



JOIN OUR TEAM

'Students are courteous and helpful to each other and to visitors. They are respectful of each other's views, beliefs and feelings. The school is a calm, orderly community and has a strong ethos for learning

Ofsted 2014 (outstanding)



Recruitment pack



DESIGN AND TECHNOLOGY TECHNICIAN

POSITION:	Support Staff
PAY:	Range 2 £20,258 - £22,766 FTE / Pro rata £9,507 - £10,684 (Bucks Pay)
HOURS	21 hours per week, 38 weeks per year (Monday, Tuesday and Wednesday 8.30am – 4pm) Part time - Permanent
START DATE:	As soon as possible

We have an opportunity for a well organised and efficient technician to support our Design and Technology Department. The successful candidate will demonstrate a passion for design, technology and engineering along with excellent administrative skills, the ability to communicate effectively and a sound knowledge of IT, particularly Microsoft products.

The role involves preparing equipment for lessons, assisting during lessons, ordering and providing support to the Subject Leader to ensure the smooth running of the department.

BENEFITS OF WORKING AT CHESHAM GRAMMAR SCHOOL:

- priority admission for qualified children of staff
- subsidised gym membership
- Cycle scheme
- free parking on site
- a commitment to protect, promote and enhance the wellbeing of staff through the Education Staff Wellbeing Charter
- long service award scheme for 5, 10, 15 and 25 years' service
- an opportunity to work in an area of outstanding natural beauty 30 minutes from London

APPLICATIONS Completed applications should be emailed to: recruitment@redkiteschoolstrust.org

CLOSING DATE FOR APPLICATIONS: Monday 27 March 2023, midday

INTERVIEWS: Thursday 30 March 2023

We reserve the right to interview and appoint on application

Red Kite Schools Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share the same commitment.

Applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service

CGS FACTS

1947

School Founded

187

Teaching days per year

1316

Number of students

402

Number of sixth form students

58%

2022 A level A- B grades*

81%

2022 A level A- B grades*



Annual Celebration of Sport Award



14

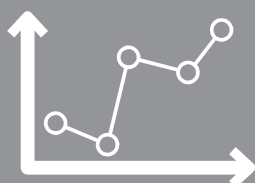
RESIDENTIAL TRIPS

10

DIFFERENT COUNTRIES

31

Number of staff who have worked at Chesham Grammar School for over 10 years.



Average annual turnover of staff

13%
PER ANNUM



DESIGN AND TECHNOLOGY TECHNICIAN

RESPONSIBLE TO:	Subject Leader, Design and Technology
GRADE AND PAY:	Range 2 £20,258 - £22,766 pro rata £9,507 - £10,684
WORKING HOURS:	21 hours per week, 8.30am – 4pm Monday, Tuesday and Wednesday
START DATE:	As soon as possible

KEY ELEMENT OF THE ROLE

1. To support the delivery of the Design and Technology curriculum
2. To provide administrative assistance in order to support the efficient running of the department
3. To work closely with the Design and Technology team in order to ensure the continual safety of all people, equipment and processes within the department
4. To provide additional support as necessary

MAIN DUTIES AND RESPONSIBILITIES

1. To implement a planned maintenance schedule for all department equipment
2. To maintain an inventory of all department equipment
3. To carry out ordering, supply and storage of all required materials
4. To prepare materials
5. To ensure that tools, materials and equipment are appropriately stored and put to use each day
6. To operate under the Health and Safety at Work Act 1974 and subsequent amendments
7. To assist in the preparation and production of teaching aids
8. To act as a cover supervisor within the department when required (to be paid at a separate rate and technician time lost to be made up by working additional hours)

ADMINISTRATIVE SUPPORT

1. To purchase consumables and equipment to maintain stock levels under the guidance of the Subject Leader
2. To carry out photocopying and the preparation of resources for teaching staff as necessary to ensure that planned lessons take place as they should
3. To manage recovery of text books
4. To maintain exhibitions and displays in all rooms and corridors
5. To contribute ideas for and preparation of Open Evening materials

GENERAL SCHOOL RESPONSIBILITIES

- To demonstrate consistently high expectations of all students and a commitment to raising their achievement
- To promote the positive values, attitudes and behaviour expected from all students by treating them with respect and consideration
- To communicate promptly and sensitively with parents, carers and other relevant bodies where necessary
- To contribute towards, and value, the work of teams of staff dedicated to advancing student learning and welfare
- To be aware of, and work within, the statutory frameworks relating to teachers' responsibilities and comply with policies & procedures relating to child protection, health, safety, welfare, confidentiality and data protection
- To undertake any other duty as specified by the Headteacher not mentioned above

PERSON SPECIFICATIONS	Essential	Desirable
QUALIFICATIONS		
Maths and English to at least GCSE Grade C/5 or equivalent	✓	
Graduate status or equivalent	✓	
EXPERIENCE		
Experience of working within a school environment		✓
IT competency	✓	
Experience of working with young people		✓
Previous relevant practical experience		✓
Experience of using machinery and tools		✓
PERSONAL SKILLS AND QUALITIES		
The ability to work as part of a team	✓	
The ability to work independently, use initiative but take direction	✓	
Excellent communication skills (oral and written)	✓	
Excellent interpersonal skills	✓	
High attention to detail and a high level of accuracy	✓	
A personal commitment to professional development and the updating of job-related skills		✓
Working to tight deadlines	✓	



ABOUT DESIGN AND TECHNOLOGY

The Design and Technology department comprises the subjects of Engineering, Food Technology and Textiles, each with their individual Subject Leader. The team of four highly qualified specialist teachers and four skilled technicians are housed in a suite of rooms well equipped with all the facilities required to deliver a high quality Design and Technology curriculum from Year 7 to Year 11. All three Design and Technology subjects are popular choices at Key Stage 4. The Design and Technology department is currently led by an experienced Subject Leader who also has responsibility for Engineering, supported by two highly skilled Subject Leaders in Food Technology and Textiles.

At Key Stage 3, students learn all three Design and Technology subjects in each year on a rotation basis. Many of our students enjoy the breadth of experience that this gives them and go on to study one, or in some cases, two of the Design and Technology subjects at GCSE.

The curriculum is designed with a focus on independent learning and encouraging students to work out concepts for themselves, in line with our whole school approach (the “CGS Learner”). Results are excellent. Our students make excellent progress against their individual targets, with the vast majority of candidates in Year 11 gaining a top grade

The Design and Technology department offers a range of extracurricular opportunities for students, including a GCSE Engineering visit to Bologna, as well as more local visits that immerse students in food and textile production in the local area.

HOW TO APPLY

To apply for this position, you will need to complete an application form, which can be downloaded from our website. Completed applications should be sent to Clare Harvell, HR Manager at recruitment@cheshamgrammar.org

SHORTLISTING

Subject to the number of applications, shortlisting may take place before the deadline for applications has passed. If you have not heard from us within three weeks of the closing date, you can assume that your application is not being progressed on this occasion.

INTERVIEW

Shortlisted candidates will be invited to interview. The Interview will consist of a panel interview (including a member of the senior team), lesson observation and tour of the school. Some roles may have a student and staff panel interview and a written task. Selected candidates may be interviewed by the Headteacher or other members of the management team.

