



# **RISEDALE**

## **SCHOOL**

A family of learners

# **RECRUITMENT PACK**

October 2024

Dear Candidate,

## **SUBJECT: Recruitment Pack – Food and Art Technician**

Thank you for your interest in the post of Food and Art Technician at Risedale School. I hope you find the information you require within this Recruitment Pack.

Risedale is a small but growing school with a fantastic team of staff, a wonderful group of young people and a clear but determined agenda to make sure that every pupil is looked after, nurtured, challenged and ultimately leaves ready for an exciting and positive future. We are at an exciting point in our journey. Attainment continues to rise, attendance is above the national recommendation and we are absolutely committed to no young person being left behind; the school is passionate about ensuring that the curriculum is bespoke for each child and that teachers provide a family through our tutor group system.

If you decide to apply, please do so using the Risedale Job Application Form utilising the 'Supporting Evidence and Further Information' sections to detail how your knowledge, skills and experience meet the requirements for this post, what you can bring to this post and why you wish to work at Risedale. Please do not send a CV or apply through a recruitment agency.



Return your application either via email to [jobs@risedale.org.uk](mailto:jobs@risedale.org.uk) or alternatively post your application to Mrs L Greenwood, Headteacher, Risedale School, Hipswell, Catterick Garrison, DL9 4BD. Please ensure your application arrives no later than 23:59 Sunday 17th November 2024. Please mark your envelope 'Technician' in the top left-hand corner.

I hope you will accept my thanks in advance for your interest in the post, and excuse my discourtesy in responding only if you are shortlisted for an interview.

I look forward to hearing from you.

Yours sincerely



**Mrs L Greenwood**  
Headteacher

## JOB INFORMATION

<b>JOB TITLE</b>	<b>Food and Art Technician</b>
<b>SALARY / GRADE</b>	Pay Grade CD (Points 3-6) £11,932.80 - £12,595.60 Pro Rata (£23,150.16 - £23,893.00 FTE)
<b>CONTRACT TYPE / TERM</b>	Permanent/Term time only - 38 weeks, plus 5 training days 22-22.5 hours per week, 3 days per week (days to be negotiated)
<b>JOB TO START</b>	As soon as possible
<b>CLOSING DATE</b>	23:59 Sunday 17th November 2024

### Are you passionate about food, art and education?

We are seeking a talented and enthusiastic Food and Art Technician to join our dedicated team. As a Food and Art Technician, you will play a vital role in supporting our school's food technology and art curriculums and ensuring a safe and enjoyable learning environment for our pupils.

Our school is a unique and thriving place for pupils to learn with a focus on achieving the best outcomes for all. We are located in Catterick, a large military town just outside of Richmond, which is surrounded by great road links making us easily accessible from surrounding towns including Darlington, Northallerton and Thirsk.

We are extremely proud of our staff team, all of whom play a key role in creating an excellent learning experience that truly is unique to Risedale. We are now looking to appoint a highly motivated and effective Technician to support our Food and Art departments.

### What are we looking for?

- An academic qualification, equivalent to NVQ Level 2, GCSEs grade 4 / C
- Experience of working in a school or with young people
- Good organisation and communication skills
- The ability to work effectively within a team but also independently

### What can we offer in return?

- The opportunity to work closely with passionate and skilled teaching staff in a thriving faculty and school
- A chance to develop and enhance your skill set in a supportive environment

As a vital part of the Food Technology and Art team, you'll play a key role in ensuring both areas run smoothly, assisting teachers and pupils with planned activities to support the learning and development of all pupils.

If you are ready to join our team at Risedale and take on this exciting new role, we would love to hear from you!



# RISEDALE

A family of learners

If you would like further information on the role or would like to arrange a visit to the school, please email Angelique Armstrong, Senior Office Administrator, at [armstrong.a@risedale.org.uk](mailto:armstrong.a@risedale.org.uk) to arrange a suitable time.

Completed application forms should be emailed to [jobs@risedale.org.uk](mailto:jobs@risedale.org.uk) or alternatively can be posted to Lucy Greenwood, Headteacher, Risedale School, Hipswell, Catterick Garrison, North Yorkshire DL9 4BD.

**PLEASE NOTE:** The school will not accept referrals or CVs from supply or employment agencies for this post.

**Closing date: 23:59 17th November 2024**

**Interview date: Week commencing 25th November 2024**

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. The successful applicant will therefore be required to complete an enhanced Criminal Records Disclosure. We encourage applications from all sectors of the community.



## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Technician</b>
<b>GRADE:</b>	Pay Band CD (Points 3-6)
<b>CONTRACT TYPE / TERM:</b>	Permanent / Term Time only plus training days
<b>RESPONSIBLE TO:</b>	Head of Departments - Food and Nutrition and Art

<b>JOB PURPOSE:</b>	To work under the direction of the Head of Food Technology and Head of Art to support the use of practical resources and facilities and provide assistance and advice in the practical needs of the curriculum.
<b>JOB CONTEXT:</b>	<ul style="list-style-type: none"> <li>● Required to work within school in supporting teachers with practical lessons in Food and Art where the post holder may be subject to disagreeable working conditions. Due to the nature of the role, the postholder may be required to wear protective clothing for their own safety.</li> <li>● Enhanced DBS Clearance required</li> </ul>
<b>ACCOUNTABILITIES / MAIN RESPONSIBILITIES</b>	
<b>Operational Management</b>	<ul style="list-style-type: none"> <li>● Prepare resources/materials/equipment for lessons, as directed</li> <li>● Support with planning and organising equipment</li> <li>● Give basic technical advice to teachers and pupils</li> <li>● Offer guidance, assistance and support to pupils and teachers on the practical aspects of the curriculum which may entail assisting with demonstrations</li> <li>● Assist with basic demonstrations</li> <li>● Safely and securely store allocated equipment and materials to prevent unauthorised misuse</li> <li>● Know your role in supporting and promoting development</li> <li>● Undertake record keeping as required.</li> </ul>
<b>Communications</b>	<ul style="list-style-type: none"> <li>● Communicate effectively with all pupils and colleagues</li> <li>● Remember and understand the procedures and legislation relating to confidentiality issues that apply to your role</li> <li>● Interact with pupils in a supportive way to aid the development of their ability to think and learn</li> <li>● Listen to concerns; recognise and take account of signs of change in attitudes and behaviour</li> <li>● Have the ability to use clear language to communicate information unambiguously to others including children and young people.</li> </ul>





<p><b>Resource management</b></p>	<ul style="list-style-type: none"> <li>● Carry out stock control, compiling orders, liaising or negotiating with suppliers and maintaining appropriate records</li> <li>● Design, construct, and modify apparatus/equipment</li> <li>● Lead on routine and non-routine checking, cleaning, maintenance, testing and repairing of equipment to the required standard.</li> <li>● Assist in monitoring, controlling and keeping financial records of the departmental expenditure in accordance with the school's policy.</li> <li>● Ensure the availability of suitable materials and equipment and suggest alternatives for suitability and economy.</li> </ul>
<p><b>Safeguarding</b></p>	<ul style="list-style-type: none"> <li>● Be responsible for promoting and safeguarding the welfare of children and young people that you are responsible for and come into contact with</li> <li>● Have awareness and basic knowledge, where appropriate, of the most recent legislation</li> <li>● Be able to recognise when a child or young person is in danger or at risk of harm and take action to protect them</li> <li>● Make considered judgements about how to act to safeguard and promote a child or young person's welfare</li> </ul>
<p><b>Systems and Information</b></p>	<ul style="list-style-type: none"> <li>● Attend staff meetings, training days and management meetings by agreement with their manager</li> <li>● Participate in training and learning activities and performance development as required.</li> <li>● Keep up to date with current procedures and practices through continuing professional development.</li> </ul>
<p><b>Data Protection</b></p>	<ul style="list-style-type: none"> <li>● To comply with the Council's policies and supporting documentation in relation to Information Governance this includes Data Protection, Information Security and Confidentiality.</li> </ul>
<p><b>Health &amp; Safety</b></p>	<ul style="list-style-type: none"> <li>● Be aware of and implement your health and safety responsibilities as an employee and where appropriate any additional specialist or managerial health and safety responsibilities as defined in the Health and Safety policy and procedure.</li> <li>● Provide technical advice on health &amp; safety issues to teachers and technical support staff.</li> <li>● To work with colleagues and others to maintain health, safety and welfare within the working environment.</li> <li>● Contribute to the assessment, monitoring and review of both health &amp; safety procedures and information resources through a process of self-evaluation.</li> <li>● Ensure the healthy, safe storage and accessibility of equipment and materials.</li> <li>● Ensure the safe treatment and disposal of used materials, including hazardous substances and responding to actual potential hazards.</li> </ul>



<b>Equalities</b>	<ul style="list-style-type: none"><li>• We aim to make sure that services are provided fairly to all sections of our community, and that all our existing and future employees have equal opportunities.</li><li>• Within own area of responsibility, work in accordance with the aims of the Equality Policy Statement.</li></ul>
<b>Flexibility</b>	<ul style="list-style-type: none"><li>• North Yorkshire Council provides front-line services, which recognise the need to respond flexibly to changing demands and circumstances. Whilst this job outline provides a summary of the post, this may need to be adapted or adjusted to meet changing circumstances. Such changes would be commensurate with the grading of the post and would be subject to consultation. All staff are required to comply with Council Policies and Procedures.</li></ul>
<b>Customer Service</b>	<ul style="list-style-type: none"><li>• The Council requires a commitment to equity of access and outcomes, this will include due regard to equality, diversity, dignity, respect and human rights and working with others to keep vulnerable people safe from abuse and mistreatment.</li><li>• The Council requires that staff offer the best level of service to their customers and behave in a way that gives them confidence. Customers will be treated as individuals, with respect for their diversity, culture and values.</li></ul>
<b>Date of Issue:</b>	<b>October 2024</b>



## PERSON SPECIFICATION

ESSENTIAL UPON APPOINTMENT	DESIRABLE ON APPOINTMENT
<p><b>Knowledge and qualifications</b></p> <ul style="list-style-type: none"> <li>● NVQ Level 2 or equivalent in a relevant subject</li> </ul>	<ul style="list-style-type: none"> <li>● Food safety qualifications or desire to obtain these</li> <li>● Appropriate first aid training</li> </ul>
<p><b>Experience</b></p> <ul style="list-style-type: none"> <li>● Relevant professional work experience in either:               <ul style="list-style-type: none"> <li>○ a laboratory</li> <li>○ a school</li> <li>○ working with young people</li> </ul> </li> </ul>	
<p><b>Occupational Skills</b></p> <ul style="list-style-type: none"> <li>● Good written and verbal communication skills: able to communicate effectively and clearly with a range of staff, pupils and parents.</li> <li>● Good literacy and numeracy skills</li> <li>● Good team and group working skills</li> <li>● Planning and organisational skills</li> <li>● Willingness to undertake continuous professional development in a discipline or area of specialism</li> </ul>	
<p><b>Personal Qualities</b></p> <ul style="list-style-type: none"> <li>● Demonstrable interpersonal communication skills</li> <li>● Ability to work successfully in a team</li> <li>● Able to exercise discretion &amp; judgement</li> <li>● Self-motivated to complete required duties</li> <li>● Confidentiality</li> <li>● Good time management skills</li> <li>● Flexibility.</li> </ul>	
<p><b>Other Requirements</b></p> <ul style="list-style-type: none"> <li>● Positive motivation for working with children, young people and their families</li> <li>● Enhanced DBS clearance</li> <li>● To be committed to Continual Professional Development (CPD)</li> <li>● Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>● Emotional resilience in working with challenging behaviours and attitudes</li> <li>● Committed to the ethos of the school</li> </ul>	<ul style="list-style-type: none"> <li>● Flexible approach to working outside school hours when required</li> </ul>

You should use this information to make the best of your application by identifying some specific pieces of work you may have undertaken in any of these areas. You will be tested in some or all of the skill-specific areas throughout the selection process.



## Our Mission Statement:

The Risedale family is committed to a positive future for all through a personalised learning journey.

## Our Aims:

- Celebrate success, learn from mistakes
- Build resilience, accept challenge and strive for excellence
- Shape the curriculum to discover, explore and build aspiration



## About Us: Risedale School

Risedale School is a coeducational community secondary school welcoming pupils aged 11 to 16. It enjoys an enviable and growing reputation in its local community. Links with the Armed Forces are strong. The school has one of the largest proportions of service children of any secondary school in the UK and this military connection is an essential part of the school's distinctive character.



Risedale was inspected by Ofsted in November 2019 and the glowing report which followed saw the school being judged as 'Good' in all four areas of appraisal which includes; The Quality of Education; Behaviour and Attitudes; Personal Development; Leadership and Management.

Inspectors described how, ***"Pupils enjoy coming to Risedale School because it is a caring community"***. The school's Senior Leadership Team has, ***"thought hard about how they can help pupils achieve well and enjoy learning."***

The report praised our improvements since the last inspection, the quality of our teaching, the behaviour of our pupils and the leadership and management of the school. The findings are a true testament to the hard work and commitment of all pupils and staff and the continued support of our parents and carers. Justifiably proud of this accomplishment, school staff are by no means complacent and know there is more work to be done and are enjoying the challenge.

## OUR LOCAL AREA: Catterick Garrison

Risedale School is located within the pretty village of Hipswell at the heart of Catterick Garrison, close to the historic market town of Richmond. It is set within a beautiful part of North Yorkshire, close to both Swaledale and Wensleydale. Catterick is a thriving and advancing location offering a choice of affordable and desirable housing opportunities prompted by the planned expansion to the Garrison over the forthcoming years. Princes Gate Retail Park offers all major amenities including supermarkets, cafes, shops, a leisure centre and a library. Risedale is just a 5-minute drive from the A1(M) providing easy access to Teesside, York and the Leeds conurbation. Major centres like Darlington are within easy reach for commuters, shoppers or leisure seekers, at around a 30-minute drive along the A1(M).



## CHILD PROTECTION



### INFORMATION / INSTRUCTIONS FOR APPLICANT

We are committed to safeguarding and promoting the welfare of Children and Young People and ensuring that employees are suitable persons to work with them. All applicants are requested to provide, in their application, explanations for any gaps in study and/or employment history. Applicants should include in the Previous Employment section of their application form, details of any other unpaid work/experience, for example, voluntary work.

Applicants are advised that references will be requested prior to interview where consent has been given. References should be from “suitable” referees, that is, the current or most recent employer and, where this did not involve work with children and young people, the most recent employer where the work was with children or young people. Where we consider that additional references are required, we reserve the right to request details of alternative referee(s) from the candidate.

Interviewees are required to bring to interview original documents relating to identity and qualifications.

This school will only ask an individual to provide details of convictions and cautions that it is legally entitled to know about. Where a DBS certificate can legally be requested (where the position is one that is included in the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 as amended, and where appropriate Policy Act Regulations as amended) this school can only ask an individual about convictions and cautions that are not protected.

As part of a robust safer recruitment process, the school will carry out online searches on shortlisted applicants to identify any safeguarding or suitability issues that can be explored at interview.

At interview, or in a separate discussion, this school ensures that an open and measured discussion takes place on the subject of any offences or other matter that might be relevant to the position. Failure to reveal information that is directly relevant to the position sought could lead to withdrawal of an offer of employment.

On induction, all staff will be provided with Child Protection training, appropriate to the role, including information regarding the North Yorkshire Safeguarding Children Partnership, Local Authority and School Child Protection and Safeguarding policies and practice guidance and information on expected probation, safe working practice, standards of conduct and behaviour and disciplinary, capability and whistle-blowing procedures. The [Child Protection Policy](#) can be found on our website at [risedale.org.uk/information/policies](http://risedale.org.uk/information/policies).