



**LET**  
**EDUCATION**  
**TRUST**  
AMBITIOUS | INCLUSIVE | RESILIENT



**THE HOLLINS**

# Design Technology (DT), Art & Maintenance Technician

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**RECRUITMENT PACK**



# WELCOME FROM THE CEO

Dear Applicant,

Thank you for showing an interest in the post of Design Technology (DT), Art and Maintenance Technician at The Hollins. The LET Education Trust is a cross-phase multi-academy trust based in Lancashire with both primary and secondary schools as members.

We believe that every child deserves the best education and we create opportunities and experiences for all of them to reach their potential. Building 'cultural capital' is vital for our pupils and this occurs from reception up to year 11 through trips, activities, projects, events and residential, both at home and abroad. We are ambitious for our pupils, meaning we are always striving for excellence and supporting career aspirations through a culture of constant improvement.

Each of our schools is different and this is something we value and celebrate. The uniqueness of each school is supported by strong central services and a school-centred and approachable central team. Most colleagues work in one school but some work across a range of schools where their skills and abilities are needed.

Collaboration is key for LET schools and at the forefront of this is staff development. Joint INSET days with keynote speakers, middle and senior leader training and subject links occur across and between schools and phases. To ensure consistency of approach and sharing of good practice we have termly meetings for our safeguarding leads and our SENCOs, sharing this information is proving invaluable. School to school liaison around transition is vitally important in ensuring our pupils arrive at secondary school with the necessary skills and helps to ensure a smooth start to year 7.

We play a part in Initial Teacher Training as part of our remit through the Embrace SCITT. We have successfully trained primary and secondary teachers over the last 10 years with a large number employed locally and within the LET Education Trust.

I will be retiring from the post of CEO at the end of August, after four and a half years and my successor, Jeniffer Sing, currently Director of Education at All Saints Multi-Academy Trust in Liverpool, will be taking up the post.

If you have the highest standards of professional endeavour, integrity and ethics and would like to be part of our growing MAT, I look forward to receiving your application. You can find out more about our Trust at [www.let-edu.org](http://www.let-edu.org) and more about The Hollins at [www.thehollins.com](http://www.thehollins.com)

I wish you all the very best with your application.



**Steve Campbell**  
CEO  
LET Education Trust

# WELCOME FROM THE HEADTEACHER

Dear Applicant,

Thank you for your interest in Design Technology (DT), Art and Maintenance Technician at The Hollins. We are a fully comprehensive school serving a diverse community across Accrington and beyond. Many of our pupils face significant challenges, yet we are proud of the progress they make, thanks to the dedication of our skilled and caring staff. We are committed to supporting all learners, especially those who are vulnerable or have additional needs, and we offer a wide range of opportunities both in and out of the classroom. Professional development is a key priority for us, and all staff are encouraged to keep growing, whatever their level of experience.

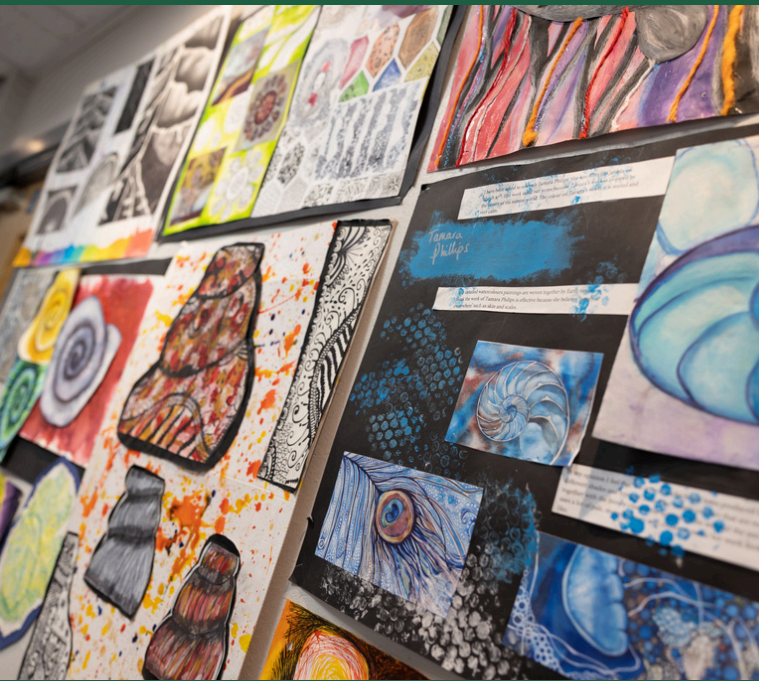
This vacancy has arisen following the departure of the previous post-holder. We have combined two roles to create an exciting full-time opportunity—blending the responsibilities of a term-time Technology and Arts Technician with those of an Assistant Site Supervisor during school holidays. By restructuring in this way, we aim to attract a dedicated individual who will become an integral part of our support staff team. We are looking for someone who is enthusiastic about contributing to the life of the school and who shares our commitment to providing exceptional support for our pupils and staff. This is a rare and rewarding opportunity to join our vibrant school community and make a real difference.

Working as part of a multi-academy trust supports collaboration with other professionals and helps us enhance our practice. As part of the inclusive LET Education Trust, we are committed to investing in the future of our young people.

Please don't hesitate to get in touch if you'd like to drop by for a tour or just have an informal conversation.

We look forward to receiving your completed application form together with a letter of application.

Yours faithfully,  
Mrs H Dougan  
Acting Headteacher



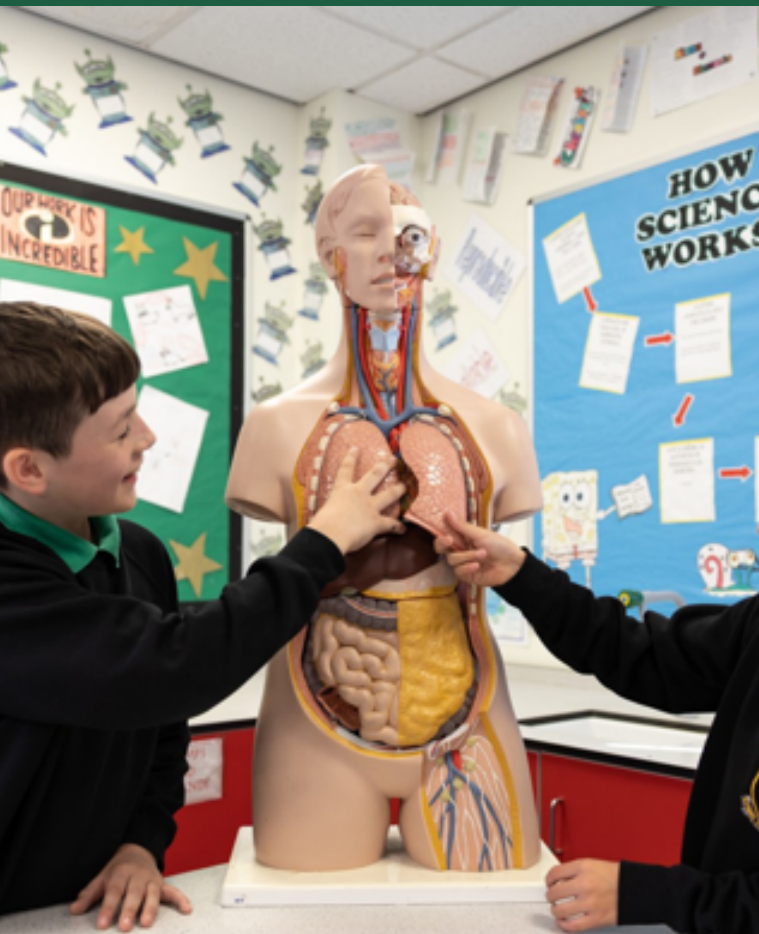
# TERMS OF CONTRACT

- Job Title: Design Technology (DT), Art & Maintenance Technician
- Location: The Hollins, Hollins Lane, Accrington, Lancashire, BB5 2QY
- Full year, 37 hours per week
- Grade 6 (SCP11-19)
- Annual Salary £28,142 to £32,061
- Contract type: Permanent
- Start date: 1 August 2026

# HOW TO APPLY

Applications should be submitted using the forms available on our website with a supporting letter of no more than two pages of A4. The supporting letter should be clear, concise, accurately written and presented in an organised way, it should show how your experience to date has prepared you for this role. Your letter and completed application form should be returned no later than the specified closing date and returned to [recruitment@thehollins.com](mailto:recruitment@thehollins.com)

- **Closing date:** Tuesday 30th June 2026, 12noon
- **Interview date:** W/C Monday 6<sup>th</sup> July



# SAFEGUARDING AT THE HOLLINS

The Hollins, part of the LET Education Trust, is steadfast in its commitment to safeguarding and promoting the welfare of children and young people; we expect all staff and volunteers to share this unwavering dedication.

In accordance with Keeping Children Safe in Education (KCSIE), this position is subject to a robust vetting process:

- **DBS Disclosure:** As this role involves "regulated activity," the successful candidate will be required to obtain an Enhanced Disclosure from the Disclosure and Barring Service (DBS).
- **Rehabilitation of Offenders:** This post is not exempt from the Rehabilitation of Offenders Act 1974. However, certain "protected" convictions and cautions are "filtered" and do not need to be disclosed.
- **Self-Disclosure:** Shortlisted candidates will be required to complete a criminal records self-disclosure form before the interview.
- **Online Vetting:** In line with statutory guidance, the Trust will conduct online searches for all shortlisted candidates to identify any incidents or issues that may affect their suitability to work with children.
- **Right to Work:** To comply with the Immigration, Asylum and Nationality Act 2006, all shortlisted candidates will be asked to provide evidence of their legal right to work in the UK on the day of the interview.
- **Language Proficiency:** This role is identified as a public-facing position under Part 7 of the Immigration Act 2016. Therefore, the ability to fulfil all spoken aspects of the role with confidence and fluency in English is an essential requirement.

All appointments are subject to satisfactory references and medical clearances.

## SUPPORT FOR OUR STAFF

### Looking after our mental health

We have staff who are trained mental health first aiders who are ready, willing and able to support staff. You can also have a look at the wellbeing charter which you can find on the LET Education Trust's website vacancy page.

### Quality staff professional development

We value staff development above all else and this engenders a sense of confidence and motivation for staff. We treat our staff like the professionals they are by engaging in the Disciplined Inquiry approach to appraisal and development, which gives staff the responsibility to consider their own individual needs in order to continue to develop and improve.

### Measure and respond to staff voice

Our questionnaires allow staff the opportunity to let us know how they are coping with the demands of work, along with how they are coping generally. However, leadership doors are always open for continual conversations around this.

### Quality behaviour systems in place

Our behaviour system is designed to support both pupils and staff to ensure consistency and support at all times. Our school believes that the certainty of a sanction and subsequent restorative conversations are extremely important for the smooth running of the school.

### Driving down unnecessary workload

We strive to ensure that we support the DfE workload reduction with suggestions like ensuring that our calendar reflects generous department and CPD opportunities, not submitting regular lesson plans, no expectations that all staff will mark in a specified manner, and only collecting data that is purposeful and used multiple times.

# JOB DESCRIPTION

## Job Purpose

To provide support to teaching staff during term time across Design Technology, visual art & Food Technology. In the holiday period, to support our premises team with projects, maintenance and development work. To adopt a flexible style to tackle a range of routine duties across departments.

## Duties & responsibilities:

- Assist the teachers in lessons and deliver technical learning activities under the overall supervision of a teacher
- Undertake routine maintenance of technical equipment
- Ensure adherence to health and safety regulations in relation to equipment and materials used by staff and pupils
- Develop and implement plans to safely and securely store allocated resources / materials / equipment
- Update records, including production of reports and analysis of information.
- Work with the premises manager on maintenance such as, joinery, floor laying, painting and general work
- Carry out general maintenance/repairs across school.
- Basic plumbing and joinery skills to support school improvement, along with decorating and ground maintenance.
- Maintain and use a wide range of tools and equipment, examples but not limited to saws, pillar drills, laser cutter and 3d printer.
- Monitor the budget for the purchase of technical materials and equipment and undertake regular audits of resources.
- Ensure the Food Safety Act is adhered and followed at all times.
- Check and maintain stock levels.
- Prepare materials, resources and equipment for daily use and for upcoming plans.
- Work in a timely manner that supports the DT and Art Departments with setting up and packing away of practical lessons.
- Contribute and input into the improvement and maintenance across the school.
- To undertake other duties of a similar level and responsibility as may be asked by your line manager or headteacher.

## Support for school

- To assist in providing an atmosphere in which effective learning can take place.
- To support the promotion of positive relationships with parents, carers and outside agencies.
- To work within school policies and procedures.
- Be a qualified first aider
- To attend staff training as appropriate.
- To take care for their own and other people's health and safety.
- To assist the delivery of educational and developmental work programmes.
- To support the use of ICT in learning activities

To be aware of the confidential nature of issues related to home/pupil/teacher/school work.

**Equal Opportunities:** We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

**Safeguarding Commitment:** This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment.

**Note:** Duties may be modified or interchanged by the Headteacher to meet evolving requirements, consistent with the grade of the post.

# PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Qualifications in English and maths to at least GCSE A*-C, or equivalent level 2 literacy/numeracy</li> </ul>	<ul style="list-style-type: none"> <li>• Professional qualifications relevant to this post.</li> <li>• Evidence of ongoing professional development</li> <li>• First aid or a willingness to become a first aider</li> </ul>
Experience & professional knowledge	<ul style="list-style-type: none"> <li>• Significant experience of using a range of ICT packages (for example Microsoft Office and finance software).</li> <li>• Experience of working with young people</li> <li>• Experience of maintaining stock levels and stock management</li> <li>• Experience of working as part of a team</li> <li>• Experience of using IT Office 365/emails</li> <li>• Experience carrying out maintenance jobs.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working within a 11-16 school/classroom setting</li> <li>• Experience of using Information Management Systems and computerised systems in a workshop/administrative environment</li> <li>• A working knowledge of facilities management.</li> <li>• Experience and exposure to education sector.</li> <li>• Experience of using laser cutter, 3D printer, vinyl printer, table saw, etc.</li> </ul>
Knowledge, skills & abilities	<ul style="list-style-type: none"> <li>• Good communication skills</li> <li>• Excellent time management skills</li> <li>• Good organisational skills</li> <li>• Ability to work successfully as a team member establishing effective relationships with flexible working practices</li> <li>• Practical skills with tools, plumbing, maintenance and handy jobs.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of classroom roles and responsibilities</li> <li>• Ability to supervise and assist pupils</li> <li>• A working knowledge of facilities management.</li> <li>• Experience working in a classroom environment.</li> <li>• Ability to work under pressure in a constantly changing and demanding environment</li> </ul>
Personal characteristics	<ul style="list-style-type: none"> <li>• Highly organised and dedicated</li> <li>• High level of professional standards and expectations of self and others</li> <li>• High level of personal motivation and the ability to inspire, lead and motive others</li> <li>• Strong communication, interpersonal and independent initiative</li> <li>• Ability to both follow direction and work under own initiative</li> <li>• Be willing to learn and update skills, knowledge and training</li> </ul>	
Other	<ul style="list-style-type: none"> <li>• Commitment to ensure that all children in your care are safe from harm/knowledge of safeguarding issues</li> <li>• Commitment to attend training and development related to the post</li> <li>• Commitment to health and safety</li> <li>• Commitment to attendance at work</li> <li>• Commitment to equality and diversity</li> </ul>	<ul style="list-style-type: none"> <li>• Car user</li> </ul>

**THANK YOU**

