



LAWNSWOOD
SCHOOL



LAWNSWOOD SCHOOL

Recruitment Pack

Design Faculty Technician (maternity cover)

Embed confidence; fuel ambition.

www.lawnswoodschool.co.uk



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WELCOME



Mrs J Bell
Headteacher

"Pupils are polite, friendly and respectful. They belong to a welcoming and inclusive school that seeks to know and understand them as individuals. The school has created a positive environment in which pupils feel happy and safe."

Ofsted 2023

Thank you for taking an interest in Lawnswood School.

We are a vibrant and busy learning community where everybody matters, and we work together to provide a learning environment in which all our students make the best possible progress, both academically and personally. We believe it is important to ensure students feel happy and secure and are enabled to develop into successful adults and active members of the community.

In addition to an academic provision which is both challenging and supported, where necessary we offer excellent pastoral care and a wide range of opportunities for students to engage with school and the wider community.

It is important to us that our students enjoy their time in school and make the most of every opportunity, whilst still preparing themselves for their future. Our alumni are testament to the fact that we are able to prepare our students for varied and successful careers.

The dedicated and talented staff at Lawnswood are committed to ensuring every child succeeds and achieves their very best. This recruitment pack is full of valuable insights about the role, its requirements, and our thriving learning community.

We hope that you choose to join the team, and we welcome visitors at all times. Should you wish to visit the school, please do contact us.

We look forward to welcoming you to Lawnswood School.



AIMS AND VALUES

We aim to create an inspirational community of learning where we combine our ambitions for academic attainment with an emphasis on students' moral, personal, social and spiritual needs, so that they may take their place as caring, committed, self-aware and confident members of society. To ensure all our students are treated as individuals and are able to flourish and excel, Lawnswood School aims to:

- create a vibrant community where we work together, respect differences, treat one another with justice, tolerance and respect;
- ensure our students are equipped with the necessary knowledge, skills and confidence to undertake the next stage of their career;
- foster leadership and engagement to encourage our students to make a positive contribution to both our school and community;
- offer all students a broad and balanced curriculum that leads to positive outcomes;
- offer a range of activities, visits and trips that help students develop the skills and knowledge to take an active and positive role in the world;
- engage with members of our community to support opportunities of learning, experience and social skills; and
- provide and maintain an attractive, secure, safe and healthy school environment.

EXCELLENCE IN TEACHING AND LEARNING

Students at Lawnswood School are encouraged to be independent learners. Our broad and balanced curriculum ensures students are equipped with the knowledge and skills to ensure a successful future. Staff at Lawnswood are passionate about their teaching and work hard to deliver high quality, interesting and engaging lessons.

Putting the learner at the centre of the learning process places a real emphasis on developing individual students' capability to acquire the skills, knowledge and attributes needed to be successful during their time at Lawnswood and as they leave to pursue their future career.

We deliver a wide range of subjects that allow students to excel in their specialist areas and prepare them with the knowledge and skills for a rapidly changing workplace. When students arrive in Year 7 they spend the first four weeks working on a cross-curricular project in teams. During this time, we take every opportunity to assess and evaluate their individual learning needs.

This includes undertaking Cognitive Ability Tests, reading tests and gathering teacher feedback. Our baseline data, in conjunction with information from primary schools, is used to ensure that the students are placed in the correct classes, given appropriate targets and provided with additional stretch, challenge and support where needed.

At Key Stage 4 and 5, students are afforded more choice in their learning and our information, advice and guidance ensures they are supported in choosing a curriculum which both suits them as individuals and will open doors in the future. We report regularly to parents on their child's learning and encourage a continuing dialogue between school and home. In addition to parent consultation evenings we ensure there are frequent parent information evenings to support students and parents in their educational journey. Lawnswood has high expectations for all students and, whatever their individual gifts, interests and talents, they will be challenged, supported and above all inspired.

"The curriculum is ambitious and well sequenced. Pupils build their knowledge and understanding with increasing depth and complexity. They learn to think and work like subject specialists."

Ofsted 2023



OUR FACILITIES

The school is set in spacious and attractive grounds that support a wide range of outdoor learning. This is in addition to our traditional classrooms, smaller group rooms and individual spaces.

A well-resourced library in addition to specialist facilities in science, PE, drama, technology and music enable our students to excel in all areas of the curriculum.

To ensure we prepare our students for a changing modern-day world of work, we have extensive ICT facilities, designed to accommodate different lesson formats and our curriculum.

We are always conscious of the need to improve our facilities in order to provide the best possible experience for our students. With this in mind, we have recently redesigned our catering facilities to provide relaxed and safe social spaces.

“I love that there are lots of opportunities available at Lawnswood School.”

Year 7 Student

JOB ADVERT

Design Faculty Technician (maternity cover)

Job Type	Full-time, TTO, maternity cover	Required from	27 April 2026
Payscale	SCP 3-4 (actual salary £21,436-£21,772 p.a.)	Closing date	Thursday 19 March, 9am

This is an exciting opportunity for an individual to join our Design Faculty that includes Food, Art and Textiles.

Your role will be to support and provide technical assistance for practical lessons, ensuring resources and equipment are suitably maintained and fit for purpose. You will support the learning and teaching, working closely with staff and pupils.

Applicants will be practically minded and able to work as part of a team as well as use their initiative to ensure that the department is maintained to high standards.

Our school is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced Disclosure and Barring Service check. If shortlisted, you will be required to disclose relevant information regarding criminal history and an online search will be conducted. This includes only information publicly available online. We promote diversity and want a workforce which reflects the population of Leeds.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU settlement scheme or having secured any other relevant work visa. Lawnswood School is not registered with the UK Government to offer visa sponsorship. For further details, please contact the school on 0113 284 4020.

For further information about the role and to download an application form (support staff version), please visit [Lawnswood School - Vacancies](#) and send your completed application with a covering letter (no more than two A4 sides) addressed to Mrs J. Bell, to hr@elawnswood.co.uk.

Closing date: Thursday 19 March at 9am

JOB DESCRIPTION

Design Faculty Technician (maternity cover)

Working time	37 hours per week, TTO + 6 days
Purpose	To provide support in all areas of the Design Faculty including Food, Textiles, Design and Technology, and Art
Reporting to	Senior Design Faculty Technician
Liaising with	Faculty staff

MAIN (CORE) DUTIES	
	As with all job descriptions, the role is discussed between the post holder and the line manager. The details below represent the expected areas of work.
General responsibilities	<p>The Design Faculty Technician role is varied, and the person appointed would be expected to undertake a range of tasks.</p> <ul style="list-style-type: none"> • To assist when required in practical lessons and to support staff and students. • Ensure compliance with health and safety legislation. • Preparation of equipment for individual lessons when directed by the Senior Design Faculty Technician. • Work on your own, as well as be a team player. • Plan and prioritise your work effectively.
Daily responsibilities	<ul style="list-style-type: none"> • To ensure that rooms and equipment are kept clean and tidy and that room safety regulations are met, including checking equipment for safety and cleaning. • Ensure rooms are set up for lessons, and prepare resources to support teaching staff. • Report any equipment or maintenance issues promptly to the Senior Design Faculty Technician. • In Food, ensure that fridges, cookers and equipment are kept clean and are at the correct temperature. • Provide information for students and teachers on the correct way to prepare ingredients and use equipment in specialist areas to avoid accidents / damage to equipment. • Ensure that all equipment is stored in a safe, hygienic and appropriate manner. • Ensure the classroom teacher is logging in and out of certain items of equipment, as required. • To be responsible for operating the ceramic kiln (training will be provided).

	<ul style="list-style-type: none"> At the end of the day check that all rooms are safe, tidy, and that equipment and resources have been locked away.
Resources	<ul style="list-style-type: none"> To monitor supplies of stock and inform the Senior Design Faculty Technician when further supplies of resources or ingredients are required. Check goods delivered against orders and store appropriately. To record breakages and loans, in accordance with school policy. To assist with the preparation of materials for ingredients, fabric and paints.
Other	<ul style="list-style-type: none"> The post holder will be expected to carry out all duties in the context of and in compliance with all school policies. To be willing to undertake training as necessary. To participate in the duty rota supporting break and lunchtimes, as required. Provide first aid when necessary (after training). To be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

Our school is committed to safeguarding and promoting the welfare of children, and expects all staff and volunteers to share this commitment. Appointments will be subject to an enhanced Disclosure and Barring Service check. If shortlisted, you will be required to disclose relevant information regarding criminal history, and an online search will be conducted. This includes only information publicly available online.

Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU settlement scheme or having secured any other relevant work visa. Lawnswood School is not registered with the UK Government to offer visa sponsorship.

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.

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.

This job description is current at the date shown, but following consultation with you, may be changed by management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

March 2026

PERSON SPECIFICATION

Design Faculty Technician (maternity cover)

	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> • Maths and English qualification at GCSE level, or equivalent. • Appropriate qualification in related subject area. • Willingness to undertake any additional training, as required. 	<ul style="list-style-type: none"> • Health & safety qualifications. • Qualifications to use tools and equipment in an educational setting. • Other relevant training. 	Application Reference Interview
Experience	<ul style="list-style-type: none"> • General knowledge of Design Technology, Food and Art equipment resources. • Some knowledge of health and safety. • Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and essential food hygiene. • Knowledge of basic food skills. • Awareness of safeguarding practices. 	<ul style="list-style-type: none"> • Previous Technician experience / similar work. 	Application Reference Interview
Skills & knowledge	<ul style="list-style-type: none"> • Flexibility to work within all areas of the Design Faculty – Food, DT, Textiles and Art. • The ability to work effectively as part of a team, show initiative and work independently. • Ability to prioritise and manage changing workloads and situations. • Have a range of practical skills related to the subjects. • Ability to carry out risk assessments in relation to practical work. 	<ul style="list-style-type: none"> • Previous experience working in an educational setting. • Be creative in the application of knowledge and skills. • Problem solving and finding efficient solutions. 	Application Reference Interview

	<ul style="list-style-type: none"> • Ability to work and communicate effectively with students and staff. • Provide relevant advice and support to staff and teachers. • Ability to use ICT software and packages to support learning. • Prepare equipment and materials for lessons, as requested. • Ability to work in an organised and methodical manner. • Ability to work in a classroom environment. 		
Disposition and attitude	<ul style="list-style-type: none"> • Proactive and able to work independently as well as part of a team. • High level of practical and problem-solving skills. • Willingness to participate in further training and developmental opportunities. • Good sense of humour and a sense of perspective. 		Reference Interview

HOW TO APPLY

To apply for this vacancy, please download the Support Staff Application Form from our website - [Lawnswood School - Vacancies](#).

Please complete this as fully as possible, and then email your completed application form to hr@elawnswood.co.uk, or post it to HR, Lawnswood School, Ring Road, West Park, Leeds LS16 5AG.

Your application will be acknowledged, and we will get in touch to let you know if you have been successfully shortlisted for interview.

Important notes:

In your application, please provide details of your education (from GCSEs or equivalent onwards) and please list your full employment history from leaving school. This should include details of all paid and unpaid / voluntary work.

All gaps in employment since leaving school must be clearly accounted for, and if these do exist you must clearly explain the reasons why and outline what you were doing during this time.

Please complete the form in full, evidencing how your skills, knowledge and experience meet the person specification for this role. Applications will be evaluated against the requirements of the post, with those candidates that best fit the requirements being shortlisted for interview.

Please note that CVs are **NOT** accepted.

Our application form has a section for you to add the details of two referees. Please carefully read the guidance on the application form regarding this section to ensure that the referee details you provide are in line with this.

If you require any adjustments to assist you with the recruitment process, please contact us at hr@elawnswood.co.uk and we will do our best to help.

All employment offers will be subject to pre-employment checks including references, an enhanced DBS check, online search and any other relevant checks in line with statutory guidance.

This role is based in the UK. Employment is conditional on confirmation of the right to work in the UK – either as a UK or Irish citizen, under the EU settlement scheme, or having secured any other relevant work visa.

For further details, or if you have any questions, please contact hr@elawnswood.co.uk



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