



Learning together, succeeding together, inspiring excellence

January 2020

Dear Applicant

Thank you for your interest in the post of **Design and Technology Technician** at St Katherine's School.

St Katherine's is a medium sized 11-19 mixed comprehensive school. We are situated on the edge of Bristol in a beautiful rural environment and enjoy excellent transport links. Although we are a North Somerset Local Authority School, the vast majority of our young people live in the neighbouring authority of Bristol and make a positive choice to travel out of the city each day to enjoy the vast wealth of opportunities that St Katherine's has to offer.

We were delighted to join Cathedral Schools Trust (CST) in January 2019 and this partnership is already having a very positive impact on our school. Our staff place great value on their continuing professional development and this remains a priority for the school each year as we focus on what makes the difference - the classroom.

Students, staff, parents/carers and governors are very proud of our school and its achievements. We were left disappointed in March 2018 with our Requires Improvement judgement from Ofsted and we have remained committed to delivering on our Quality Improvement. We continue to deliver a high quality education for all our young people, focusing on the whole child with equal value being placed on outcomes and character. We were delighted with our improvements in 2018. We have been oversubscribed for the last two years and are confident we are rapidly becoming a very good school. Further information about the school can be found on the school [website](#)

To apply for this role please go to: <https://www.tes.com/jobs/employer/-1001486> Applicants should complete the online application form. Please ensure that your supporting statement meets the requirements of the person specification and outlines why you have chosen to apply for this post.

The closing date for receipt of completed applications is **midnight 26 January 2020**. Interviews will be held during w/c 27 January 2020.

St Katherine's School is an equal opportunities employer in line with the 2010 Equality Act. We are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to DBS Barred list and Enhanced Disclosure checks.

Yours sincerely

Justin Humphreys
Headteacher



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Design and Technology Technician

37 hours per week, term time plus 5 Inset days and 2 weeks in school holidays to support the needs of the school. Permanent

Salary: £17017 - £18965 pa

We are seeking to appoint an enthusiastic individual to join our innovative and successful Design & Technology department to support the teaching of a wide range of Design, Art and Technology subjects. Key responsibilities will include:

- assisting in practical lessons
- preparing equipment and teaching areas
- maintaining equipment
- ensuring a safe environment for students and staff

The successful candidate will have proven practical and technical skills, with the ability to solve technical problems, strong organisational skills and ICT skills, and an understanding of the relevant Health & Safety regulations relating to the safe operation of workshop machinery.

Applicants must also be self-motivated, possess excellent interpersonal/ communication skills and have the ability to work with students. Relevant experience within a secondary school setting is desirable, but this is not essential, as appropriate training will be provided.

If you are enthusiastic about design technology and enjoy inspiring others, this post offers an excellent opportunity to utilise your training / experience and develop skills within a friendly team.

St Katherine's is an exciting and rewarding place to work where staff work hard to give students rich opportunities to learn, both inside and outside the classroom. We have a positive attitude to what we can achieve and we work with a can-do approach. You will find that our values run deep and represented throughout our work with our young people - see our [website](#).

We are a vibrant, medium sized 11-19 mixed comprehensive school situated on the edge of Bristol, in a beautiful rural setting and part of Cathedral Schools Trust. We are warm, welcoming and inclusive, and committed to high standards of learning, behaviour and achievement. We offer a creative, supportive and friendly staff team, supported induction and excellent CPD opportunities throughout employment.

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Further information about the school, the post and how to apply can be found on the school [website](#).

**ACCEPTANCE | RESPECT | HONESTY | DETERMINATION | EQUALITY | EXCELLENCE
FRIENDSHIP | ASPIRATION | RESILIENCE | RESPONSIBILITY**



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Closing Date: 26 January 2020

Interview will be held during w/c 27 January 2020

**St Katherine's School
Job description**

Job Title: Design & Technology Technician
Grade: JG4
Accountable to: Head of Design and Technology

1. JOB PURPOSE

Under the day-to-day supervision of the Head of Design & Technology to carry out technical duties within the Design & Technology Department.

2. RESPONSIBILITIES

- To Maintain all tools and equipment in the workshops and classrooms.
- To sharpen tools and keep them in a safe working manner.
- To clean and maintain machinery to a safe working standard carrying out minor repairs.
- Reporting any problems or defects which may cause a health and safety hazard to the head of Design and Technology.
- To carry out health and safety checks on a regular basis.
- To check at the end of the day that all power has been isolated and rooms are tidy.
- To order materials and sundries as required under the direction of the head of Design and Technology and keeping it all in an orderly fashion.
- To carry out a yearly inventory.
- To prepare materials to sizes as requested by teaching staff.

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- To support staff by helping students with projects in the classroom when required.
- To carry out such duties as are required and as are commensurate with the grade of the post.

Support for the school

- (i) *Develop and maintain working relationships with other professionals*
Work effectively with teachers, support staff and other professionals, applying own strengths and expertise to contribute positively to the overall aims and objectives of the school. Provide effective support for all other members of the school staff by sharing own knowledge and expertise in a professional and constructive manner

Take an active role in supporting and developing a culture of team working for the benefit of pupils', both individually and collectively.

Participate in appropriate staff meetings and contribute to the development of policies and procedures related to the use of ICT equipment and aids.

- (ii) *Contributing to the Management of the security and well-being of the school*
Actively participate in the development and maintenance of school policies and practices which ensure that the school has a safe and welcoming environment.
- (iii) *Review and Develop own professional practice*
Willingness to take responsibility for own professional development to engage with further training and opportunities to gain appropriate vocational qualifications.

- Be aware of and comply with policies and procedures relating to child protection and safeguarding, health and safety, confidentiality and data protection, reporting all concerns to the appropriate person. Much of the work undertaken within the school is of a highly confidential nature. The post holder must at all times maintain confidentiality.
- Any other duties, directed by the line manager, which are commensurate with the grade of the post to support the operational activities of St Katherine's School.
- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.
- This job description is current at the date shown, but following consultation with you, may be changed by Management to reflect or anticipate changes in the job which are commensurate with the salary and job title.

Suitable protective clothing and equipment will be provided by the school and should be worn by the post holder as appropriate.

St Katherine's is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The post is subject to DBS Barred list and Enhanced Disclosure checks.

Design and Technology Technician – Person Specification

| Area | Essential | Desirable |
|--------------|--|---|
| Education | Candidate will have a qualification in Literacy and Numeracy equivalent to GCSE Grade A-C or Level 2, on the national vocational framework. | A relevant vocational qualification Level 2, or higher. |
| Experience | Significant relevant technical experience/proven practical and technical skills Understanding of the relevant Health & Safety regulations | Relevant experience within a secondary school setting |
| Other skills | Practical skills with machinery Ability to solve technical problems Proficient with ICT Strong organisational skills Ability to work constructively as part of a team Self-motivated and ability to work on own initiative excellent interpersonal/communication skills Ability to work in a way that promotes the safety and wellbeing of children and young people. | |
| Qualities | Understanding and supportive to young people. Well organised. | |

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May 2017