



**Elms Bank**  
School & College



# Technology Technician Candidate Pack



Part of the

**Oak**   
Learning Partnership

Please visit our school website for further information.  
<https://www.elmsbank.co.uk/>

# Welcome from the Headteacher

Dear Candidate,

**Welcome to Elms Bank! Thank you for taking the time to read about our wonderful school and your interest in working as part of our amazing staff team. We are highly committed to staff development and pride ourselves on having clear career pathways and opportunities for all staff at Elms Bank and across the Trust. We are looking for individuals who are enthusiastic about making a difference, can think creatively and continually reflect on how to improve outcomes for young people.**

Elms Bank is a school with a real sense of community! We are delighted to be part of a family of schools within the Oak Learning Partnership. Oak Learning Partnership is passionate about inclusion and improving the life chances of all children within the Trust. As a school in the Trust, we pride ourselves on being a welcoming school with a strong emphasis on pastoral care, alongside a rigorous academic education tailored to the needs of the individual.

Our Vision – is ‘Excellence for All’. Elms Bank offers a holistic provision. Our students’ achievements and successes are celebrated widely. We use innovative and **aspirational** strategies to increase students’ **resilience** and confidence to overcome barriers to ensure their lives are enriched both now and into adulthood. We believe that at the heart of a student’s personalised success is exceptional teaching, learning and pastoral care. We pride ourselves on our overwhelming sense of family and community; where every staff member leads with **integrity** and compassion to achieve ‘Excellence for All’.

Orienne Langley-Sadler

**Headteacher at Elms Bank School**







**"I really enjoy  
working at Elms Bank.  
Everyone is valued and we  
are part of a collaborative  
community that brings  
people together. I could  
not think of a better place  
to work."**

Teaching Assistant at  
Elms Bank

# Technology Technician

**Salary:** Grade 8, SCP 12 - 17, actual salary £18,804 - £20,608

**Hours:** 37 hours per week, term time only plus 5 additional days

**Closing Date:** 9.00am, Friday 3<sup>rd</sup> February 2023

## Required for as soon as possible

The Trust, on behalf of Elms Bank School, are seeking to appoint a highly motivated and enthusiastic Technology Technician who can join a team of dedicated professionals working with pupils who have a range of complex needs including profound and multiple learning difficulties and autism.

Our pupils are aged 11 to 19 years, with a diverse range of learning disabilities (PMLD, SLD, MLD, SEMH), combined with medical conditions, physical disabilities, visual impairment, hearing impairment, and/ or autism.

Applicants must have good interpersonal and organisational skills and be able to prepare a range of equipment and materials for students to use.

You will be required to maintain resources to ensure a tidy and well organised working environment. Previous experience in a similar role is desirable but not essential.

You will be part of an excellent team and will be given extensive support to develop to your full potential both in this role and beyond. Applicants must have relevant qualifications and experience, please ensure that you meet the person specification before applying.





# How to Apply

## Overview of Role - Support Staff

### Overview of Job/Role from Headteacher

Support staff are the fundamental backbone of Elms Bank School and College. Our support staff are widely celebrated and are recognised as being an integral part of the wider staff team by everyone at Elms Bank. Clear line management exists within Elms Bank and across the Trust so that everyone who works in a support staff role feels supported and invested in. Many of our support staff have gone on to progress in their careers in various roles across Elms Bank and the Trust.

If you feel you can be part of an innovative team, where individuals matter, and qualities of integrity, resilience, reflective practice and teamwork are truly important, then we would be really looking forward to receiving an application from you.

**Applicants must have relevant qualifications and experience, please ensure that you meet the person specification before applying.**

We are committed to **equality of opportunity** for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

**Please do not send CVs. Applications to be completed via our vacancy portal:**

**<https://vacancies.oaklp.co.uk/>**





**"The school has highly effective systems for managing students' behaviour. The systematic approach, consistent use of the behaviour policy and skilled behaviour management result in students with more challenging behaviour making exceptional progress in gaining self-control and re-engaging with learning within a very short space of time."**

Ofsted 2014



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## Job Description

**Normal place of work:** Elms Bank, although you may be asked to contribute towards Trust wide projects.

**Normal working hours:** Monday 7:30am – 4:45pm, Tuesday 8:00am – 3:45pm Wednesday – Friday 8:00am – 3:30pm

The post is 37 hours per week term time plus 5 additional days to be worked during school closure.

**Responsible to:** Head of Technology

### PURPOSE OF THE POST

- To provide a safe and effective technical service to the Technology department, and other areas in Technology when needed.
- To provide technical advice and assistance in the classroom to support students and to assist teaching staff with the provision of learning resources.
- To assist teaching staff with the provision of learning activities, ordering and preparing resources, providing guidance and assistance in the classroom as required.
- To ensure that health and safety requirements and other relevant regulations are adhered to, including the completion and recording of necessary checks and risk assessments.
- To support the Head of Technology with the smooth running of Technology lessons at school including demonstrations in class.
- To teach and support non-specialist teachers in Technology.
- To assist generally across school with the maintenance of resources as directed by the Headteacher.
- To carry out administrative tasks as directed by the Headteacher.
- To carry out duties in a professional manner and in accordance with the school's policies under the direction of Headteacher.

## DUTIES AND RESPONSIBILITIES

### Principle Duties

- Maintain cleanliness within the technology rooms by changing and washing the hand.
- Coordinate the use of practical resources and facilities.
- Ensure the timely and accurate design, preparation and use of specialist equipment, resources and materials as required by staff and the curriculum from schemes of work including retrieving, dismantling and clearing away equipment.
- Provide specialist technical advice in the development of required practical's, as well as other practical's taking place across the scheme of work.
- Set up classrooms for lessons.
- Prepare lessons that need covering and set the class off.
- Work with and support small group activities.
- Support intervention sessions for students where directed.
- Provide support for the administration of exams and tests.
- Ensure a safe, effective technical service to support the technology departments.
- The provision of technical advice and support on health and safety issues to teaching and technical staff.
- Carry out risk assessments and trial demonstrations prior to being taught.
- Risk assessments, recording and filing.
- Removal of hazardous unsafe waste, safe storage of equipment and materials in accordance with health and safety.
- Promote the maintenance of a healthy and safe working environment in technology department.
- Ensure health and safety requirements and other relevant regulations are adhered to.
- Maintain and clean the equipment (reporting any faults) including inspecting and maintaining to a safe standard.
- Maintain hygiene within the technology rooms, particularly food prep and storage areas.



- Arrange maintenance and servicing of equipment as required.
- Maintain the general food rooms, services and facilities.
- Undertake stock checks and audit, maintaining stock levels in the department.
- Keep track of orders/spending for finance.
- Sourcing best value suppliers for food materials.
- Admin support tasks (Creating forms, letters, teaching materials etc).
- Assist with the displays of pupil's work across the school where appropriate.
- Coordinate whole school projects including Drop Down Days, School Clubs, Fun Days and other whole school events including Awards Evening and Parents Evening.
- Keep up to date with current procedures, legislation and practices through 5 CPD days.
- Contribute to the overall ethos/work/aims of the school.
- First aid trained.
- Undertake any other reasonable duties and responsibilities that may arise or as directed by the Headteacher.

# Technology Technician Person Specification

## CRITERIA

**Experience, Qualifications and Training:** On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:

## ESSENTIAL

- GCSE A\* – C English, Maths, IT, or Level 2 Key Skills in English, Maths and ICT. Applicants with results due can apply.
- Willingness to work towards a NVQ 2 in Supporting Teaching and Learning and/or 'A' Level in English, Maths and ICT or a school-based.
- Food and Hygiene Level 1 or willingness to undertake training.
- Good understanding of Health and Safety.
- Willingness to participate in relevant training and development opportunities.
- Training in literacy/numeracy strategy and/or willingness to undertake training.
- Willingness to complete Team Teach Behaviour Management and Physical Intervention course, and other courses/training as required.

## DESIRABLE

- Food and Hygiene Level 2.
- Health and Safety Qualification.
- SEN experience.
- NVQ 3 in Supporting Teaching and Learning.
- Experience of working in a school environment.
- Training in special educational needs or be able to demonstrate a commitment to special needs.

## CRITERIA

**Ability, Skills and Knowledge:** In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:

## ESSENTIAL

- Ability to work effectively within a team environment, understanding classroom roles and responsibilities .
- Ability to build effective working relationships with all pupils and colleagues.
- Ability to promote a positive ethos and role model positive attributes.
- Good personal numeracy and literacy skills.
- Ability to work with children at all levels regardless of specific individual need and identify learning styles as appropriate.
- Working knowledge of relevant policies/codes of practice/legislation.
- Understanding of inclusion, especially within a school setting.
- Ability to prepare resources to support learning programmes.
- Ability to use other basic technology – video, photocopier.
- **Pupil Care** – Listen and respond to pupil need, seek out innovative ways of consulting pupils and engaging partners. Network with others to develop support for the benefit of the pupils and their families.

**Valuing Diversity** - Listen, support and monitor the diverse contributions made to school development without prejudice. Challenge behaviours and processes which do not positively advance the diversity agenda whilst being prepared to accept feedback about own behaviour. Recognise people's strengths, aspirations and abilities and help to develop their potential. Understand how valuing diversity can improve our ability to deliver better provision and reduce disadvantage.

**Developing Self and Others** - Ability to question and request the right training and development that links to the post, to seek opportunities that add to skills and knowledge, to respond positively to opportunities that arise and to support others' learning and share learning with others.



# Technology Technician Person Specification (continued)

## CRITERIA

**Work Related Circumstances – Professional Values and Practice:** On their application form, candidates will demonstrate that they have the following:

## ESSENTIAL

- High expectations of all pupils; respect for their social, cultural, linguistic, religious and ethnic background and a commitment to raising their educational achievements.
- Ability to build and maintain successful relationships with pupils, treat them consistently, with respect and consideration and demonstrate concern for their development as learners.
- Demonstrate and promote the positive values, attitudes and behaviour they expect from the pupils with whom they work.
- Ability to work collaboratively with colleagues and carry out role effectively, knowing when to seek help and advice.
- Establish constructive relationships with parents and carers.
- Able to improve their own practice through observations, evaluations and discussion with colleagues.
- The role is both physically and emotionally demanding and involves working with some pupils with challenging behaviour and/or medical conditions, and/or learning need, and/or physical disability.

**Inclusion** is at the  
**heart** of our trust

## Introduction to Our Trust

Dear Candidate,

Thank you for your interest in this post at Elms Bank School, which is a member of Oak Learning Partnership.

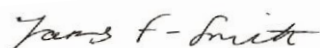
Our trust is a cross phase partnership which consists of primary, special and secondary schools. We have a vision to create a family of world-class schools who transform the lives of young people. The shared principles of our schools have aligned ways of working whilst still retaining their individuality. We are ambitious, supportive of one another and we look to achieve excellence in inclusive education. 'Inclusion is at the heart of our trust'.

Our schools work closely with one another: they collaborate with purpose, support each other, and share collective systems across both educational and business provisions. But it's also important to us that each school has their own identity and individuality. We make sure we focus on impact and ensure clarity and consistency from our leaders, always making sure common sense is at the heart of our decision making.

One of our shared principles is 'our people matter', we understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, they are contributing to our collective aim of transforming lives. We invest heavily in our people ensuring they feel valued and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

We are laying strong foundations for growing the Trust and with this, will come multiple development opportunities for our staff. We are committed to making a difference on a wider scale, whilst continuing to build on our current strengths. Above all we are a values driven organisation and we are passionate about doing things in the right way with deep integrity.

If you want to make a difference to young people, want to work in a values driven environment, and this role applies to you, we would love to hear from you.



**James Franklin-Smith**  
**CEO of Oak Learning Partnership**



[oaklp.co.uk](http://oaklp.co.uk)





# Our Shared Principles

We expect all staff at Oak Learning Partnership to embrace our Shared Principles:



## Values-Driven

We are a deep-rooted values-driven organisation and we are passionate about working with integrity and honesty, showing respect and kindness for everyone while ensuring we deliver the best education for our pupils. We understand that by creating environments with strong core values everyone thrives.

All of our schools have their own core values which are taught and lived. These are important to us as they feed into our values-rich wider trust family. We also recognise that each school's core values are an important part of their individual identities.



## An Exceptional Education for All

Central to our vision as a partnership of schools is our aim to run exceptional schools which deliver excellent outcomes for all learners. We are an organisation which is a beacon for strong inclusive practice. We share a common language around the curriculum and pedagogy. Our schools tailor their approach according to their context. We provide a framework of educational support centrally which helps our schools in their improvement journey. The staffing structure allows us to be flexible in the models of support which we can offer, and we can create new models of support that work for individual schools.



## Identity and Individuality

We are passionate about working in partnership as a group of schools, working together to increase capacity and creativity for all. We recognise the collective benefits that this collaborative approach brings. We are also committed to each of our schools having autonomy in many aspects of their work and we are resolute that each school will retain its own identity and protect its history. Leaders in our schools are well-supported and we understand that their autonomy and accountability are vital factors in securing the strong performance of their schools.



## Our People Matter

We ensure that our people are highly valued. We are committed to developing people at all levels. Whilst experience and qualifications can be important, our priority is recruiting people who want to make a difference, who share our values and vision, and who have the right attitude. We invest in the professional development of our people, offering opportunities across our schools. We value all of our people; our passion for inclusion is reflected not only across learners but across staff and we ensure that we support their well-being.



## Collaborate with Purpose

Our strength comes from our alliance of primary, secondary and special schools and we look to learn from one another. Our schools are committed to collaboration both within our group of schools and outside, and where approaches are having an impact these are shared and applied to other contexts within the partnership. Our schools actively support one another and so all benefit from the partnership. Strong central systems provide high quality support for all schools.



## Focus on Impact

We concentrate on the things that work rather than merely ticking boxes. We recognise that more often than not, keeping things simple and doing them consistently well makes the biggest difference. Our centralised support around business functions allows school leaders to focus on their core purpose - delivering an exceptional education.





**"Our Trust is a really supportive and friendly place to work. Whilst crossing from site to site I get a strong feeling that we are a Trust of schools working with and for each other."**

Member of our Trust  
Estates and Facilities  
staff



At Oak Learning Partnership, we value our staff highly and recognise their contribution with a series of benefits and incentives.

Find out more on our website: <https://oaklp.co.uk/>

# Staff Benefits



## CPD Opportunities

We are committed to helping our staff keep their skills and knowledge up to date.



## Tech Scheme

Tech scheme through [techscheme.co.uk](https://techscheme.co.uk)



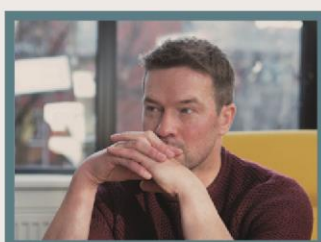
## Cycle Scheme

Cycle scheme through [cyclescheme.co.uk](https://cyclescheme.co.uk).



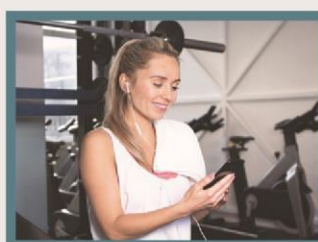
## Medicash Health Cash Plan

An easy-to-use health insurance package provided by Oak Learning Partnership.



## Medicash Wellbeing Services

Oak Learning Partnership values staff wellbeing and offers comprehensive and positive resources for staff.



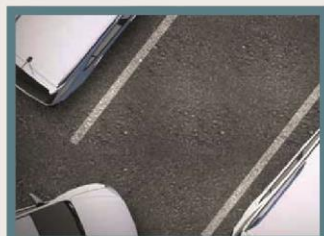
## Medicash Gym and Health Club Discounts

Oak Learning Partnership supports an active and healthy lifestyle for our staff.



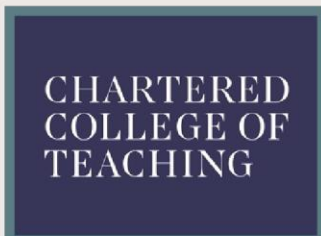
## Medicash Extras

Exclusive discounts available on shopping, travel, entertainment, and more.



## On Site Parking

On site parking is available for staff with level access to the building.



## Chartered Membership

All teaching staff can subscribe to The Chartered College of Teachers through the Oak Learning Partnership.



## Childcare Voucher Scheme

Salary sacrifice childcare voucher scheme With KiddiVouchers.



## O2 Open

O2 Open offers discounts on Airtime and Devices for all Oak Learning Partnership Staff.



**Elms Bank**  
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