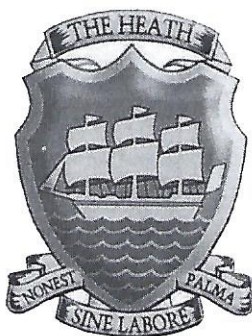


# THE HEATH SCHOOL

*Part of The Heath Family Multi Academy Trust*



## **Part-time Design Technology Technician Vacancy**

### **Information for Candidates**

**Executive Principal: Mr J Jardine  
Head of School: Mrs N McNamee**

The Heath School  
Clifton Road  
Runcorn  
Cheshire  
WA7 4SY  
Tel: 01928 576664  
Email: [workmanj@heathschool.org.uk](mailto:workmanj@heathschool.org.uk)



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# The Heath

We're in the Business of Learning

## The Heath School

Clifton Road, Runcorn, Cheshire, WA7 4SY

t 01928 576664

e [mwadsworth@heathschool.org.uk](mailto:mwadsworth@heathschool.org.uk)

w [www.heathschool.org.uk](http://www.heathschool.org.uk)

Executive Principal: Jamie Jardine BSc (Hons), PGCE, NPQH

Head of School: Nicola McNamee BSc (Hons), PGCE, NPQH

- Part of The Heath Family Multi Academy Trust
- National Teaching School
- A STEM Centre of Excellence & Leadership Development

July 2021

Dear Applicant

### Re: Post of part-time Design Technology Technician

Thank you for your enquiry regarding the vacancy for the above named post. The successful applicant will have experience and knowledge of working with and maintaining a variety of specialist machinery relevant to a Design Technology Department, training will be provided. In addition, the post holder will be required to support teachers and students in the classroom, providing a creative and effective learning experience for all and ensuring high levels of achievement and progress for all.

This pack has been prepared to help you with your application and includes:

- Information about the school
- The job description
- The person specification

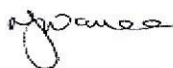
Your completed application form should be returned to me either by post or by email to the Head of Faculty, [workmanj@heathschool.org.uk](mailto:workmanj@heathschool.org.uk) by the closing date of 30<sup>th</sup> July 2021. Interviews will be held as soon as possible after that date. If you have not heard from the school within three weeks of the closing date, your application has not been successful at this time.

The Heath School is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expect all staff, workers and volunteers to share this commitment.

This post is subject to an enhanced DBS (formerly CRB) check. If you require any further information, please call 01928 576664.

I look forward to receiving your application.

Yours sincerely



Nicola McNamee  
Head of School

- Part of The Heath Family Multi Academy Trust
- National Teaching School
- A STEM Centre of Excellence & Leadership Development

July 2021

## **The Heath School: Welcome from D&T Head of Faculty**

Thank you for your interest in applying for the role of Technology Technician at The Heath School. The Heath School is a successful, oversubscribed, happy school and I am seeking to appoint someone who wants to be part of a team and can really make an impact on the progress of our students.

The departmental staff are a supportive and considerate team and the caring ethos makes this a rewarding place to work. The successful candidate will share our passion to make a positive and lasting difference to the lives of our pupils.

I am looking to appoint someone with the following skills/attributes:

- Enthusiastic
- Inspiring, engaging and effective communicator
- Suitable competence with workshop machinery
- Innovative and committed
- Supportive

In the event that you require further information regarding the vacancy at The Heath in advance of submitting your application, please do not hesitate to contact me either by calling the school or via email [workmanj@heathschool.org.uk](mailto:workmanj@heathschool.org.uk)

Yours sincerely



James Workman

**HEAD OF DESIGN TECHNOLOGY & ENGINEERING**





## THE HEATH SCHOOL

The Heath is a highly successful 11-16 Comprehensive school in Runcorn with 1196 students on roll. We are one of eight schools in The Heath Family (NW) multi academy Trust. The school is supported by outstanding teaching and support staff, which results in true personalisation of learning and greater outcomes for all students.

Students and parents want a school that has the highest expectations of learning and discipline, and one where students are happy and safe. The Heath fulfils these wishes as a strong learning community in which every individual is valued.

The staff are dedicated, passionate and committed. The School's mission is to promote the development of all its students so that they are able to achieve their full potential academically, socially and emotionally and that they can lead productive and happy lives.

We seek to ensure that academic potential is fulfilled by valuing the work of all students. There is a consistent focus on securing outstanding teaching and learning in the school, with appropriate pace and challenge in all lessons and excellent standards of behaviour. Students' progress is regularly measured and appropriate additional support and guidance is given where it is needed.

Students are placed in teaching groups most suited to their ability and these teaching groups are regularly reviewed. Success is celebrated and students are rewarded in many different ways for their efforts. The Heath is a truly inclusive school.



## **The Heath School: D&T Department**

### **Introduction**

The D&T department provides an opportunity for students to develop a range of practical and creative skills. We offer a range of subjects including Engineering, D&T, Designing for the built environment, Food & Nutrition and Textiles.

### **Staffing and Accommodation**

There are 5 members of staff in the department consisting of 3 full-time teachers and 2 part-time teachers. We have 6 classrooms including a workshop, food rooms, textiles room and 2 ICT suites. All these include a range of subject specific equipment and machinery.

### **Curriculum**

In KS3 (Years 7, 8 and 9), all students follow a broad curriculum whereby the students study all the different subject areas and develop a range of creative and practical skills. The subject offers students a relevant, creative and effective learning experience, ensuring high levels of achievement and progress.

KS4 allows students to pick a specific subject area they have studied at KS3 and would complete the course during Y10 and Y11. This would involve a range of engaging activities that are specific to each subject area. We currently have a cohorts across all subjects.

## **JOB DESCRIPTION**

Name:

Department: Design & Technology

Job Title: Design & Technology Technician

Responsible to: Head of Design & Technology Faculty

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### Overall Purpose of the Job:

To assist and support all teaching staff in the subject areas to provide students with a relevant, creative and effective learning experience, ensuring high levels of achievement and progress.

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### Hours of Work

The post is offered as part-time 0.6TT - 22.20 hrs per week.

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### Summary of the main aspects of the post

- A To ensure that all department rooms are effectively monitored and prepared ready for teaching to take place, including display areas.
- B Under the direction of the Head of Faculty, ensure that all Health & Safety requirements are met including LEV and COSHH
- C To maintain, monitor and order consumables and equipment to ensure all students are able to access a wide range of materials and processes.
- D To assist Design and Technology staff in developing appropriate resources including materials preparation for teaching and learning. Support staff within lessons as and when appropriate.
- E To assist in department administrative duties.
- F To assist the teaching staff to raise the profile of the subjects within and outside school.
- G To support the development and delivery of CAD CAM within lessons.

## **Principal Duties/Key Tasks**

- A1 Prepare classrooms ready for teaching to take place, keeping working areas clean and tidy.
- A2 Maintain all materials and equipment ready for use and ensure store rooms are kept tidy, organised and clean.
- A3 Maintain and update displays and including display areas as and when necessary.
- A4 To manage the storage of student's work.
  
- B1 Maintain any machinery and equipment in accordance with Health and Safety requirements and arrange for regular testing from an external provider in accordance to requirements.
- B2 Carry out weekly Health and safety checks on all equipment and machinery and report directly to the Head of Faculty.
- B3 Maintain a good understanding of Health & Safety requirements.
- B4 Complete maintenance work on machinery in workshops at least monthly or as required.
  
- C1 To maintain, monitor and order consumables and distribute to staff and classrooms as required.
- C2 Keep accurate records of orders and liaise with the Head of Faculty to ensure the budget is well managed.
- C3 Liaise with the finance office regarding orders as necessary.
  
- D1 Develop and produce resources for the department as required.
- D2 Assist staff in lessons and support students with practical work as required.
- D3 To have good knowledge and skill level in Design & Technology that will facilitate effective support in class.
  
- E1 Complete administrative task as requested by staff within the faculty. This may include photocopying, producing lists, entering data etc.
- E2 Ensure emails are read regularly and acted upon accordingly.
  
- F1 To support staff with raising the profile of the subject. This may include assisting staff in preparing and setting up displays for outside competitions or exhibitions.
- F2 Maintain and update displays around school for Design and Technology as and when necessary.
  
- G1 To be proficient in the use of the range of CAD/CAM equipment.
- G2 Provide technical CAD/CAM support within the classroom when required.
- G3 Use the laser cutter to produce work for students from their designs and occasionally give demonstrations to pupils.

The above responsibilities are subject to the general duties and responsibilities contained in the statement of conditions of appointment.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after due consideration.



**PERSON SPECIFICATION**  
**DT Technician**

| ESSENTIAL                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                         | DESIRABLE                                                                                                                                                                                                                          | HOW ASSESSED                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------------------|
| <b>Qualifications</b> <ul style="list-style-type: none"> <li>Good level of general education including GCSE Maths and English</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | <ul style="list-style-type: none"> <li>Relevant qualification linked to the role within Design Technology/Engineering</li> <li>Educated to A-Level or equivalent</li> <li>First Aid Qualification</li> </ul>                       | Application Qualifications            |
| <b>Experience</b> <ul style="list-style-type: none"> <li>Excellent communication skills, oral and written</li> <li>Evidence of using Microsoft Office software (word processing, spreadsheets)</li> <li>Evidence of being competent using relevant machinery and tools</li> </ul>                                                                                                                                                                                                                                                                                                                                 | <ul style="list-style-type: none"> <li>Experience of working in an education setting</li> <li>Experience of working within Design Technology department</li> <li>Ability to use CAD/CAM Software</li> </ul>                        | Interview<br>Application<br>Reference |
| <b>Knowledge, skills and abilities</b> <ul style="list-style-type: none"> <li>Well organised</li> <li>Able to work effectively, prioritise workload and work accurately and at speed on a daily basis to meet deadlines</li> <li>Willingness to seek guidance when needed</li> <li>Ability to work effectively as a member of a team.</li> <li>Understanding of health and safety issues relevant to the post</li> <li>Ability to learn quickly about new procedures</li> <li>Willingness to develop professionally, maintain up to date knowledge relevant to the role and attend courses as required</li> </ul> | <ul style="list-style-type: none"> <li>Understanding of the aims and vision of the School</li> <li>Expertise in the use of specialised machinery and tools</li> <li>Ability to work outside of normal hours if required</li> </ul> | Interview<br>Application<br>Reference |
| <b>Qualities</b> <ul style="list-style-type: none"> <li>Enthusiasm and positivity</li> <li>Friendly with a 'can do' attitude</li> <li>Resourceful and creative</li> <li>Ability to work flexibly and cooperatively within a team</li> <li>Sense of humour</li> <li>Committed to high quality</li> </ul>                                                                                                                                                                                                                                                                                                           |                                                                                                                                                                                                                                    | Interview<br>Reference                |
| <b>This post is subject to an Enhanced DBS (CRB) check</b>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                        |                                                                                                                                                                                                                                    |                                       |

## **The Selection Process**

The interview process will involve:

- A tour of the school
- Formal interview

We look forward to receiving your application.

Deadline for receiving applications: 30<sup>th</sup> July 2021