



Job Description & Person Specification for Product Design Technician

Status of Post:	25 hrs/wk, term time only + 5 PD Days (44.21 wks pa)
Salary Scale:	Salary Grade 5 (Points 5-6) (£19,650-£20,043 Full Time Equivalent/£11,262.48-£11,483.55 Pro Rata)
Starting date:	ASAP
Reporting to:	Head of Subject, Head of Department and School Business Manager

General Information

We strive to be the “best we can be through courtesy, enterprise and endeavour”.

With over 940 students on roll, William Brookes School is a successful school situated in the picturesque town of Much Wenlock. Approximately ten miles from the centre of Shrewsbury, the school serves a community of small villages and the bigger town of Broseley. Academic standards at the school are high and frequently among the highest in the county, thanks to highly motivated staff, children who wish to learn and parents who support them. Our high standards are maintained by caring and creating a climate of trust and mutual support between all who work in the school, ensuring all students leave with qualifications and skills needed for a successful life.

We have the privilege of being the only Coubertin School in Great Britain. We were awarded this prestigious status in 1999 when we were asked to become a founder member because of our strong links with the modern Olympics. Pierre de Coubertin, who is heralded as the creator of the modern-day Olympic Games, was inspired by a visit to Much Wenlock in 1890 as the guest of Dr William Penny Brookes. Coubertin was a French philosopher who believed in educating the whole body and mind. We value this in our present school beliefs.

The school underwent a complete rebuild in 2010 making it the only school in the Shropshire local authority to have a building fully equipped for 21st century learning, although we continually look to improve our excellent facilities and resources for learning. In 2013 we became a Single Academy Trust and in April 2021 became a member of the 3-18 Education Trust.

We also have a large Leisure Centre, swimming pool and 3G pitch, which are jointly managed and available for use by students and staff during the day. We have a strong commitment to the Performing Arts and have excellent facilities inside the Edge Arts centre for public and school performances. These include a Dance and Drama studio, a Lecture Theatre and Cinema alongside the main Performance studio.

There are opportunities for team teaching and for accommodating visiting speakers for more than one group, with a 90-seat lecture theatre available on the ground floor. All teaching spaces have good ICT resources and we have various devices available to support curriculum delivery including laptops and iPads. Subject specific resources are in plentiful supply and mainly electronic.

Job Purpose

Our Technicians work under the supervision of the Head of Subject and Head of Department to ensure the smooth running of D&T systems, equipment and facilities within school. The job also entails support and assistance for staff and students to support the work of the department.

Principal Duties and Responsibilities

Under the direction of the Head of Department, our Technicians will;

1. Maintain and develop department facilities

- check, maintain, repair, clean and sharpen tools and equipment;
- check stock levels, prepare orders and store materials;
- maintain stocks of consumable items in work rooms;
- maintain high levels of hygiene and food safety
- maintenance of specialist equipment, check for quality/safety, undertake repairs/modifications within own capabilities and report other damages/needs
- demonstrate and assist others in safe and effective use of specialist equipment/materials
- undertake structured and agreed learning activities/teaching programmes

2. Assist teaching staff and students

- purchase, prepare, set out and put away materials and equipment;
- work alongside teacher in lessons to assist students' progress and supervise and support pupils, including those with special needs, ensuring their safety and access to learning
- establish constructive relationships with pupils and interact with them according to individual needs
- encourage pupils to interact and work co-operatively with others, and engage in learning activities
- prepare display, research and teaching materials;
- liaise with other departments, agencies and suppliers.
- create and maintain a purposeful, orderly and productive working environment
- timely and accurate preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc.
- maintain records as requested
- ensure the health and safety and good behaviour of pupils at all times
- support routine tests and examinations
- provide clerical/administrative support
- assist with the training and development of junior staff
- assist in the development of lesson/work plans, administration of coursework, work sheets etc.

3. Health & Safety

- attend appropriate Health & Safety training courses
- carry out regular safety checks of machinery, equipment and COSHH materials;
- assist in conducting risk assessments;
- work with regard to personal safety and advise teaching staff of any risks/unsafe work seen;
- maintain register of electrical equipment and liaise with person responsible for checking this;
- prepare and regularly up-date inventory of all equipment for centrally held records.

4. Support for the school

- assist with the supervision of pupil activities out of lesson times e.g. clubs, extra-curricular activities
- be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person
- be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop
- contribute to the overall ethos/work/aims of the school
- appreciate and support the role of other professionals
- attend and participate in relevant meetings as required
- participate in training and other learning activities and performance management as required

Undertake any other duties that would reasonably be expected of the post holder.

Experience, Qualifications and Contribution

We are looking for a practical, adaptable enthusiastic and capable person who can demonstrate an ability to get on with a wide range of people of all ages, abilities and backgrounds. It would be helpful if you have proven experience of similar work although this is not essential. Some basic computer skills such as use of Word, Excel, email and the internet would be an advantage. Training will be provided as and where necessary. Certificates will be required to use the workshop machinery and this will be arranged if you do not already hold these.

Person Specification

	Essential	Desirable
Experience		
Working with a wide range of people	✓	
Working with young people		✓
Skills and Qualifications		
Good standard of education, minimum 5 A*-C grades at GCSE	✓	
Excellent communication and inter-personal skills	✓	
Good literacy skills (for report writing, etc)	✓	
Good ICT skills	✓	
Valid driving licence and ability/willing to drive a minibus	✓	
First aid qualification or willing to undertake training		✓
Use of and maintenance workshop equipment	✓	
Personal Qualities		
Sensitivity and empathy	✓	
Assertiveness and ability to elicit respect	✓	
Ability to deal firmly and fairly with young people	✓	
Self-motivation and initiative	✓	
Accuracy and efficiency	✓	
Ability to work calmly under pressure	✓	
Ability to organise, to prioritise and meet deadlines	✓	
Patience	✓	
Flexibility and the ability to quickly learn new systems	✓	
A positive and keen attitude with a commitment to high standards	✓	
A sense of humour	✓	

Hours of Work, Salary & Conditions of Service

Hours

25 hours per week split over 5 x 5 hour days Monday to Friday, term time plus 5 PD Days. This will be flexible in response to the demands of the post.

Salary

Salary Grade 5 (Points 5-6) (£19,650-£20,043 Full Time Equivalent/£11,262.48-£11,483.55 Pro Rata)

Salaries are paid in equal monthly amounts with appropriate pro-rata holiday pay entitlements included.

Terms and Conditions

The post is subject to the following Terms and Conditions:

- a) The Terms and Conditions of employment are in accordance with the National Joint Council for Local Authorities' Scheme and Conditions of Service for Administrative, Professional, Technical and Clerical Services.
- b) The other terms and conditions set out in the various national collective agreements in force from time to time.
- c) The Local Authority's and Governing Body's Rules and Conditions including any local agreement entered into with recognised trade unions.
- d) The other conditions set out in the letter of appointment and this job specification.

The Appointment Process

Application forms are available from the school website www.williambrookes.com. Completed applications and supporting documentation should be emailed to jwilkinson@williambrookes.com.

Please complete and return your application form as soon as possible, clearly noting all the experience, skills and personal qualities that you can offer which are relevant to this post.

Please note:

- It is essential that all elements of the application form are completed appropriately.
- CVs will not be accepted.
- Appointments will be subject to clearance in respect of medical fitness and criminal disclosure.
- This post is exempt from the Rehabilitation of Offenders Act 1974 and as such any applicants who are appointed to this post will be subject to an Enhanced Disclosure from the Criminal Records Bureau before the appointment is confirmed. This check will include details of cautions, reprimands or warnings, as well as convictions and non-conviction information. Once provisionally appointed, the successful applicant(s) may also be required to apply for an Enhanced Disclosure at predetermined intervals during the course of their employment whilst in this post.
- William Brookes School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

If invited for interview, **you are required to bring evidence of your qualifications and appropriate documents to initiate the DBS application process** should you be the successful candidate.

If you have not heard from us within four weeks of submitting your application, please assume that you have not been successful on this occasion. In this event, thank you for your interest in joining William Brookes School.