>	
<p><b>Main Duties</b></p> <ul style="list-style-type: none"> <li>• Prepare the learning environment, resources and equipment required to deliver outstanding CE lessons (Art, CS, DT and STEM)</li> <li>• Ensure the learning environment is left clean and tidy after lessons -undertaking simple cleaning of fittings, surfaces, equipment and care of sinks.</li> <li>• Assist the Subject Leaders with the management of stock levels for each department, preparing orders for signature, checking deliveries, ensuring invoices are passed to Finance Team for processing.</li> <li>• To ensure suitable knowledge &amp; competence with digital platforms and CAD including 3D printing</li> <li>• Organise the recycling of paper and disposable resources within the CE department and the procurement of recyclable products for lessons - from within and outside the school.</li> <li>• Organise hospitality as required by the department.</li> <li>• Provide administrative support to staff within the department.</li> <li>• Assist the Subject Leaders with the organisation of regular exhibitions, both internal and external, and ensure that displays are set up and dismantled in a timely manner.</li> <li>• Provide in-class support to students as required.</li> <li>• Use digital media to document students' work, exhibitions and displays for record keeping and promotional purposes.</li> <li>• Ensure that the learning environment across the CE Department is stimulating, safe and hygienic. This includes liaising with the cleaners / Resources/Office Manager and other colleagues.</li> <li>• Ensure that regular health and safety servicing and maintenance checks and repairs of equipment are completed.</li> <li>• Follow and promote Health and Safety procedures consistently and conscientiously at all times. This includes protocols in lessons and checking the classrooms.</li> <li>• Undertake Health &amp; Safety duties as directed by the School Business Manager to ensure that the school meets its duty of care to all students, staff and visitors. The post holder may be a member of the school's Critical Incident Support Team and will assist the Headteacher and Leadership team in an emergency.</li> <li>• Assist the Head of Department with the inventory of all equipment within the CE department. .</li> <li>• Provide advice and support for teachers and other staff beyond the CE department who wish to deliver an aspect of CE technology, including display.</li> <li>• Provide support to the department's extra curricular programmes as required.</li> <li>• Assist with student management at lesson change over.</li> <li>• Attend CE department meetings as necessary.</li> <li>• Be responsible for ensuring that all relevant school policies are followed.</li> <li>• Undertake all reasonable requests from the line manager or senior member of staff</li> </ul>	

# JOB DESCRIPTION - Creative Enterprise Technician

## Other Specific Duties

- Assist in the supervision of students as required, for example in exams, on trips and at break times.
- The post holder will be required to demonstrate a continual positive commitment to the school's policies including those relating to safeguarding children, health & safety, and equal opportunities.
- Implement and follow all school and LA policies and procedures, including giving due regard to the schools equal opportunity policy.
- Ensure all work is appropriately documented and kept up-to-date.
- Keep abreast of current legislation and developments in relation to your role and attend training where appropriate.
- Participate fully in the School's Self-Review, Performance Management/Staff Review and School Improvement Plan procedures.
- The post holder may be required to work out of hours by negotiation.

Excellence is expected by all in the school's community where a dynamic and challenging learning environment helps to realise the ambitions of all and continues to ensure exam results are above the national average. The school is committed to preparing students to be responsible, articulate and intellectually curious about the world they live in with confidence. Supporting a creative approach to teaching and learning is established and expected by all.

It is expected that the post holder will carry out her/his responsibilities within this philosophy. The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

**This role is subject to an enhanced DBS check.**

Job Title: Creative Enterprise Technician

## Safeguarding statement

**Our core safeguarding principles are:**

### **Promotion**

- Making sure pupils, parents, staff and all adults that come into contact with children know the systems and the support in place to keep children safe and there is a culture of vigilance permeating across the school

### **Prevention**

- Positive, supportive, vigilant, open and safe culture. Well taught curriculum that includes relationships and online safety, pastoral opportunities for children and safer recruitment procedures

### **Protection**

- Following the agreed procedures, ensuring all staff are trained and supported to recognise and respond appropriately and sensitively to safeguarding concerns.

### **Support**

- For all learners, parents and staff, and where appropriate specific interventions that are required for those who may be at risk of harm.

### **Working with parents and other agencies**

- To ensure timely, appropriate communications and actions are undertaken when safeguarding concerns arise.

### **The school will:**

- Establish and maintain an environment where children feel secure, are encouraged to talk, and are listened to
- Ensure students and parents know that there are adults in the school whom they can approach if they are worried
- Include opportunities in the citizenship (personal, social, health, education) CPSHE curriculum for students to develop the skills they need to recognise and stay safe from abuse
- Act in the best interests of children first. All children have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.

Recognise the importance of safeguarding and the promotion of children's welfare at all times. Safeguarding is embedded in all the school's processes and procedures and at the heart of our school to provide an ethos and environment that will help children to be safe and feel safe. In our school children are respected and encouraged to talk openly. All our staff understand safe professional practice and adhere to our safeguarding policies



# PERSON SPECIFICATION — Creative Enterprise Technician

	Essential or Desirable
<b>Qualifications &amp; Experience</b>	
<ul style="list-style-type: none"><li>● Minimum Level 2 Grade C qualification or equivalent in English and Maths</li><li>● Degree (desirable) or role related Level 3 qualification (essential)</li><li>● Relevant technical experience is essential.</li><li>● Good knowledge and understanding of health &amp; safety legislation and required practices essential</li><li>● Outstanding record of attendance and punctuality.</li></ul>	<ul style="list-style-type: none"><li>● Essential</li><li>● Desirable / Essential</li><li>● Essential</li><li>● Essential</li><li>● Essential</li></ul>
<b>Skills &amp; Aptitudes</b>	
<ul style="list-style-type: none"><li>● Good IT and practical skills including proficiency in a range of IT programmes and the specialist equipment use that are required for this role</li><li>● Ability to communicate clearly and concisely and accurately in writing and orally with a variety of audiences</li><li>● Good interpersonal skills with young people, staff and visitors to the school.</li><li>● Ability to multi-task whilst maintaining attention to detail and doing high quality work; outstanding display skills</li></ul>	<ul style="list-style-type: none"><li>● Essential</li><li>● Essential</li><li>● Essential</li><li>● Essential</li></ul>
<b>Personal Qualities</b>	
<ul style="list-style-type: none"><li>● High levels of integrity, honesty and endeavour.</li><li>● Ability to work on own initiative and to juggle priorities at short notice.</li><li>● Flexibility &amp; Creativity.</li></ul>	<ul style="list-style-type: none"><li>● Essential</li><li>● Essential</li><li>● Essential</li></ul>

# PERSON SPECIFICATION — Creative Enterprise Technician

Other Requirements	

**CONFIRMATION OF JOB DESCRIPTION AND PERSON SPECIFICATION**

**POST:**

**NAME:**

I confirm that I have read this job description and person specification

*Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.*

**Signatures:**

The job description is current at the date below but may be reviewed, in consultation with you, and may be changed to reflect changes in the job requirements which are commensurate with the job title and grade.

Signed.....

Date .....