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## Job Application Pack

### Design & Technology Technician

School: Comberton Village College

Salary: Scale 3, point 5 (range 5-6) £21,575 FTE  
25 hours per week 8.30am – 2pm, 5 days per week -  
(Flexible working hours negotiable),  
Term time only, plus 5 professional days  
Actual starting pro-rata salary of £12,503.18 based on 25hrs  
hours and weeks worked.

Contract: Permanent - Part Time

Start date: 24<sup>th</sup> August 2023

Application closing date: 9am Monday 12<sup>th</sup> June  
2023



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### Welcome from the CEO

We are delighted you are interested in joining one of the Academies in our Trust.

The Cam Academy Trust is a community of schools in and near South Cambridgeshire and Huntingdon which offers 'Excellence for All' students from aged 3 to 18 in 11 schools incorporating pre-school, primary phase, secondary and sixth forms.

School years are a critical period of all our lives as we develop the skills, knowledge and behaviours needed to become successful members of our communities. We want all young people proceeding through all our schools to become capable, caring and confident.

All within The Cam Academy Trust are committed to giving all our pupils the very best grounding that we can through exceptional teaching and learning and outstanding pastoral support.

Each of our academies has its own Principal or Headteacher who works with their own team of high-quality staff and these staff also work with each other to share best practice to ensure our pupils are well educated and well cared for.

Our over-arching purpose is simple: we want to secure educational excellence for all with our Academies working at the heart of and serving their local communities.

A handwritten signature in black ink that reads "S. Munday".

Stephen Munday CBE

## About our Trust

The Cam Academy Trust, originally The Comberton Academy Trust, was formed in 2011 to oversee the conversion of Comberton Village College to academy status in the first instance. With growing emphasis on academies working together in formal partnerships, the Trust quickly changed to become a multi-academy trust so that more schools could join and work closely with us.

As this partnership developed it was only right that the name changed with it as further schools/academies joined, including from the primary as well as secondary phase of education. The Comberton Academy Trust was renamed 'The Cam Academy Trust' – a clear statement that the Trust is greater than the sum of its parts.

The Trust currently comprises seven primary phase schools and four secondary schools, two with Sixth Forms. We are excited that a third Sixth Form is due to open at Cambourne Village College in 2023.

Our Primary phase schools are: Everton Heath Primary School (just inside Bedfordshire), Gamlingay Village Primary, Jeavons Wood Primary School, Cambourne, Offord Primary School, Offord D'Arcy, Hartford Infant and Pre-School, Hartford Junior School and Thongsley Fields Primary and Nursery School, Huntingdon. Bourn Primary Academy joined as the first Associate Member in 2021.

Our Secondary schools are: Comberton Village College (and Comberton Sixth Form), Cambourne Village College, Melbourn Village College and St Peter's School (and Sixth Form), Huntingdon.

The Trust strives for 'Excellence for All' and at the heart of this are six core principles which drive everything it does.

These are:

The Excellence Principle – Education must be of the very highest standard

The Comprehensive Principle – Education must be for all kinds and abilities

The Broad Education Principle – Education must incorporate a broad range of subject areas and personal development

The Community Principle – Every Academy must be at the heart of its local community and serve it well

The Partnership Principle – Each Academy must seek to work positively in partnership with others for mutual benefit

The International Principle – The curriculum inside and outside the classroom must have a clear international dimension.

## Benefits

We offer the following benefits, designed to promote your wellbeing and make your time with The Cam Academy Trust satisfying and rewarding.

### Core benefits

- Holiday – Up to 30 days' paid holiday a year plus bank holidays for full time non-teaching staff (statutory leave for teaching staff)
- Paid leave – enhanced sick pay, maternity pay and adoption leave pay (linked to service) and paid leave for unforeseen personal situations
- Pension – a generous defined benefit pension with the Local Government Pension Scheme or Teachers' Pension Scheme
- Death in service payment – lump sum payment and an ongoing pension for your partner & children (subject to conditions & membership of our pension scheme)

### Health and wellbeing

- Employee counselling and support – free, independent 24/7 help and advice for work-related issues, as well as problems affecting your home life
- Wellbeing groups – arrangements may differ from school to school (secondary school staff)
- Environment – good working environment with excellent facilities (facilities may differ from school to school)

### Professional development

- Professional development – full and part-funded training courses and a wide range of learning opportunities available to all staff
- The College sees staff support and development as a key priority to support high quality teaching and learning. All staff will be part of the College's performance management scheme. They will have a team leader who will set agreed targets for the year. The team leader will monitor and review performance, including classroom teaching. The College will support the continuing professional development of all staff. The Trust provides a range of different conditional professional development (CPD) courses tailored to the needs and experience of staff. These courses are part of entitlements to enable staff to develop with meaningful CPD at different points of their career.

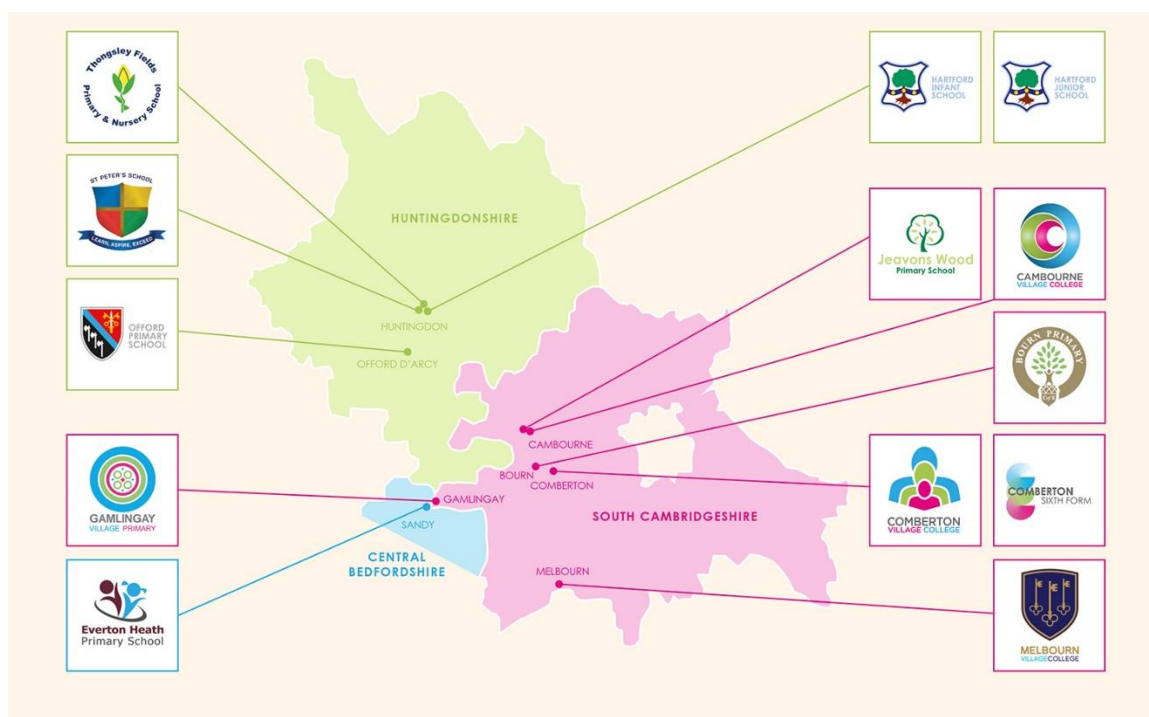
### Employee discounts

- Car parking – free and on-site
- Hot drinks – tea & coffee making facilities provided for all staff
- Cycle-to-work scheme – save £££ on a new bike and accessories
- Subsidised membership to the [Chartered College of Teaching](#) (teaching staff)

### Work-life balance

- Flexible working – all staff can make a request to work flexibly
- Teacher cover - We have Cover Supervisors reducing the amount of cover required by teachers and PPA periods are on timetables and not used for cover purposes (school teaching staff)

## Our Schools



### Comberton Village College & Comberton Sixth Form



Comberton Village College is a thriving community of approximately 1800 students, including 500 in the Sixth Form which was added to the school in 2011.

It was established in 1960 as part of Henry Morris' vision for schools being village colleges at the heart of their community and not just places for children to learn. It has a vibrant Adult Education department as well as an on-site Sports and Arts Centre, including a full-size artificial football pitch and spacious performance hall. Current improvements to the much-extended site include the installation of a £multi-million ground-source heat pump to move away from the use of oil.

### Cambourne Village College

Cambourne Village College opened as a Free School in 2013 as the first new village college in Cambridgeshire for 30 years. It serves the community of Cambourne, a group of villages located between Cambridge and St Neots.

It has been repeatedly grown since its inception and now has plans for further expansion to include a sixth form from 2023 and further capacity to match growing demand for families moving into Cambourne West, the fourth of the villages it serves. It, too, offers extensive arts and sports facilities for community use.

It was the first school in the Trust to equip its students with iPads, an initiative now being rolled out across the Trust.



## Melbourn Village College



**MELBOURN**  
VILLAGE COLLEGE

Melbourn Village College is the smallest and oldest of the village colleges in the CAT community. With around 600 students in Years 7-11, it still offers an innovative curriculum with Mandarin taught to all from Year 7 with the option to take the language at GCSE level and, recently, at A Level in conjunction with Comberton Sixth Form.

Melbourn is undergoing considerable investment and improvement with a new artificial pitch that opened in late 2021 and work due to start on upgrading classrooms in summer 2022.

## St Peter's School, Huntingdon

St Peter's School is located in the heart of Huntingdon and offers a nurturing and supportive environment for around 1200 students from a diverse multi-cultural catchment.

The school joined the Trust in 2016 and has undergone significant change with Ofsted now rating it as a 'Good' school. There has also been major investment in its buildings and infrastructure with a complete refurbishment of the Sixth Form and more work scheduled for Summer 2022.



## Everton Heath Primary School



**Everton Heath**  
Primary School

Located just over the Bedfordshire border, Everton Heath is the smallest school in the Trust with just over 70 students. However, the installation of two new classrooms in 2021 has given it capacity to grow.

It has joined forces with larger neighbours, Gamlingay Village Primary (less than two miles away) and the second smallest Trust school, Offord Primary, in a new collaborative West Village Partnership. It is a catchment school for Comberton Village College.

Everton Heath Primary School is part of the newly formed West Village Partnership.

## Gamlingay Village Primary

Established as a full primary school by the Trust in 2018 from Gamlingay First School, it was relocated to the former middle school site following a major upgrade to the existing buildings.

It is now a thriving school for more than 380 pupils and includes specialist primary provision for students on the autistic spectrum, many of whom go on to Comberton Village College's similar secondary offering as Comberton is the school's designated 11-16 provider.



Gamlingay Village Primary School is part of the newly formed West Village Partnership.

### Hartford Infant and Preschool



Renamed in early 2022 to reflect the addition of a bespoke preschool, the team are proud of their caring, secure and purposeful environment to nurture youngsters at the start of their educational journey.

The school shares a site with the Junior School in a suburb of Huntingdon and most pupils make the natural transition across the playground before going on to St Peter's, allowing them the full educational experience within the Trust.

### Hartford Junior School

Hartford Junior School has two-form entry at the start of Key Stage 2 with the majority switching from the Infant School next door.

Rated 'Good' at their first inspection since joining the Trust in 2017, they are proud of their progress in recent years, based on their ethos of 'effort, encouragement and excellence'.



### Jeavons Wood Primary School, Cambourne



Jeavons Wood is one of four primary schools located in the growing South Cambridgeshire community of Cambourne and is a feeder school for Cambourne Village College.

It has more than 400 pupils in a modern, airy building constructed 10 years ago and works unswervingly to support all their pupils both socially and academically.

### Offord Primary School

The newest full members of the Trust, Offord joined in 2019 and undergone significant changes with a new headteacher and the recent collaborative partnership with Gamlingay and Everton Heath.

They are the first primary school in the Trust to obtain enough iPads for every pupil after securing a generous donation from a local charity which supports education in Offord D'Arcy and Offord Cluny.

Offord Primary School is part of the newly formed West Village Partnership.





## Thongsley Fields Primary & Nursery School, Huntingdon

Thongsley Fields Primary & Nursery School was created in 2003 from separate junior and infant schools built to serve families on the Oxmoor estate in Huntingdon. They joined the Trust in 2018 and with a new headteacher are developing grand plans for their curriculum., their grounds and the provision and support for pupils and their families.

Like Hartford Junior School, they are a partner primary for St Peter's School with whom they share a Governing Body.

## Bourn Primary Academy

Bourn Primary Academy, a single form entry Church of England school, became the Trust's first associate members in September 2021, cementing an already close relationship with both Comberton and Cambourne Village Colleges, which it lies between.

All the Trust's services are available to Bourn, which is in the Comberton catchment, and they now work closely with all the other schools and staff across the Trust, sharing experiences and best practice.



## Safeguarding Children and Young People

The Cam Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check, barred list check and other relevant pre-employment checks.



## The Vacancy

### Design & Technology Technician

Part time/Permanent

Scale 3, point 5 (range 5-6) £21,575 FTE

25 hours per week 8.30am – 2pm (including 30 minutes unpaid lunchtime),  
5 days per week - (Flexible working hours negotiable),

Term time only, plus 5 professional days

Actual starting pro-rata salary of £12,503.18 based on 25hrs hours and weeks worked.

Required – 24<sup>th</sup> August 2023

Comberton Village College is looking to appoint an enthusiastic and motivated Design & Technology Technician to join our friendly, collaborative, and hardworking team.

The successful candidate will share a common enthusiasm for Designing and Making and for educating pupils across all specialisms of Design & Technology. A knowledge of working with materials, CAD & CAM and carrying out workshop-based practical tasks is preferable. It is essential to be able to implement safe working practices.

You should be well organised and self-motivated, flexible and hardworking. You should have a high level of accuracy and attention to detail, be proficient in IT and be able to build and form good relationships with students and colleagues. Liaising effectively with staff is essential.

The role focuses on supporting teaching and learning in the areas of resistant materials, product design, construction, electronics, graphics and CAD CAM. The successful candidate may have a particular interest and aptitude for working with wood, metal and plastics. Experience in computer-aided-design and manufacture would be an advantage. The safe running of the department is a key responsibility and will involve the maintenance of machines, tools and equipment, plus adhering to health and safety guidelines.

We have a range of traditional and modern facilities and are continually trying to improve our provision. We have four well-equipped workshops, a dedicated Construction room and two dedicated computer suites. There is a large, dedicated Technician's preparation area, machine shop and stores, plus an office area. Equipment and machinery include: a circular table saw, planer/thicknesser, pillar drills, wood lathe, laser cutter, 3D printers, milling machine, CNC milling machine, plastic forming facilities, welding and braising facilities and sanding machines, alongside all other standard workshop machinery.

#### Specific responsibilities:

A key part of the role will be the timely and effective ordering and preparing of materials, resources and practical equipment required for lessons. You will also assist class teachers and pupils with the preparation of CAD and CAM work, using our computer-based facilities. Occasionally, you will assist with pupil supervision during practical lessons, ensuring safe working practice. You will make regular checking of tools, equipment, machinery, fixtures, fittings and services and carry out maintenance and repair tasks as required. You will ensure that Health and Safety regulations and Codes of Practice are complied with, for the safety of all staff and students.

Training will be provided and although prior experience is advantageous, it is not a requirement.

You will provide administrative support, using the departmental data base, manage stock levels and the ordering of materials and equipment, and carry out other administrative tasks to support the Design & Technology department.

The ideal candidate will have:

- Good practical, problem solving and communication skills
- Experience and/or an interest in the related fields of Design & Technology, Engineering, Construction, Manufacturing, CAD-CAM or Education
- A positive and enthusiastic approach, with the ability to work within a team, as well as working individually, demonstrating own initiative
- A keenness to support teaching staff to provide great experiences for pupils in the areas of designing, product development and making.
- An understanding of the need for confidentiality and awareness of child protection issues
- The ability to be flexible, committed and reliable, with excellent time keeping

The postholder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the governing body.

For further information please contact Katie Burden: [Kburden@combertonvc.org](mailto:Kburden@combertonvc.org)

### How to apply:

Please complete and return the Support Staff Application Form located on our website [www.combertonvc.org/contact-us/current-vacancies](http://www.combertonvc.org/contact-us/current-vacancies). Your application should be supported by a letter of application (consisting of no more than 2 sides of A4 printed) which explains the reason for your interest in this role and any relevant experience that demonstrates how you could fulfil the expectations of this position.

Applications should be submitted to HR Assistant via email at [personnel@combertonvc.org](mailto:personnel@combertonvc.org) by **9am on Monday 12th June 2023**.

Please note that we do not accept CV's.

Interviews to be held soon after.

*We reserve the right to interview and appoint applicants in advance of the application closing date.*

The Cam Academy Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an enhanced DBS check, prohibition from teaching check, section 128 check (as required) and a medical questionnaire.

We recognise that safeguarding against radicalisation is as important as safeguarding against any other vulnerability. As such, all staff are expected to uphold and promote the fundamental principles of British values, including democracy, the rule of law, individual liberty, mutual respect, and tolerance of those with different faiths and beliefs. We believe that everyone should be treated with respect whatever their race, gender, sexuality, religious belief, special need, or disability. As part of our commitment to safeguarding and child protection we fully support the Government's Prevent Strategy.

## Information about Comberton Village College & Comberton Sixth Form



We are delighted that you are interested in our Village College. Since opening as a secondary Village College in 1960, we have been true to our roots. We still seek to serve our community and to be at the heart of that community. The school has

developed a very great deal, but our community ethos remains.

'Excellence for All' is our over-arching aim and it is the driving force behind all that we do at Comberton Village College. A long-standing national reputation for academic excellence and outstanding opportunities for all of our pupils does not mean that we rest on what has happened here. We always want every single one of our pupils to do his or her best and always seek to strengthen our work to enable this. Ofsted inspections consistently grade the overall effectiveness of our school (including the most recent inspection in February 2013) as 'outstanding'. However, we continue to look for ways that we can improve and do more and do it better for the sake of all pupils and our local community. Our very high-quality and committed staff are at the heart of this and of all that we do.

We seek to ensure that all our pupils receive a broad and rounded education that enables each of them to become capable, caring and confident. The many opportunities available outside of the formal curriculum enable a whole range of talents and attributes to be developed in all of our pupils. These include exciting opportunities overseas in line with our aim to provide education with an international outlook.

The addition of a Sixth Form in September 2011 has enabled us to offer the same excellent standard of education now also to 16-19 year-olds. It was very gratifying that all aspects of our Sixth Form were also graded as 'outstanding' at the first time of asking in February 2013. Understandably, very many students are now making the Comberton Sixth Form their first choice for their Sixth Form years.

As a village college, we remain committed to Henry Morris' vision of the college at the heart of the local community. Our community provision is a central part of our role. We see ourselves very much as an "extended school".

Comberton Village College is at a significant and exciting stage in its development as part of a multi-academy trust. When we set up the Comberton Academy Trust early in 2011, we were determined to have a Trust based on fundamental core values in keeping with the very best of Village College and community-based education in order to deliver excellence for all pupils across each of the Trust's academies. As part of this focus on the future, we took the decision in September 2016 to rename the Trust to become The Cam Academy Trust.

The Cam Academy Trust now comprises 11 academies and we work closely with them to ensure mutual support and challenge for all of the pupils they serve.

In all cases, we see all of them as part of our over-arching remit to provide excellent educational opportunities and outcomes for all pupils in a comprehensive, community context. These core values are articulated in the values of our Academy trust. These values represent our unchanging guide through these very significant and exciting developments.

We are absolutely committed to provide the very best education possible for all of our pupils and for our local community. We trust that this website helps to give you a helpful insight into that.

## Job Description:

Design & Technology Technician

### Line of Responsibility

The Design & Technology Technician is directly responsible to the Head of Design & Technology

### Job Content

#### Responsibilities and Accountabilities:

- Prepare and provide all materials, resources and practical equipment required for lessons as ordered by the teaching staff, in a timely and effective manner.
- Setting up and preparation of equipment, tools and materials for workshop use, as requested.
- Ensure that equipment is in good working order and that workshops, preparation areas and storerooms are in a clean, secure, safe and orderly condition. This will include cleaning tasks as required.
- Manage, maintain and improve all aspects of curriculum support in D&T, including exemplar materials, workshops, equipment, resources, stock, storage and safety
- Collaborate with teaching staff, to produce test pieces and exemplar materials, for both teaching and learning purposes
- Support teaching staff and students with the implementation of CAD/CAM aspects of the curriculum
- Organise and operate a materials and stores requisition system to support teaching staff and pupils
- Supporting students in practical work on a one-to-one basis or in small groups, as requested by teaching staff, ensuring adherence to Health & Safety standards and appropriate workshop practice. This may happen outside of the normal D&T class lesson environment.
- Provide technical assistance to students, either individually when they are carrying out activities, investigations or projects, or in-class by assisting or advising students and staff on the practical aspects of the curriculum.
- Show leadership and initiative in developing and managing D&T facilities and resources.
- Contribute to the work of the curriculum area as appropriate and required
- Keep abreast of developments, current initiatives and changes in her/his field and communicate to staff as appropriate.
- Where possible, construct general design and technology equipment.
- Research the availability of suitable equipment, tools, materials, and resources, and suggest alternatives for suitability, sustainability and economy to her/his line manager.
- Ensure that the requisite Health and Safety regulations and Codes of Practice are complied with for the safety of all staff and students, and reporting as required, to the Head of Department.
- Assist their line manager in the promotion and observance of a healthy and safe working environment.
- Assist their line manager in ensuring the safe and effective operation and use of machinery, equipment, tools, materials, resources and software, for example, CAD/CAM.
- Ensure that staff in the design and technology department are aware of and comply with all health and safety requirements and other relevant regulations, for example, COSHH.
- Make regular checking of department equipment, fixtures, fittings and services. Reporting any faults to the site team and the Head of Department.
- Ensure the safe and effective operation and use of machinery, tools and equipment. Ensure proper maintenance of all equipment and machinery. Carry out or organise servicing and repairs where necessary, in line with applicable health & safety legislation
- Actively supporting the Head of Department in developing and reviewing workplace risk assessments and in maintaining a register of COSHH substances.
- Provide training on health & safety and operation/ use of machinery/ tools to non-subject specialist staff.
- Advise, support and train staff as required, especially in relation to Health & Safety.

- Develop and improve workshop, preparation and storage facilities, including carrying out minor construction work as required
- Liaise with the site team, other technicians across the school and external contractors where necessary
- Contribute to the planning and development of systems, policies and procedures within the department.
- Ensure that correct stock levels are maintained.
- Undertake stock-taking of stationery, materials and books as requested by Head of Department.
- Assist with stock control, compiling purchase orders, liaising with suppliers and maintaining appropriate records.
- Complete order sheets and liaise with the Finance Office.
- Undertake photocopying and scanning of documents as requested by teaching staff.
- Provide support for any staff covering lessons by providing them with any cover work set by staff and textbooks, paper, etc.
- Complete various administrative tasks as requested by the teaching staff and the Head of Department, eg, data inputting, timetabling, schedules, filing, etc

To liaise with all Design Technology Department Staff and in particular the Head of Design & Technology. The Design & Technology technician should be prepared to keep up to date in all matters relating to the job. They should also be prepared to undertake any additional tasks, professional development and training as required and negotiated by the Head of Design & Technology.

This job description will be reviewed annually.

## Person Specification

### Design & Technology Technician

	<b>Essential</b>	<b>Desirable</b>	<b>Evidence</b>
<b>Qualifications and Experience</b>	<ul style="list-style-type: none"> <li>• A relevant technical qualification or working experience</li> <li>• Practical experience in working with materials, tools, machinery and equipment</li> <li>• Good standard of education or working experience, therefore being both numerate and literate</li> </ul>	<ul style="list-style-type: none"> <li>• Broad range of experience related to designing and making or Engineering</li> <li>• Current Health &amp; Safety Qualifications relevant to working with Workshop tools, machinery and equipment</li> <li>• Full driving Licence</li> <li>• Current First Aid Qualification</li> <li>• Working with or relating to young people</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Letter of application</li> <li>• References</li> <li>• Interviews</li> <li>• Certificate/s (to be available at interview)</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• In depth knowledge of the working characteristics and properties of one resistant materials area or electronics</li> <li>• Good knowledge of safe working practices in relation to the handling and usage of hazardous tools and equipment</li> <li>• Awareness of relevant Health &amp; Safety issues, including manual handling</li> </ul>	<ul style="list-style-type: none"> <li>• The structure of the Design &amp; Technology National Curriculum and courses across different key stages and specialisms</li> <li>• Working knowledge of behaviour management strategies</li> <li>• Working knowledge of completing risk assessments</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Letter of application</li> <li>• References</li> <li>• Interviews</li> </ul>
<b>Skills and Abilities</b>	<ul style="list-style-type: none"> <li>• Problem solving skills</li> <li>• Practical skills</li> <li>• ICT skills</li> <li>• Working knowledge of maintaining and repairing workshop tools and equipment.</li> <li>• Ability to work independently with a number of resistant materials.</li> <li>• The ability to work both individually and as part of a Team</li> <li>• Professional attitude</li> <li>• Organised and self-motivated</li> <li>• Able to work efficiently to meet deadlines</li> <li>• Able to follow direction</li> </ul>	<ul style="list-style-type: none"> <li>• Computer-Aided-Design (CAD) skills</li> <li>• Computer-Aided-Manufacture (CAM) skills</li> <li>• Engineering or product development skills</li> <li>• Practical skills in a range of material areas and specialisms</li> <li>• Electronics practical skills</li> <li>• Able to work with and repair electrical, mechanical and CNC equipment</li> <li>• Able to occasionally work under pressure</li> <li>• Experience of training staff</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Letter of application</li> <li>• References</li> <li>• Interviews</li> </ul>

	<p>and work in collaboration with her/his line manager.</p> <ul style="list-style-type: none"> <li>• Able to work flexibly to meet deadlines and respond to unplanned situations.</li> <li>• Efficient and meticulous in organisation.</li> <li>• Desire to enhance and develop skills and knowledge through CPD.</li> <li>• Producing outcomes of high professional standards and quality, with attention to detail</li> <li>• Ability to work using own initiative and to be pro-active</li> <li>• Ability to always remain calm and professional</li> <li>• Interpersonal skills to communicate effectively and professionally with staff, students, parents, and other outside agencies (by phone and in person)</li> </ul>		
<b>Other Requirements</b>	<ul style="list-style-type: none"> <li>• Willingness to participate in continued professional development and training</li> <li>• Highly motivated and enthusiastic</li> <li>• Good sense of humour</li> <li>• Committed and reliable</li> <li>• Excellent timekeeping</li> <li>• Ability to carry out tasks in line with the heavy physical nature of the role</li> <li>• Commitment to the highest standards of child protection and safeguarding.</li> <li>• Recognition of the importance of personal responsibility for health and safety.</li> <li>• Commitment to the school's ethos, aims and its whole community.</li> </ul>	<ul style="list-style-type: none"> <li>• Desire to support wider / extra-curricular activities</li> <li>• Flexibility of working hours</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Letter of application</li> <li>• References</li> <li>• Interviews</li> </ul>