

Design & Technology Technician

Montsaye  ACADEMY



Contents

01	About us
02	Our Values
03	Career Development
04	What our staff say
05	Staff Wellbeing
06-07	Being Part of Pathfinder Schools
08-09	Advert
10-11	Job Descriptions
12-13	Person specification
14	Contact us



About us

"We pride ourselves on being at the heart of the local community"

Montsaye Academy is located in the historic Northamptonshire market town of Rothwell, easily reached from Leicestershire, Northamptonshire, Warwickshire and Bedfordshire. Northamptonshire is a popular place to live and one of the greenest counties in England with over 161 parks covering 1600 acres. Montsaye Academy is a vibrant and active community where learning and achievement, in their widest sense, are viewed as the core purpose of our work. It is also a caring and supportive environment in which children can become adults, unafraid to make mistakes, flexible enough to overcome obstacles and ambitious enough to be extraordinary not average.

The school is a member of Pathfinder School's Multi-Academy Trust and collaborates closely with the Trust Central Team, and its nine other Schools. The academy has developed very effective partnerships with other local secondary schools, which enhances our curriculum and supports our practice.

We are fortunate to support the learning of over 1000 students between the ages of 11-18, including a vibrant Sixth Form. Our students join us from Rothwell and a number of neighbouring villages and towns. We employ close to 200 staff, including 70 teachers and leaders and 130 support staff, who enable our academy and students to thrive.

Our on-site facilities include:

- A Community Sports Centre with a Sports hall, Swimming Pool, Fitness Suite, Dance Studio, a full-size 3rd Generation Rubber Crumb all weather surface, grass football pitches and Multi-use Games areas.
- Staff room and Faculty bases
- State-of-the-art Science laboratories
- Dedicated Sixth-Form area
- Recently refurbished restaurant and café



Our Values Excellence, Resilience Aspiration



“

These are more than just words on a page—they reflect who we are today and guide our decisions’

”

As an educator of young people, what we do speaks volumes. How we do it resonates even more loudly. Our values of **Excellence**, **Resilience** and **Aspiration** underpin everything we do and have become common language throughout the academy.

Excellence—The spirit of Montsaye is one that celebrates excellence in all things. Our curriculum is specifically aimed at making lessons both varied and challenging by putting enquiry, thinking, questioning and independence at the heart of everything we do.

Resilience—Resilience in learning is about persevering through setbacks, taking on challenges and risking mistakes to reach a goal. Here at Montsaye we want everyone staff and pupils alike to have the tenacity to overcome barriers and exceed expectations.

Aspiration—Inspiring students and staff to be the best they can be is a whole school approach, we want our students and staff to seek new and exciting opportunities to develop themselves. At Montsaye we invest heavily in our student careers and our staff continuous professional development programmes.

Career Development

'Montsaye Academy nurtures aspiring leaders'

We are a research engaged school and our teaching and learning strategies are driven by the evidence of what works. Our aim is to re-intellectualise teaching and to give all our teachers the opportunity to engage in research and development to improve their teaching practice.

We are committed to developing our staff and invest heavily in our well developed CPD programme, as well as giving our staff the freedom to focus on highly effective learning.

We also provide our staff with access to accredited qualifications and training.

Apprenticeships

Both our support staff and teaching staff have access to apprenticeships unique to their area of work.

Early Career Framework

We are proud to be a member of Pathfinder Schools who in partnership with the Best Practice Network (BPN) will be delivering the new Early Career Framework. Our Early Career Teachers will benefit from our specialist skills in the new framework.



National Professional Qualifications (NPQ'S)

Pathfinder Schools is an official NPQ delivery partner who in collaboration with the Outstanding Leaders Partnership (OLP) are delivering the National Professional Qualifications (NPQ) training programmes to schools. The qualifications draw from the very latest evidence and research into pedagogy, behaviour, curriculum and more.

What our staff say...



“There’s a family atmosphere amongst staff”

“Shared resources allow flexibility, and we are constantly evolving to further improve”

“Excellent team spirit”

“There’s a staff buzz; they rally the troops and get on board to have some fun”

“Montsaye staff really care about the students”

Staff Wellbeing



“

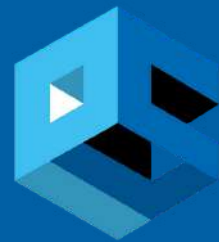
**‘Team Montsaye:
staff look out for
each other.’**

”

Montsaye Academy is heavily invested in staff wellbeing and is proud to offer access to the following;

- A dedicated wellbeing hub
- A weekly focus on wellbeing with regular wellbeing-focused activities
- Cake Wednesdays, where staff have the opportunity to bring in their bakes and catch up with colleagues
- A reduced membership rate for our on-site Sports Centre, which boasts a pool and modern gym where staff can swim for free
- Access to 24/7 telephone counselling service for staff and their immediate family via Zurich
- Access to a health and wellbeing cash plan via Westfield Health
- Access to trained staff Mental Health First Aiders, and part of the Pathfinder Schools Wellbeing Committee
- Access to an exceptional Occupational Health advice
- Support to create Wellness Action Plans
- An employer who is committed to empowering our colleagues to achieve and maintain life-work balance

Being part of Pathfinder Schools

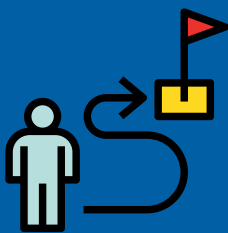


Pathfinder Schools is a cross-phase, multi-academy Trust of 10 schools in the north of Northamptonshire. Our Trust includes both church and community academies and we work closely together, connected by the vision we share for our pupils. Each school has its own unique character but we are unified by our unshakeable belief in the power of education to change lives. We believe that staff and pupils can flourish when they are happy and well-supported. We are inspired by the challenge of providing children with a rich tapestry of experiences that allow them to explore the world and their place in it.

We are passionate about our values of **Aspiration, Responsibility and Courage**, we believe that when people feel respected and included they can be more creative, innovative, and successful.

One Trust, transforming lives and communities, inspiring greatness

Our purpose



Our Trust is a growing family of schools, built on a commitment to the development of the children and young people in the communities we serve.

We exist to deliver the very best educational outcomes for every learner.

Based upon a foundation of independence, we empower young people to broaden their horizons and open their minds to new opportunities.

Our vision



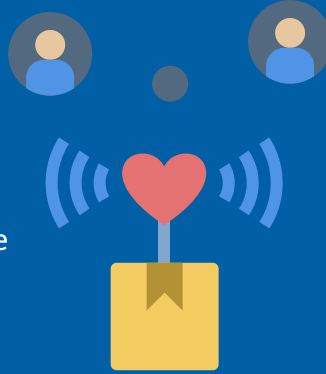
Together we want to develop inspirational schools which instil **Aspiration, Responsibility and Courage** in every learner, enabling them to find the greatness within them.





Our strategic objectives

- Every school a great school
- Every school an inspiring place to work and learn
- Every school a school of choice in the community
- Every school expertly supported by a strong central team



Our Values

Our values stand at the very core of everything. They are the centre from which all we do and say radiates, guiding the way that we work together.

Our Values

Aspiration

We aim high



Everyday we aim to be the best we can be. We are all striving to reach our own personal greatness. We recognise that we do not all start from the same place and we work to enable all to overcome barriers and achieve their full potential.

Responsibility

We play our part



We believe that we are all responsible for making Pathfinder Schools an inspiring place to work and learn. We hold ourselves accountable for our own actions, admit when we have failed against our own standards, feel comfortable asking for support and always strive to be our best selves.



Courage – We are brave

We are a Trust that faces challenges directly, we are honest about the decisions we make and the reasons for them. We support each other through difficult times in our learning and in our lives. We have the strength to persevere in the face of difficulty, uncertainty and challenge.

Design & Technology Technician



Advert

Contract type

- Permanent
- Part-Time
- 32.5 hours per week, 39 weeks per year

Salary

- Grade D Points 3 - 4 (£22,737 - £23,114) per annum pro rata

Interviews

- TBC

Start date:

- As soon as possible

How to apply

To apply, please complete a Pathfinder Schools application form, which can be downloaded from the vacancies page of the website:

www.pathfinderschools.org.uk/join-us/vacancies

Completed application forms should be accompanied by a letter of application and should be sent to:

recruitment@pfschools.org.uk

We have an opportunity for a Design and Technology Technician to join our support team, which is focused on supporting lesson preparation and implementation across the department, together with relevant administrative duties related to departmental issues.

We occasionally close vacancies early in the event that we receive a high volume of applications. Interviews may begin soon after receipt of applications for shortlisted candidates, therefore we recommend that you apply early.

If you would like to arrange a tour of the school or to speak with a member of the team to learn more about our Academy and the role, please email the academy Business Manager Wayne Eldridge who will assist you further: weldridge@montsaye.org

The workplace 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 (as defined in the Equality Act 2010).

Montsaye Safeguarding Policies and Procedures are available on their website, which can be accessed at the following web address :

<https://www.montsaye.northants.sch.uk/about-us/policies-and-funding/>

Pathfinder Schools and our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, medical, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our Recruitment and Selection Policy which includes further information on pre-employment checks and our statement on the Recruitment of Ex-Offenders <https://pathfinderschools.org.uk/join-us/vacancies>

Online searches

As part of our rigorous Safer Recruitment process Pathfinder Schools has adopted the practice of online searches for external shortlisted candidates. The purpose of the search is to enable us to fulfil our duty under Keeping Children Safe in Education and is part of our due diligence to identify any incidents or issues that have happened, and are publicly available online, which we may need to discuss with you during interview. Therefore, if you are shortlisted for a role an appropriate online search will be undertaken on your name(s). Consent to an online search is included in the Pathfinder Schools application form. Searches are based on publicly available information, therefore where your profiles are private or are locked, no further search will be required on these pages. Any information given will be treated as confidential and will only be used in relation to the post for which you have applied.

Pathfinder Schools is committed to creating a diverse workforce. We consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.



Design & Technology Technician

Job Description

- Grade D Points 3 - 4

Accountable to:

- Business Manager

Responsible to:

- Head of Design Technology

Purpose of the post:

- To support lesson preparation and implementation across the Department, together with relevant administrative duties related to Departmental issues. The role will include minor maintenance and cleaning of workshops and equipment.

Pathfinder Schools is committed to creating a diverse workforce. We consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership. Pathfinder Schools and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our Recruitment and Selection Policy which includes our statement on the Recruitment of Ex-Offenders

Main purpose

The post holder is directly responsible to the Head of Design Technology, through whom work, and priorities will be arranged. Key tasks are to support lesson preparation and implementation across the Department, together with relevant administrative duties related to Departmental issues. Duties will be required on a timetable basis and flexibility of hours will be necessary.

Duties and responsibilities

Responsibilities

- Be committed to the safeguarding and promotion of the welfare of children and young people.
- Comply with the policies and procedures relating to child protection, health and safety, security, confidentiality and data protection, and equal opportunities, and report all concerns to an appropriate person.
- Take appropriate action to identify, evaluate and minimise any risks to health, safety and security within the school environment
- Contribute to the overall ethos/work/aims of the school and trust.
- Establish constructive relationships and communication with all staff and other agencies/professionals.
- Recognise own strengths and areas of expertise and use these to advise and support others.
- Participate in training (including safeguarding and child protection) and other learning activities and performance development as required

- Set up equipment and / or machinery for lessons.
- Provide jigs and formers as required.
- Prepare workshop materials as required for lessons.
- Collate and sort student folders to required class groups.
- Set out students work prior to lesson commencing and store safely at the end of a lesson.
- Provide administration support for trips and events. The role will require attendance at the school annual open evening.
- Support staff / pupils in Resistant Materials, Product Design and Graphics as required.
- Monitor use of consumables ensuring stocks are reordered through discussion with the Head of Department.
- Order materials according to staff requests and maintain debit and credit accounts for each discipline.
- Gather and provide information and costs and availability of materials and equipment.
- Design and maintain both 2D and 3D exemplar displays within the Department.
- Maintain required standard of tidiness in workshops / store cupboards / office areas in accordance with Health and Safety regulations thereby minimising risk of accidents.
- Ensure that regular safety checks are carried out and recorded to provide safe operation of tools, machines and equipment in accordance with Health and Safety legislation, operating procedures and school policies.
- Provide guidance in the use of appropriate protective equipment and clothing in accordance with legislation and always promote good practice to students and staff.
- Maintain, repair and sharpen small tools, machinery and equipment to specified operational standards and in accordance with legislation.
- Respond to and deal with first aid incidents to staff and students within the school, maintaining accurate records and reporting of incidents as required by college procedures and Health & safety legislation.
- Maintain an inventory of all workshop equipment and update termly
- Ensure all electrical equipment is PAT tested annually to meet operational standards and in accordance with legislation by the designated school tester.
- Ensure all Health and Safety notifications are clearly displayed and visible.

Responsibilities in General

- Undertake general design maintenance, service and repair as necessary in any area.
- Undertake any duties as reasonably requested by the Head of Department.
- Attend training courses in support of the work of the Department as required.
- Assist with after school clubs up to 3:30pm or as agreed with the Head of Department.
- Oversee the ICT suite ensuring printers are stocked and operational.
- Support all general school activities and undertake any other duties as determined by the Headteacher to enhance the efficiency and effectiveness of the support staff teams.

Montsaye is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The job description is not exhaustive and the post holder may be required to undertake other duties as reasonably required by the Principal

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The workplace 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 (as defined in the Equality Act 2010).

Following consultation with you this job description may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Person Specification

Design & Technology Technician



The essential and desirable criteria outlined in the table below will be used as part of the shortlisting process. Candidates should meet all essential criteria to be considered for the post, desirable criteria will be referred to where further shortlisting activities are required beyond the consideration of essential criteria. This is usually the case in respect of a high volume of applications meeting all shortlisting criteria.

Criteria	Essential	Desirable
Education and Qualifications	<ul style="list-style-type: none"> • Educated to NVQ Level 3 or equivalent, along with English and Maths at O Level or GCSE grade C or above. • D&TA Health and Safety accreditation, or willingness to work towards this 	<ul style="list-style-type: none"> • Qualifications beyond basic educational attainment.
Experience and Knowledge	<ul style="list-style-type: none"> • Skilled in carpentry / practical skills. • Good numeracy/literacy skills • Excellent communication skills • Ability to relate well to children and adults • Ability to work as part of a team, understanding classroom roles and responsibilities and your own position within these • Excellent time management and organisational skills • An understanding of health and safety and the risk assessment process • Ability to identify hazards and to report them or address them as appropriate • Experience of using a range of tools and equipment including CAD/CAM • Practical hands-on experience • Stock control, organisation and maintenance • An understanding of the important role of practical work in Design and Technology education • Able to maintain and repair all tools and equipment • Keep all classrooms organised and free from hazards 	<ul style="list-style-type: none"> • Experience of working with children of relevant age and students with additional needs (desirable) • Understanding of relevant policies/codes of practice and awareness of safeguarding legislation
Written Application	<ul style="list-style-type: none"> • A well-constructed and legible application. 	
Communication	<ul style="list-style-type: none"> • An ability to communicate effectively in oral and written forms. 	
Relationships	<ul style="list-style-type: none"> • An ability to establish good working relationships with staff and the ability to form and maintain appropriate relationships and personal boundaries with students & parents 	<ul style="list-style-type: none"> • Training in interpersonal skills.

Person Specification

Design & Technology Technician



The essential and desirable criteria outlined in the table below will be used as part of the shortlisting process. Candidates should meet all essential criteria to be considered for the post, desirable criteria will be referred to where further shortlisting activities are required beyond the consideration of essential criteria. This is usually the case in respect of a high volume of applications meeting all shortlisting criteria.

Criteria	Essential	Desirable
Equal Opportunities	<ul style="list-style-type: none"> A commitment to equal opportunities. 	<ul style="list-style-type: none"> Examples of good practice from their own experience.
Disclosure and Barring Service Check	<ul style="list-style-type: none"> Willingness to provide a full Disclosure and Barring Service disclosure 	

All employees are expected to actively promote and demonstrate the six core values of the school:

- Leaners First
- Community is Key
- Integrity & Respect
- Empower & Energise Others
- Being Accountable
- Excellence

We will consider any reasonable adjustments under the terms of the Equality Act (2010) to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.

The job-holder will ensure that academy policies are reflected in all aspect of their work, in particular those relating to:

- 1. Equal Opportunities
- 2. Health and Safety
- 3. General Data Protection Regulations (2018)
- Data Protection Act (2018)
- 4. Safeguarding children and young people

Notes:

This job description may be amended at any time in consultation with the postholder.

Pathfinder Schools and all our academies are committed to ensuring the highest levels of safeguarding and promoting the welfare of children and young people, and we expect all our staff and volunteers to share this commitment. All offers of employment are subject to an enhanced Disclosure and Barring Service (DBS) check, references, an online search, and where applicable, a prohibition from teaching check will be completed. Before applying, please review our Recruitment and Selection Policy which includes our statement on the Recruitment of Ex-Offenders [Pathfinder Schools – Pathfinder Schools Vacancies](#)

Contact us



1 Visit us **Montsaye Academy**
Greening Road
Rothwell
Kettering
Northamptonshire
NN14 6BB

2 Call us **Tel: 01536 418844**

3 Email us **Business Manager**
weldridge@montsaye.org
recruitment@pfschools.org.uk

4 Follow us **@Montsaye**



5 Visit our website **www.montsaye.northants.sch.uk**

