

Our Lady Queen of Peace

Catholic Engineering College



Application Pack

Technology/Engineering Technician

September 2021

Our Lady Queen of Peace

Catholic Engineering College

Technology/Engineering
Technician

Welcome



Our Mission: *In Christ We Grow*

‘As a learning community, we live out our Mission Statement striving for excellence through caring, sharing and achieving’.

An Outstanding Catholic High School (Section 48 Inspection)

Thank you for showing an interest in the post of Technology/Engineering Technician at Our Lady Queen of Peace Catholic Engineering College.

Our school is a **very special Catholic community**, in the heart of Skelmersdale, where everyone works hard to ensure that our exceptional young people receive an outstanding education, in an environment where they are cared for, and where they can fully develop and thrive.

Our Mission Statement 'In Christ We Grow' recognises **that gospel values are at the centre of every aspect of school life**. Our staff place **outstanding relationships with young people and their families** at the heart of all that

we do. Our culture is one of compassion, care, humility, gentleness and forgiveness.

Our expectations are high for every young person, and we expect everyone in our community to strive for excellence through caring, sharing and achieving their very best.

We provide **outstanding opportunities**, with year on year investment in our school environment, with excellent facilities to learn in and where we have the highest standards of academic achievement, of appearance, of behaviour, attitudes and respect for all.

The **curriculum** is very carefully tailored for our young people, and the **extensive wider curriculum**

opportunities and achievements are exceptional, including in Sports, Music, Dance and Drama.

Our **standards are high** and together with the very **strong pastoral care** and links with families, and all the opportunities for individual personal development, we ensure that we do all we can so that they are able to fully develop.

Our school is **regularly oversubscribed** with first choice applications and has grown in recent years so that we have around 900 students on roll.

We regularly receive awards – we are a **Flagship School for Inclusion**, we have the **International School Award** at the highest level, and are a **Music Mark School**. We are proud of our **strong specialism in Engineering** over many years, and our dedicated STEM (Science, Technology, Engineering and Mathematics) Co-ordinator provides enrichment activities and events for our school and the local community. Our Lady Queen of Peace has a local, regional and national reputation for delivering high quality Engineering and STEM related courses.

We are delighted that we are regularly selected as being in the top three of all Liverpool Archdiocesan Schools through various nominations. This year we have been successful in being nominated in the top three schools for:

- Sports Achievement Award
- Contribution to the Community Award

and were overall winners in the Creative Team Project of the Year Award.

The culture of this school is one of hard work, of service and of a genuine commitment to providing the highest quality of educational experience possible for our young people. This is not a school for those who seek a quiet life. We seek applicants who genuinely enjoy working with young people, to join our talented body of professional and exceptional staff, who will always give whatever is needed for our young people.

We are proud to belong to a community that values and respects every person and strives for a world class education for all.

Outstanding Archdiocesan Report *"Our Lady Queen of Peace High School provides outstanding Catholic*

Education. Students are confident and proud to belong to their school."

Flagship School for Inclusion Quality Mark Report *"A school that is clearly at the heart of its local community where inclusion is ingrained in the very fabric of the school and care, nurture and support are at the centre of everything that occurs here, for staff and students alike."*

International School Award *"The school's fantastic international work has rightfully earned it this prestigious award. The International School Award is a great chance for schools to demonstrate the important work they're doing to bring the world into their classrooms. Embedding an international dimension in children's education ensures that they are truly global citizens and helps prepare them for successful lives and careers in an increasingly global economy."*

Ofsted January 2020 *"Students typically enjoy coming to school. They get on well with each other, feel safe and appreciate the work of staff"*

"Students benefit from a broad range of opportunities to enhance their personal development"

"Leaders...have high expectations for all students"

The closing date for return of completed application forms is **12 noon Monday 27th September 2021**. Only shortlisted candidates will be contacted. The post is subject to relevant safeguarding checks which include a satisfactory enhanced DBS clearance.

I would advise you to ensure that through the application form and letter you cover all areas in the person specification, since this is the information used to shortlist. May I wish you every success in your application.

Finally, I would encourage you to have a look on our website, which contains lots of information and keep up-to-date with the latest events at our school.

Yours faithfully



Ms A Knight
Headteacher



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Job Description

Mission Statement

In Christ We Grow

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Salary	Grade 5, point 6-11, £19,698 - £21,748 (pro rata) Actual salary £17,500 - £19,322
Contract	Permanent
Hours of Work	37 hours per week, Term Time plus 2 weeks 8.15am – 4.45pm Monday – Thursday 8.15am – 3.00pm Friday <i>(A degree of flexibility in working hours may occasionally be required by negotiation between the hours of 7:30 a.m. and 5.30 p.m.)</i>

Job Overview:

The Technology/Engineering Technician is to provide day-to-day support in and out of class for the Engineering & Technology departments.

The post holder will be expected to show enthusiasm, commitment, flexibility and the ability to work on his/her own initiative. He/she will be expected to work alongside students and will require good communication skills.

Specific Duties

- To support students in workshop practices, activities and the use of machinery e.g. bench work, turning, milling and drilling
- To support the department with material preparation for lessons – wood, steel and soft modelling materials such as fabric, card and foam.
- To create resources to support learning in the classroom
- Component preparation for electronic circuitry
- Using appropriate software
- Operate CAD/CAM hardware and Software
- Accessing computer files (Microsoft Word) making changes and printing out
- Supporting Primary Liaison team in making components and learning materials as required
- To maintain the general tidiness of classrooms in the Engineering/Technology Departments and liaise with suppliers and companies as part of this role
- Complete tasks for other departments as directed by your line manager.

Responsibilities

- To take responsibility for managing own time and liaising with the Subject Leader of Technology
- To identify professional development needs and address these in negotiation with the Subject Leader of Technology
- Ensure high standards of health and safety are maintained in the workplace
- Attend appropriate training courses
- Willingness to drive the school minibus or willingness to learn to drive a minibus

Note: In addition, other duties at no higher a responsibility level may be interchanged with/added to this list at any time.

PLEASE NOTE THAT SUCCESSFUL APPLICANTS WILL BE REQUIRED TO COMPLY WITH ALL SCHOOL POLICIES.

Our Lady Queen of Peace Catholic Engineering College is committed to safer recruitment practice and pre-employment checks will be undertaken before any appointment is confirmed. This post is subject to a satisfactory Disclosure and Barring Service (DBS) enhanced disclosure certificate. The school is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share that commitment.



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Person Specification

CRITERIA	ESSENTIAL	DESIRABLE	ASSESSED
Qualifications, Training and Experience	<ul style="list-style-type: none"> Hold a recognised qualification at NVQ level OR equivalent experience in Technology/Engineering Experience of working with and using workshop machinery 	<ul style="list-style-type: none"> GCSEs including Maths & English or equivalent Additional qualifications Mini bus driving licence Experience of CAD/CAM hardware and software Experience of working with children or in an educational setting 	Application Form
Skills, Knowledge and Aptitudes	<ul style="list-style-type: none"> Computer literate Basic knowledge of Windows computer systems and software Understanding of basic electrical/ electronic circuitry Ability to work unsupervised Ability to work with different staff on demand to produce support materials for primary schools Willingness to develop knowledge of CAD/CAM hardware and software by attending training courses 	<ul style="list-style-type: none"> Experience of troubleshooting and fault finding with equipment and machinery 	Application Form References Interview
Approach to Work	<ul style="list-style-type: none"> Flexibility Adaptable in performing a variety of tasks and roles Teamwork Initiative and enterprise Genuine interest in the education of young people Excellent attendance and punctuality Prepared to take every opportunity to further professional development 		Application Form References Interview
Personal Qualities	<ul style="list-style-type: none"> Good communication and literacy skills Be passionate about Technology/ Engineering Enthusiasm Practical Reliability Integrity Tact Patience Excellent interpersonal and communication skills Good sense of humour Capacity for hard work and resilient Ability to form and maintain appropriate relationships and personal boundaries with students Committed to supporting the Catholic ethos of Our Lady's 	<ul style="list-style-type: none"> Practising Catholic 	Application form Interview References Task

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Appointment Process

NOR 907

Please visit our website www.olqp.org.uk for more information about the school.

Closing Date for Applications: 12 noon on Monday 27th September 2021

Interviews: tba

Applicants are asked to provide a completed application form and a supporting statement (no more than 1,300 words) detailing why you believe your experiences, skills, personal qualities, training and/or education are relevant to your suitability for the post and how you meet the person specification.

Governors would prefer applications to be returned by email to Mrs Natalie Barber, HR Manager: n.barber@olqp.lancs.sh.uk.

Please note: Receipt of an application will be acknowledged by email. Subsequently, if you have not been contacted within two weeks of the closing date, you should assume that your application has been unsuccessful. It is our policy to take up references for shortlisted applicants from their present school/employer. It would greatly assist this process if you were able to supply email addresses for all referees on your application form. Applicants will be asked to produce original certificates for all education qualifications stated in the application form prior to the appointment being confirmed. All appropriate safeguarding and attendance at work checks will be requested.

If you have any questions regarding the vacancy or application process, please contact us via the details below.

In Christ We Grow

Our Lady Queen of Peace

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Our Lady Queen of Peace Catholic Engineering College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is subject to full DBS clearance.