# Candidate Information Pack

# Design Technology Technician

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**Our Trust Prayer**

We thank you, God of Love, for the gift of children,

Bless the work of our Trust, that in all we do

young people may grow in wisdom and stature,

and so come

to know you,

to love you

and to serve you

as Jesus did.

We make this prayer in his name who is God

with you and the Holy Spirit, now and forever.

Amen

# About Liverpool Diocesan Schools Trust We believe

Jesus said ‘Let the children come to me.’ (Mt 19).

We believe that we are fulfilling this command when we enable children of all faiths and none to flourish in our schools. The Liverpool Diocesan Schools Trust (LDST) has an important role to play in improving the attainment of pupils across the Diocesan region.

We believe that as a diocesan led Multi Academy Trust (MAT) we create stronger bonds of collaboration and cooperation, sharing good practice, addressing areas of weakness and offering increased opportunities for professional development.

We are on a journey

We are on a journey to grow a Trust in which our schools will continue to thrive under the leadership of headteachers, supported and challenged by local governing bodies and accountable to the board of directors.

We are confident that this will be achieved whilst at the same time ensuring that all of our family of schools benefit from high levels of collaboration.

These are the things we value

Our values are more than just a statement; they are the core principles that guide our decisions and actions. We arrived at our values through consultation, looking at both the account in Genesis 18 of the visit to Abraham of three angels and also particularly at the icon of this event painted by Andrei Rublev. Through this we identified the core values to our Trust:

* Collaboration
* Valuing the Local
* Valuing Difference
* Inclusion

# About St Michael’s Church of England High School

St Michael’s Church of England High School is a school with an extremely bright future. Number on roll and results over the last five years have seen dramatic rises.

Graded ‘Good’ by OFSTED, we are an 11-18 mixed Comprehensive School of around 685 students situated in a delightful position on the northern edge of Crosby.

# Job Role

# Title: Technology Technician

# Contract Type: Permanent

Salary: SCP Grade C Points 3-4 £18,562pa - £18,933pa

Pro rata - £9,975pa - £10,174pa

Hours: 23 hours per week, term time only (with an opportunity of an additional 5 hours per week, to support with the school farm)

Accountable to: Headteacher, Strategic Business Development Manager, Head of Technology Department

Location: St Michael’s Church of England High School, St Michael’s Road, Crosby, L23 7UL

# Main Purpose/Duties

The Governors are looking to appoint a highly motivated and energetic person who is capable to work using their own initiative to support our Design Technology Faculty Area, to start as soon as possible.

The successful candidate will work under the instruction/guidance of senior staff providing support within the Faculty assisting in the preparation and maintenance of the Faculty’s resources/equipment. This includes the preparation of materials, kits and resources for classes including timber, plastic and metal using and maintaining machinery, tools and equipment.

The postholder should be suitably qualified and have experience of general technical/resource support.

The postholder will need to undertake relevant training in order to be a designated person to administer First Aid.

The ability to drive the school minibus is desirable. For the successful candidate, there is an opportunity of an additional 5 hours per week, to support the School Farm.

**KEY FUNCTIONS**

You will be responsible for providing technical support and preparing resources for the Design and Technology Faculty Area under the guidance of the Curriculum Leader for the Technology Faculty.

This includes the preparation of materials for classes including timber, plastic and metal using appropriate machinery.

**MAIN DUTIES**

**Support for the School**

To work collaboratively with colleagues as part of a professional team, in particular with the Curriculum Leader for Design Technology (DT).

To assist in the general efficient operation of the Faculty Area, including providing materials for lessons in the event of a classroom teacher being absent.

To maintain confidentiality at all times in respect of school-related matters and to prevent disclosure of confidential or sensitive information.

To promote the ethos and values of St Michael’s by supporting school policies and procedures.

To assist with any other duties reasonably requested by the Faculty Leader for DT, in accordance with the post holder’s skills and qualifications.

**SUPPORT FOR THE STUDENTS**

To promote an enthusiasm for and love of DT and learning amongst students.

To work with individuals and groups of students in the DT Curriculum Area to assist with practical work, techniques and using equipment when necessary.

To ensure the inclusion of all students in the learning activities in which they are involved.

**SUPPORT FOR TEACHERS**

To carry out daily tasks as directed by members of the Faculty Area.

To efficiently prepare, maintain, order and use DT and other teaching materials. Preparing tools for Resistant Materials and graphics lessons, photocopying resources, assisting students tidying their workspace after the completion of a task.

To be responsible for maintaining and using the machinery, tools and equipment within the classroom to prepare project/class resources.

To mount and display work throughout the school and assist in preparing classroom and corridor displays and exhibitions.

To photograph and catalogue the students’ work if required.

To order resources, materials as requested by each member of the Faculty Area.

To assist in the completion of risk assessments and the implementation of the DT Health and Safety Policy and keep records to ensure that all risk assessments and Health and Safety certificates are up to date.

To assist in maintaining all aspects of discipline and encouraging socially acceptable behaviour in line with the ethos of the school.

To attend meetings and courses when required.

**SUPPORT FOR THE CURRICULUM**

To monitor, clean and service where possible small and large equipment and machinery throughout the Department.

To create and maintain an inventory of equipment for each area of the DT Faculty Areas.

To maintain DT Faculty Area resources and monitor/record stock levels.

To organise and maintain all store rooms, store cupboards, storage areas and storage drawers.

To ensure that all DT rooms are kept secure, clean, tidy and free from all hazards, and to report any maintenance issues on behalf of the Department.

To ensure tools and equipment are stored securely after use.

To organise for the regular safety inspections of all machinery and equipment.

To ensure Faculty first aid boxes are kept up to date and stocked.

PERSON SPECIFICATION

Post: TECHNOLOGY TECHNICIAN LEVEL 1 Post No

School ST MICHAEL’S CHURCH OF ENGLAND HIGH SCHOOL

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| --- | --- | --- |
| Personal Attributes Required  (considerations) | Essential (E)  or  Desirable (D) | Method of Assessment  (suggested) |
| QUALIFICATIONS/TRAINING |  |  |
| Have achieved or working towards a Level 1 qualification in Numeracy/Maths and Literacy/English.  Relevant Level 1 qualification or equivalent experience. | D  D | AF  AF + I |
| EXPERIENCE |  |  |
| Experience of general technical/resource support appropriate to designated department.  Awareness and basic understanding of school curriculum (within specified age range or subject area).  Basic knowledge of First Aid.  Basic awareness of inclusion, especially within a school setting. | E  E  D  E | }  }  }  } AF + I  }  } |
| SKILLS/KNOWLEDGE/APTITUDES |  |  |
| Communication & Influence  Conveys basic messages using a variety of media. Appears confident when communicating with others. Writes in a clear, factual and logical way. Avoids jargon, keeping to everyday language. Is able to provide constructive feedback on day-to-day issues in an appropriate manner. | E | AF + I |
| Team working  Shows an interest in others, taking time and effort to get to know people and a willingness to help others. Does not work in isolation, sharing information and keeping others up to date. Takes time out to listen, explain and provide constructive feedback. | E | AF + I |
| Organisational awareness  Understands how own job contributes to the school’s activities. Stays up to date with developments in school and discusses with colleagues their activities to gain a broader understanding. | E | AF + I |
| Adaptability  Understands the need for, and the effects of, change and is able to adjust style and way of working, taking others into account. Learns from experience. | E | AF + I |
| Use of technology  Has knowledge of, and is able to use, the range of technology within own workplace (e.g. PCs including standard software, printers, photocopiers, etc.). Has a willingness to remain proficient as the technological needs of the school change. | E | AF + I |
| Professional Values and Practice  Demonstrates high expectations for all pupils.  Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners.  Ability to improve own practice through observations, evaluation and discussion with colleagues. | E | AF +I |
| SPECIAL REQUIREMENTS |  |  |
| Requirement to complete Support Staff Induction Programme.  Requirement to complete Appointed Persons First Aid at Work training. | E  E | I  I |

St Michael’s Church of England High School is a caring Christian community. The successful candidate must demonstrate the ability to support this ethos.

The School is committed to safeguarding and promoting the welfare of young people and expects all staff to share this commitment: http://www.stmichaelshigh.com/images/2021/Whole\_School\_Child\_Protection\_Policy\_September\_2021\_-St\_Michaels.pdf

For Application Form, Job Description and Person Specification, see link below and return application form to school email address [vacancies@stmichaelshigh.com](mailto:vacancies@stmichaelshigh.com)

Application forms to be returned by 9 am on Tuesday 1 February 2022.

The school will undertake all of the DfE pre-employment checks outlined in the statutory guidance Keeping Children Safe in Education. If your application is successful, we are legally obligated to process an enhanced Disclosure and Barring Service (DBS) check before your appointment is confirmed. For posts in regulated activity, the DBS check will include a barred list check. All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013 and 2020) provides that when applying for certain jobs and activities, certain convictions and cautions are considered ‘protected’. Information can be found at <https://www.gov.uk/government/publications/filtering-rules-for-criminal-record-check-certificates/new-filtering-rules-for-dbs-certificates-from-28-november-2020-onwards>

Appointment to this post is subject to a satisfactory enhanced DBS check, 2 satisfactory references, and verification of qualifications.

# How to Apply

Application Process

The application process for this role is a 2 stage process:

* Application form
* Interview

To be considered for this role you must complete the LDST application form. We are unable to accept CV applications, or applications from agencies.

Once the closing date has been reached all applications will be reviewed. The candidates who best demonstrate the skills listed in the person specification in their application will be invited to interview.

To ask any questions, or to submit your completed application form, please email [vacancies@stmichaelshigh.com](mailto:vacancies@stmichaelshigh.com) or contact the School Office on 0151 924 6778.

LDST reserves the right not to progress candidates to the next stage of the process, or not to appoint to the role, if candidates fail to demonstrate the essential criteria in the person specification.

Applicants from overseas, outside the EEA, are advised to obtain an overseas criminal check before they apply for a visa as the post is in the education sector.

**Closing Date: 9 am Tuesday 1 February 2022**

**Interview Date: TBC**

**Start Date of Post: As soon as possible**