



ELLESMERE PORT

Catholic High School

"I have come so that they may have life and have it to the full"

JOHN 10:10

Inspired by Excellence & Innovation

“I have come so that they may have Life and have it to the Full” – John 10:10

Headteacher's Welcome

I would like to welcome and introduce you to Ellesmere Port Catholic High School.

Our mission says, ‘I have come so that they may have life and have it to the full’ (John 10:10) and we believe that every student here can achieve great things wherever their skills and talents lie.

Students tell us that the time they spend here is very special. Within our caring community, new skills are learnt, knowledge increased, new friends made, and futures planned. When students look back before they leave us to go to university, college, an apprenticeship or employment, they are frequently amazed at what they have achieved and how they have developed as a confident young adult.

As a prospective employee, we encourage you to visit our school, look around and please contact us if you would like to know more.

Mrs Vile
Headteacher



Ellesmere Port Catholic High School is a school with a unique sense of community, where every student is known, where there is exemplary student behaviour, a culture built on striving for excellence and where there are exceptionally high aspirations for everyone.



“Leaders and staff place as much emphasis on pupils’ personal development as they do on academic achievement. Most pupils are confident and well-mannered.”

Ofsted June 2021



With 975 students on roll at Ellesmere Port Catholic High School, we are a successful, oversubscribed school situated in Ellesmere Port. We are approximately 7 miles from Chester and approximately 14 miles from Liverpool making commute times short.

Values & Mission Statement

Ellesmere Port Catholic High School aims to provide a Roman Catholic education in an environment within which all members of the community are encouraged to develop their spiritual, moral, academic, creative and physical potential, based on the teachings of Jesus.

Our Vision

Our school's vision is:

- To promote the dignity and worth of each person
- To have a strong catholic Ethos
- To ensure every child is known
- To have high expectations of everyone
- To have excellent leadership at all levels
- To provide excellent teaching
- To encourage exemplary behaviour and personal standards
- To be at the heart of the community
- Promotion of British values

Our priorities

- To raise achievement – meet targets for GCSE and vocational results
- To develop the quality of teaching – 100% of lessons as “good or outstanding”
- To develop leadership – all staff leading learning
- To focus on behaviour and safety – improve attendance and reduce exclusions
- To encourage literacy and numeracy skills – promote effective literacy and numeracy across the school



ELLESMERE PORT CATHOLIC HIGH SCHOOL

'I have come so that they may have life and have it to the full' John 10.10

Design and Technology Technician

Grade 3

Actual Salary £10,708 - £11,046 per annum

20 Hours per Week, term-time only

In addition to the above, we offer an employee assistance programme to you and your family, continued professional development, an excellent staff wellbeing programme, and an attractive pension scheme.

Governors are seeking to appoint an experienced and self-motivated Design and Technology Technician to provide a practical technician service to the teaching staff in support of the Design and Technology curriculum. Duties include maintenance, preparation and provision of equipment and materials to enable students to undertake learning activities, ensuring equipment is kept in a safe and tidy manner.

We are looking for a person with relevant experience, who enjoys working with young people and has a passion for contributing to their development and success.

Application forms and further details are available to download from the school website www.epchs.co.uk and can be emailed to Human.Resources@epchs.co.uk or posted back to Miss T Moore at the school.

Applications should be returned by 9.00am Wednesday 5th March 2025

Interviews will be held Tuesday 11th March 2025.

IMPORTANT

THE REHABILITATION OF OFFENDERS ACT

The provisions of the Rehabilitation of Offenders Act relating to the non-disclosure of spent convictions do not apply to this job, **YOU MUST, THEREFORE, DISCLOSE WHETHER YOU HAVE ANY PREVIOUS CONVICTIONS ON THE BACK PAGE OF THE APPLICATION FORM.**

If successful, you will also be required to apply for a Criminal Record Check from the Disclosure and Barring Service. The level of check required for this job is an Enhanced Disclosure.

Our school community places the highest priority on keeping children safe. Applicants for all posts will be subject to an enhanced Disclosure and Barring Service check and online google check.

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire, CH65 7AQ

Tel: 0151 355 2373

Email: admin@epchs.co.uk www.epchs.co.uk

Headteacher: Mrs C. Vile B.Ed. Hons NPQH NPQEL





ELLESMERE PORT CATHOLIC HIGH SCHOOL

'I have come so that they may have life and have it to the full' John 10.10

February 2025

Design and Technology Technician
Grade 3
Actual Salary £10,708 - £11,046 per annum
20 Hours per Week, Term-Time Only

Dear applicant,

Thank you for your interest in the above post at Ellesmere Port Catholic High School. Governors are seeking to appoint a technician with enthusiasm and flexibility who will be responsible for the smooth running of the Design Technology workshops. The post holder will be responsible to the Head of Faculty for Art & Design Technology and may also be required to work in the art department from time to time.

Although previous experience in a similar role in an educational environment would be an advantage it is not essential as full training will be provided. We are looking for an individual with an interest in Technology, with enthusiasm and excellent interpersonal skills.

This is an opportunity to join our hard working and dedicated team of staff who thrive in an atmosphere of professionalism and team work, with the achievement of students at the heart of what we do.

Enclosed is a copy of our job description, person specification and application form. The completed application form should be returned by **9.00am on Wednesday 5th March 2025**. Following completion of the short-listing process, candidates will be invited for **interview Tuesday 11th March 2025**.

The application form allows some space for a letter of application. The letter will form an important part of the initial selection process for short-listing. Should you decide to apply for the post you should not feel constrained by the space available and a separate sheet is perfectly acceptable. Please complete the application form in full. CVs will not be accepted as a substitute for the information required. Please send completed applications to Human.Resources@epchs.co.uk

We take our responsibility to protect and safeguard the welfare of our students seriously. Successful candidates will be DBS checked. The school is committed to Equality of Opportunity.

C. Vile

Mrs C Vile
Headteacher

Capenhurst Lane, Whitby, Ellesmere Port, Cheshire, CH65 7AQ

Tel: 0151 355 2373

Email: admin@epchs.co.uk www.epchs.co.uk

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ELLESMERE PORT CATHOLIC HIGH SCHOOL

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JOB DESCRIPTION

JOB TITLE	Design and Technology Technician (Secondary School)	JOB REF NO	AAAE5068
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BASIC JOB PURPOSE Provide a practical service to school teaching staff through the maintenance, preparation and provision of equipment and materials to enable students to undertake design and technology learning activities, projects, and examination work.

	MAIN RESPONSIBILITIES
1	Safe usage, inspection, operation, cleaning and minor repairs maintenance of Design and Technology workshop equipment, associated tooling, and hand tools. Replace serviceable items, construct, and develop benching aids, jigs and fixtures and undertake planned maintenance programmes.
2	Prepare a range of materials and set up machinery and equipment, including special operations, for design and technology lessons, practical work, experiments, demonstrations, and project coursework as part of GCSE and A-level Design and Technology.
3	Set out and clear away materials and equipment, prepare audio/visual aids as required by school teaching staff, and assist in the production of resource materials and teaching aids such as worksheets, plans and drawings for classroom project work.
4	Provide practical support and guidance for school staff in the use of materials, workshop techniques, practices and processes and recommend solutions to technical problems encountered
5	Demonstrate and provide hands-on practical student instruction in correct usage and application of workshop machinery and tools and work with students on project work in a supporting role.
6	Ensure the security of equipment at the end of class activities, breaks etc including machine 'lock off' and power shutdown. Carry out formal risk assessment of Design and Technology machinery and electrical equipment and ensure that all Health and Safety Regulations are met.
7	Liaise with contractors, suppliers, and Council staff, check and sign off contractors' completion of rectification, refurbishment and maintenance work.
8	Control stocks of materials and equipment, maintain an inventory, and provide guidance and recommendation for the identification, specification and purchase of school design and technology materials and equipment.
Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.	



PERSON SPECIFICATION

IMPORTANT

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If successful, you will also be required to apply for a Disclosure and Barring Service Check. The level of check required for this job is Enhanced Disclosure. Further information is contained in the Further Details document enclosed.

JOB TITLE: Design and Technology Technician

GRADE: 3

JOB REF: AAAE5068

CRITERIA	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
Qualifications	Good standard of education.	Qualification in an Engineering or Technology discipline. D.A.T.A Health & Safety accreditation.	Application form, interview Certification
Experience	Previous experience in a similar role. Experience of working within a Design Technology or construction environment.	Experience of working in a school environment. Experience of maintaining/ servicing workshop equipment. A basic understanding of Curriculum for Technology based subjects.	Application form, interview, and reference
Skills and Abilities	Highly practical with experience of dealing with specialist technology equipment. Good administration and organisational skills and the ability to maintain records, stock, resources, and materials.	Understanding of Health and Safety legislation, policies and procedures relating to workshop environments. Knowledge of external suppliers and contractors.	Application form, interview, and reference
Personal Skills:	Good interpersonal skills, able to work well within a team.		Interview

	<p>Able to sensitively respond to both pupils of varying academic abilities.</p> <p>A genuine enthusiasm for technology, coupled with a flexible and innovative approach.</p> <p>Enjoys working in a practical environment with young people.</p>		
Professional Development	A willingness to participate in further training to develop own skills if required.		Interview

Guidance for Applicants

How to apply

The Job Description and the Person Specification for this role are essential to the recruitment process. Please ensure you refer to both documents when completing your application.

If you feel you have the right qualities to join our forward-thinking school, please complete the application form which is available to download from our vacancies section on our school website. We are committed to treating our applicants fairly and with respect, only application forms that are fully completed will be accepted. If you wish to include a supporting letter, please ensure it is no longer than 2 sides of A4.

Shortlisting

The shortlist process will consist of an interview panel who will be objective and follow a thorough and rigorous analysis of all applications. The decision on interview selection will be based on how well applicants meet the job description and person specification. Any discrepancies or anomalies in the information provided will be taken up at interview.

Candidates will be contacted and invited to Interview and will be informed that references will be requested before the interview. Referees must know that they are going to be contacted before application. The requirements are that you must provide a contact name of a person, not a company in general, their position, a postal address, telephone number and email address.

New Safer recruitment guidelines state that we must now also complete an online search for all shortlisted candidates.

The Interview

During the interview process we will take every opportunity to find out if you are the right person for the role. It will offer you a range of opportunities to demonstrate your potential to meet the requirements of the post and for you to find out more about the school and those who work here. Depending on the role you are applying for there may be different procedures used:

- A Lesson Observation
- A Presentation
- A Data task
- A formal interview
- A Student panel
- A Tour of the school

Once interviews are complete, you will be told when you are likely to be informed of the decision. Unsuccessful applicants are able to request feedback.

Following acceptance, applicants will be required to complete an enhanced DBS check and a medical questionnaire, these must be completed as soon as possible.

Safeguarding statement

Ellesmere Port Catholic High School is committed to Safeguarding and promoting the welfare and safety of our students. We expect all staff and volunteers to share this vision. Therefore, applicants will complete a Criminal Record Check (Disclosure) from the Disclosure and Barring Service. You will also be required to complete a Rehabilitation of Offenders Act 1974 form; this will show any spent conviction. Applicants must disclose whether they have any previous convictions whether or not they are spent. This will be discussed with the Headteacher/Business Manager giving the opportunity to establish suitability for the role. Any information you provide will be kept in confidence and will only be used in respect of your application for the position.



Contact Details:

<p>1</p> <p>Phone 0151 355 2373</p>	<p>2</p> <p>HR Email Human.Resources@epchs.co.uk</p>	<p>3</p> <p>Admin Email Admin@epchs.co.uk</p>	<p>4</p> <p>Website www.epchs.co.uk</p>	<p>5</p> <p>Address Ellesmere Port Catholic High School Capenhurst Lane Whitby Ellesmere Port Cheshire CH65 7AQ</p>
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“Great things happen when you care”

PSALM 21:
He asked for life and you gave it to him



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