

Bishop Justus CE School

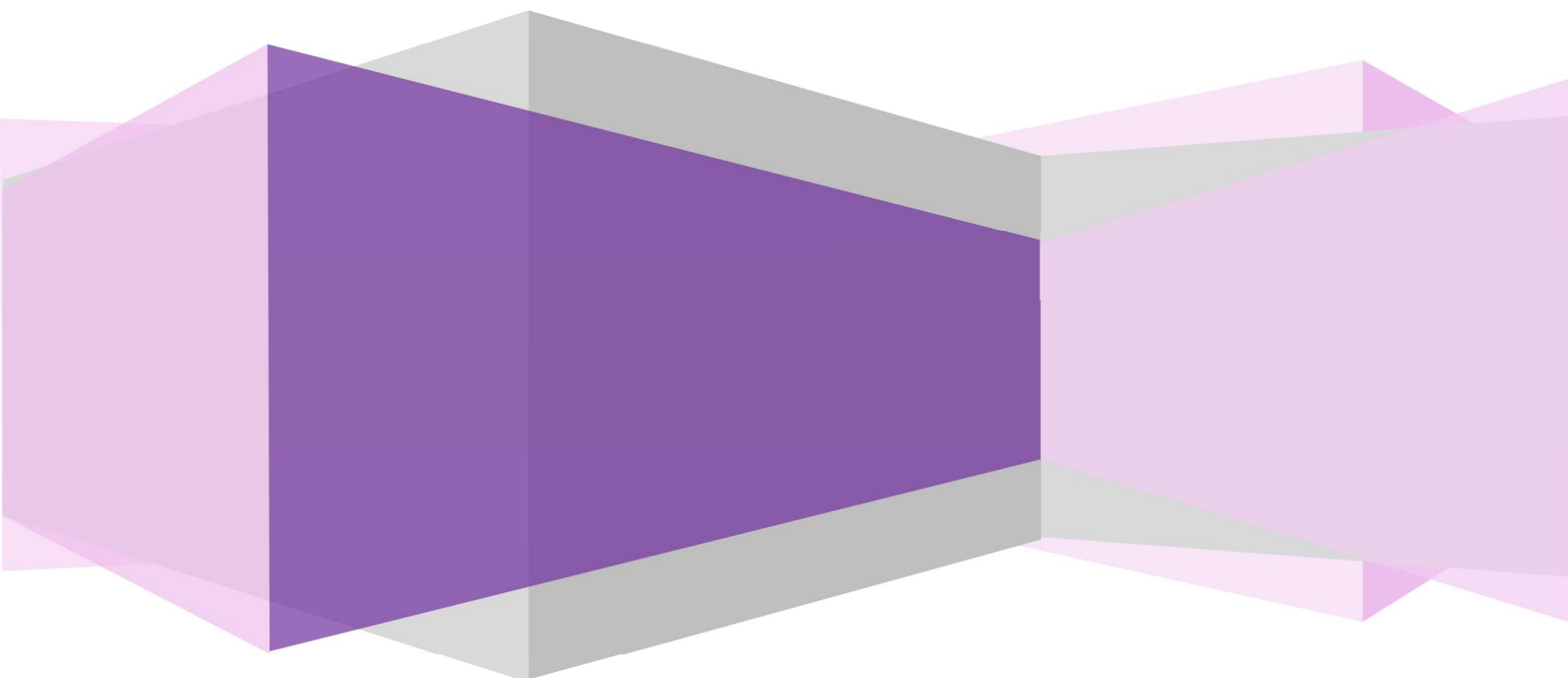
[www.bishopjustus.bromley.sch.uk](http://www.bishopjustus.bromley.sch.uk)



# Application Pack

**DT Technician**

Required: Immediate Start





# DT Technician

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Bishop Justus Church of England School is seeking to appoint a DT Technician to assist with the day to day duties of the DT Department.

## **Our ideal candidate will have:**

- A flexible attitude.
- Good communication skills;
- Has a keen interest in Art, Photography and Design Technology.
- Good time management skills and the ability to prioritise tasks;
- Be a good team player;
- Possess a friendly and helpful demeanour;
- Has good attention to detail; and
- A good sense of humour.

## **In return, we offer:**

- A happy community committed to the professional development of all colleagues.
- A distinctive local context ensuring we place inclusivity at the heart of all we do;
- A skilled and experienced team of teachers and other professionals;
- A motivated leadership team leading rapid improvement to the students' life chances;
- A school in which the students are enthusiastic, engaging and thoughtful.

We would be pleased to welcome you for an informal visit prior to application.

*We are committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check.*

*As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.*



## THE APPLICATION PROCESS AND TIMETABLE

### CLOSING DATE

You are invited to submit an application form, available with this pack, along with a personal statement outlining your suitability for the role against the person specification and job description.

- **Closing date for applications:** 19<sup>th</sup> March 2025 - noon  
*We reserve the right to withdraw the vacancy, should we find a suitable candidate.*

### SHORT LISTING

The candidates selected for interview will be informed after short listing and full details of the interview programme will be provided. If you have not heard anything from us after the interview date below, please assume your application has not been successful.

### INTERVIEWS

Candidates will be invited for interview.

- **Interviews:** 24-28<sup>th</sup> March 2025

### APPOINTMENT

All candidates will be contacted following interview.

- **Appointment to commence:** Immediate Start

### APPLYING

Please send your application, outlining your suitability for the role against the enclosed person specification and job description, by email to [recruitment@bishopjustus.bromley.sch.uk](mailto:recruitment@bishopjustus.bromley.sch.uk).

Please note a signed copy of your application form will be required prior to interview.

Shortlisted candidates will be asked to bring appropriate identification with them to interview. For the purpose of DBS clearance, only copies of the successful applicant's identification will be retained.

All candidates should provide two references. Permission should be sought prior to including any referee on your application form. Shortlisted candidates will have their references taken-up before any interview.

**Bishop Justus is committed to safeguarding the young people in our care and we expect all our staff to share this commitment. The successful applicant will be required to undergo an enhanced DBS check. As an employee of the Aquinas Church of England Education Trust you are required to have regard to the character of the Trust and its foundation and to undertake not to do anything in any way contrary to the interests of the foundation.**



## JOB DESCRIPTION

### DETAILS

**Job Title:** DT Technician  
**Grade:** A4 (Full Time Equivalent Salary Range £24,323.00 p.a to £26,144.00 p.a)  
**Pro Rata range:** £12,497.38 p.a to £13,433.02 p.a  
**Hours:** 21.6 hours per week / 39 weeks per year (Day TBC)  
**Accountable to:** Creative Arts Faculty Lead

### THE ROLE

To support staff teaching Art, Photography and DT by preparing equipment and materials and assisting in practical lessons. Technicians play a crucial role in supporting and directly improving students' learning experiences.

This does not constitute an exhaustive list but gives an indication of the range and types of duties expected of the post holder.

- To support students within Art, Photography and DT; to enthuse and motivate students to ensure their success at learning.
- Supporting teaching staff in practical lessons by taking part in demonstrations and giving technical assistance to students.
- Helping students to get the most out of learning experiences.
- To provide technical support to staff during lesson time as required.
- Delivering, setting up, checking, and preparing equipment and teaching areas for classes in Art, Photography and DT
- To prepare/lay out equipment, tools and materials for class use.
- Maintaining equipment and teaching areas: to clear up, clean, store and maintain equipment, tools and materials after use. To ensure the cleanliness and safety of workshops, classrooms, store room etc.
- To check and repair tools, equipment and machines in accordance with Health & Safety requirements.
- To monitor and maintain consumable items and components, including stock control and stock checking
- Under the direction of the Subject Leader, to order equipment and resources and to collect deliveries for the department from the school office. To check their delivery and storage.
- Organising, storing and stocktaking equipment.
- To assist staff in the production and updating of displays within the department.
- Ensuring a safe environment: to comply with the Health & Safety requirements of the school's policy with particular reference to the policy and practice of the department's health & safety procedures.
- To be aware of and comply with school policies and procedures.
- Carrying out administrative and other functions related to the smooth running of the faculty.
- To become proficient in the use of the range of Adobe Creative Software and provide technical support during lesson time.



### AS A DT TECHNICIAN, YOU WILL NEED:

- An interest and ability in Art, Photography, Design and Technology.
- Practical skills.
- To be able to use technical equipment.
- Flexibility and adaptability as you are likely to be working for a number of people who may be working on different projects and to different deadlines.
- Good communication skills; and
- The ability to work in a team and well as independently.

### FLOURISHING PEOPLE AND PROFESSIONAL DEVELOPMENT

Once your probation period is completed successfully, you will transfer to the Aquinas Trust “Flourishing people CPLD cycle.” This will involve:

- Self-evaluation
- Development goal setting
- Termly check in’s

Along with this work you will, with the support of your appraiser, you have the opportunity to “Research, Train and have a go” – this would be a project that you can complete about an area of education you are interested in.

***At Bishop Justus School staff are expected to work in line with the school’s Ethos.***

Responsibilities are likely to change over time and you will be expected to perform duties of a similar nature such as the Headteacher may reasonably require.



## PERSON SPECIFICATION

### DT TECHNICIAN

QUALIFICATION AND EXPERIENCE	Essential or Desirable
Knowledge of Design & Technology	E
Be confident in the use of Microsoft office.	E
Experience with the use of power tools and machinery. (Desirable)	D
Qualification/Experience in Health and Safety. (Desirable)	D
Have experience of working in an Art and Photography and/or DT role/environment.	E
Working as part of a team.	E
Handling confidential information.	E
Have English and Maths GCSEs.	E
Safeguarding training.	D
Data protection training.	D
First Aid trained.	D
Handling complaints and concerns from parents and other key stakeholders.	D
Working within a school environment.	E

SKILLS AND ABILITIES	Essential or Desirable
Excellent communication skills, both verbal and written.	E
Effective time management.	E
Ability to prioritise tasks and workload.	E
Ability to work under pressure and exercise judgement.	E
Flexibility and adaptable with a 'can do' attitude.	E
Ability to maintain a range of tools and equipment and prepare equipment and materials for lessons	D
Organisation of equipment and storing of stock.	D
Able to use technical equipment	E

[e] PERSONAL AND PROFESSIONAL QUALITIES AND ATTRIBUTES	Essential or Desirable
Possess a friendly and helpful demeanour.	E
An interest in Art and Photography.	E
The ability to work as both part of a team and independently.	E
The ability to maintain successful working relationships with colleagues.	E
High levels of drive, energy and integrity.	E



Ability to concentrate even with frequent interruptions and unpredictable working pattern.	E
Dedicated to promoting their professional development and achieving desired qualifications.	E
Able to plan and take control of situations.	E
Capable of handling a demanding workload and successfully prioritising work.	E
A good team player, with the ability to also work on their own initiative.	E
Willing and able to work flexible hours and across a range of work areas to meet	E
A knowledge of health and safety, and equal opportunities in the workplace.	D
Be willing to undertake further training	E
Have the ability to understand the statutory requirements of legislation concerning Safeguarding, including Child Protection, Equal Opportunities, Health & Safety and inclusion .	D

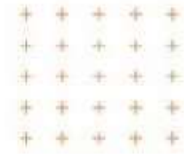


# Benefits of Working with Aquinas



Aquinas is committed to national and local agreements affecting employment as contained in the Green Book (National Joint Council) for associate colleagues unless superseded by statute or revised editions, or by local provisions. This includes:

- Generous **annual leave package of 33 days** (including bank holidays) for staff on 52 week per year contracts;
- **Enrolment in the Local Government Pension Scheme** with employer's pension contributions of 20-23% (subject to annual review);
- Maternity, Paternity and Adoption leave;
- Sick pay entitlement rising to 6 months full pay / 6 months half pay after 5 years' service.



## Lease An Electric Vehicle



We have joined the **Octopus Energy Scheme** to give you the option of leasing an electric vehicle. Provided by Octopus, the 'Electric Vehicle Salary Sacrifice scheme' is intended to help colleagues lease an electric car.

Available to eligible staff.



## Benefits through Enjoy Benefits



### Cycle to Work Scheme

- Save up to 42% on the price of a new bike and save money and stay fit.

### Technology Benefit

- Access to the latest gadgets with payments that are spread interest free across 12 months.



## Blue Light Card

Blue Light Card now welcomes teachers and support staff to its list of eligible services. For just £4.99, members of the Blue Light community can register for 2-years and access thousands of amazing discounts online and on the high street.



## Looking After Your Wellbeing

Provided by Health Assured, our 'Employee Assistance Programme' is intended to help colleagues deal with personal problems that might adversely impact work performance, health and well-being. Typically support may include assessment, counselling and referral for individuals or their family.

