



# Information for Prospective Candidates



Gildredge  
House

An Ofsted  
**GOOD**  
School



OCTOBER 02 2023

**Gildredge House**

**Position: Design Technology Technician**

**25 hours per week**

**Deadline: Please see the closing date on the website**

# An insight into the role

Dear Applicant

As a school, we are delighted that you are considering applying for the post of Design Technology Technician. We hope this pack is informative and useful but if you require any additional information or have questions, please contact [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk)

CLOSING DATE: 9.00am on the closing date indicated on the website  
START DATE: As soon as possible, following all pre-employment checks  
INTERVIEWS: In the week following the closing date  
HOURS OF WORK: 25 hours per week, term-time only.

- Do you want to be part of a school where your contribution is valued and celebrated?
- Would you like to support children with high aspirations who are keen to learn?
- Do you want to join a staff team that is diverse, collegiate and respected?

We are looking to appoint an exceptional candidate to the post of Part-Time Design Technology Assistant for our 4-19 free school. This is a newly-created, permanent post.

We received a 'Good' Ofsted judgement (November 2018). The challenge is to sustain and embed this judgement and then to work on achieving an 'Outstanding' judgement at our next Ofsted.

At Gildredge House each individual is known and valued. Students are inspired to discover their passions and realise their academic potential. You will join a strong team of inspirational Teachers and Support Staff in an exciting environment where learning is fun and engaging. If you are an imaginative and dynamic practitioner - with the capability of engaging and enthusing all students and the belief that everyone can succeed - we want to hear from you.

As a Design Technology Technician at Gildredge House you will be expected to have the flexibility and skills to work within the department, providing appropriate support to the children and staff team in delivering the curriculum.

## **Gildredge House offers:**

- continuity of education for boys and girls aged 4+
- an expectation of high academic standards
- strong discipline
- excellent pastoral care
- a range of extra-curricular activities
- parent and community involvement

**Our school motto: 'Aspire'**

**As an employee of the school, you would benefit from:**

- A two-week break in the Autumn Term, allowing for holidays to be taken out of peak season
- A supportive induction programme for new staff to the school.
- Investment into your career development through appropriate, regular CPD.
- Support and mentoring by a strong Senior Leadership Team and other experienced leaders.
- Access to a full employee assistance programme, in support of wellbeing
- Complimentary tea and coffee in our staffroom
- On-site parking

**Salary details:** Gildredge House Support Staff Scale - Grade 4, Points 9-10. £21,189 FTE - £21,575 FTE, £11,862 - £12,078 pro rata. Contract is for 43.2 weeks per year, which includes 36.4 weeks of term time and 1 week of INSET , plus bank holidays and 5.8 weeks of paid holiday per year (pro rata for part-time).

If you are interested in the position please download the Application Pack on our website. Please complete the Application for Employment Form and return to [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) by the date indicated on the website at 9.00am.

Gildredge House is committed to safeguarding and promoting the welfare of children. All offers of employment with the school are subject to pre-employment checks which will include References, Health, Right to Work in UK, a satisfactory Enhanced DBS with Children's Barred List check and a Declaration that you are not a disqualified person under the Childcare (Disqualification) Regulations 2006.

Please note that under the GDPR, by replying to this advert, you are consenting to Gildredge House processing and retaining your personal information for the purposes of this application. You have the right to withdraw your consent and ask for your data to be deleted at any time, however it will then not be possible for Gildredge House to process your application any further. For further details please see the specific Privacy Policy for job applicants which can be found at <https://www.gildredgehouse.org.uk/our-school/data-protection/>

## Design Technology Technician: Job Description

### GH Support Scale Grade 4 Points 9 - 10

#### Purpose of the Job

- To support the Product Design/Design Technology Department and to facilitate excellent teaching and learning. This role involves the setting up of equipment, fixing any problems that arise with the department machinery, supporting students in the use of the materials and aiding the teacher in lessons as required.
- To assist with ordering, making up and setting up of materials and equipment and ensuring a safe and clean working environment.
- To coordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the Product Design/Design Technology curriculum, including liaising with teaching staff and support staff within and outside the department.

#### Responsible to

The post-holder is responsible to the Head of Design Technology.

#### Main Responsibilities, Tasks and Duties

1. To draw up and maintain an inventory of equipment for the Product Design/Design Technology department.
2. To maintain the Product Design/Design Technology department resources and keep a record of stocks.
3. To replenish the Product Design/Design Technology department resources and stock.
4. To carry out basic maintenance and setting up of the food room ready for practical sessions
5. To organise, maintain and monitor all Product Design/Design Technology equipment within the Design Technology rooms
6. To ensure materials are available in each classroom e.g. various sizes and types of paper, resistant and non-resistant materials, dry and wet media etc.
7. To demonstrate methods and techniques to students during lessons, as requested by the appropriate member of staff and under their direction.
8. To provide support for all the Product Design/Design Technology staff in the classroom and assist students with routine practical tasks.
9. To support the Product Design/Design Technology staff in the use of ICT.
10. To ensure the teaching room is tidy and clean.
11. To ensure all equipment is stored securely after use.
12. To assist in preparing classroom and corridor displays by mounting and remove work as required.
13. To report faulty machinery and liaise with contractors where appropriate.
14. To carry out daily tasks as directed.

#### Supporting the Design Technology curriculum

1. To assist students with materials, for Product Design/Design Technology.
2. To prepare materials and equipment for practical lessons.
3. To demonstrate usage of materials and equipment to staff and students.
4. To support staff and students in the classroom in practical lessons, including carrying out occasional demonstrations.
5. To supervise and support of the exhibitions and displays within the Design Technology department and displays throughout the school.

## Supporting the school

1. 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.
2. Be aware of and support difference, ensuring that all students have equal access to opportunities to learn and develop.
3. Contribute to the overall ethos/work/aims of the school.
4. Appreciate and support the role of other professionals.
5. Attend and participate in relevant meetings as required.
6. Participate in training and other learning activities and performance development as required.
7. Responsibility for supporting Teaching staff, Middle and Senior Leaders in creating and maintaining displays to a high standard across pastoral and subject areas throughout the school.
8. In accordance with CLEAPPS guidelines, to ensure the maintenance of a health and safety working environment through:
  - Actively contributing to the assessment, monitoring and review of both health and safety procedures and information resources.
  - Keeping up-to-date with current procedures and practices through continuing professional development.
  - Carrying out risk assessments.
9. The provision of technical advice and support on health and safety issues to teaching and support staff, and to students.
10. The safe treatment and disposal of used materials including hazardous substances and responding to actual or potential hazards
11. The safe storage and accessibility of equipment and materials.
12. Keeping up-to-date with health and safety requirements and with developments within the subject area.
13. Under the guidance of the Head of Department, to ensure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment are carried out to the required standard.
14. Disposal of waste materials.
15. Checking all machines and equipment (including first aid kits); carrying out electrical and other safety checks etc.
16. Organising storing and checking the condition of hazardous solutions and ensuring they are stored appropriately.

## General Expectations

To abide by and apply all school policies e.g. Behaviour and Exclusions, Health and Safety, Equal Opportunities and Data Protection etc.

To perform such other tasks as may reasonably be required by the line manager or by Head Teacher

Maintain confidentiality at all times and uphold the professional standards of the school both in and out of the workplace.

## Professional Development

- Attend relevant training as instructed by the school to improve self-performance


- Take ownership of performance management targets, achieve and review with the Line Manager through to successful annual completion

#### **Additional Information**

- All School based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the School's Child Protection and Safeguarding Policy and Procedure and work in accordance with this document at all times.
- All School based staff will be subject to a full Enhanced DBS check.
- This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.
- This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties, including the provision of high quality teaching and learning and the safeguarding, well-being and care of students.
- The post-holder is expected to carry out such duties as may reasonably be required by the Head Teacher from time to time, which are commensurate with the grade.

## Design Technology Technician: Person Specification

EXPERIENCE & QUALIFICATIONS	Essential	Desirable
GCSE (or equivalent) Mathematics and English	✓	
A good creative/technical education to A Level or equivalent standard (NVQ 2/3)	✓	
Current First Aid certificate		✓
Health and Safety (general level, CLEAPSS, COSHH)		✓
<b>SKILLS AND KNOWLEDGE (demonstrated at interview)</b>		
Experience working in a support role in a Product Design/Design Technology environment	✓	
Experience in basic maintenance and setting up of workshop tools and machinery e.g. milling machine, metal and wood lathes, band saws etc.	✓	
Ability to organise, maintain and monitor Design Technology tools, machines and equipment	✓	
Ability to maintain an inventory and management of materials and stock	✓	
Experience in working a school environment		✓
Ability to work well in a team	✓	
Excellent organisational skills	✓	
Ability to multi task to achieve deadlines in a diverse working environment	✓	
A good level of ICT skills (Word, Excel, PowerPoint, Googlemail)	✓	
Ability to support staff in the use of ICT, including CAD/CAM		✓
Excellent manual skills	✓	
<b>PROFESSIONAL SKILLS</b>		
Willingness to participate in further training and developmental opportunities offered by the school	✓	
Ability to understand the curriculum needs of students to provide relevant support to enable achievement	✓	
Ability to multi task	✓	
Effective in communication at all levels	✓	
Able to maintain accurate departmental Health and Safety records	✓	
Ability to be flexible within a post that requires different skill sets on a daily basis.	✓	
<b>PERSONAL QUALITIES</b>		
An enthusiasm and desire to provide the best possible experience to the Gildredge House community	✓	
Strong interpersonal skills	✓	
A willingness to challenge yourself and achieve excellence	✓	
Flexible and adaptable in approaching new ideas	✓	
Strong commitment to the values and ethos of Gildredge House	✓	



***“Our vision is for all students to be co-operative, confident, ambitious and successful members of our community”***

If you think like us and share the same beliefs and thoughts, we would love to have you on board. You will be joining a team that is extraordinarily hardworking and most importantly makes sure each child reaches their full potential.

The deadline for applications is indicated on the website. If you are interested in the position, please complete an Application Form, available from the school website:  
<https://www.gildredgehouse.org.uk/home/contact-us/staff-vacancies/>

Please return the completed Application for Employment to [careers@gildredgehouse.org.uk](mailto:careers@gildredgehouse.org.uk) by 9.00am on the closing date.

**We look forward to hearing from you.**