

Design and Technology Technician
NJC Pay Scale 4 point 7-10 £27,855 - £29,139 (pro-rata)
36 hours per week, 39 weeks per year
Actual starting salary depending on experience

A Bolder Future Awaits - Application Pack

Thank you for considering Bolder Academy as the next step in your career. I hope this brief letter explains what we are about and why it is an exciting place to choose to work.

We are seeking to appoint an experienced Technician to join our successful, dynamic and forward-thinking Design and Technology Department. Practical experience and a demonstrable track record of working in a school environment would be highly advantageous and a confident and positive manner when supporting young people is a requirement.

As a Technician, you'll be supporting staff in each of the D&T areas, assisting our teachers in Food Technology and Art as well as using your skills and experience with workshop machinery. You'll work alongside a passionate team, utilizing your excellent communication and organizational skills to ensure a safe and effective workshop environment.

Additionally, you'll take charge of the health and safety administrative tasks within the department. Your attention to detail and commitment to ensuring a secure working environment will be invaluable in maintaining compliance with regulations and fostering a culture of safety.

Bolder Academy is a mixed, non-denominational school, set up by primary and secondary Headteachers of the London Borough of Hounslow to meet the demand for extra school places, we are a strong part of the community. We are housed in purpose built accommodation with fantastic facilities and extensive outside grounds.

Extraordinary partnerships have been formed with key local businesses such as Sky resulting in a 'bold' education: a traditional, highly academic curriculum combined with brilliant extra-curricular opportunities.

We know every Bolder student and their family exceptionally well; strong relationships and great communication is the Bolder way.

Bolder Academy offers our students and our staff the opportunity to shine brighter, to be bolder.

I look forward to meeting with you,

A handwritten signature in black ink that reads 'A. De Angelis'.

Andy De Angelis
Headteacher

The Bolder Way and You

'We need a different kind of education, one that combines deep thinking (head); growth, character and dialogue (heart); and an ability to solve problems, generate ideas and engage in the world (hand). School should be, above all else, a place of learning in all its expansive complexity: learning how to think, learning how to live, learning how to create.' Peter Hyman, School 21

Creating a different kind of education, a bold future, for our staff and students, requires a certain type of teacher. Undeterred by the teacher recruitment crisis, we know what we are looking for.

Our vision is one of excellence and ambition which is built on a bedrock of strong moral purpose. We are dedicated to creating optimism, openness, and brilliance.

As a member of staff, you will play an integral part in developing the Academy's culture. You will be responsible for promoting our vision, developing and embedding our values, turning the words on our page into reality.

Details of the job description and the job specification are attached. It is important that you address the points in the job specification in your application form.

For more information about what Bolder can offer you, please click here <https://flipbookpdf.net/web/site/a2b8a89b0fe01d7c52c93c9f7d4e9d0b1f37373aFBP30845582.pdf.html>

To apply, please click on the 'Apply' button on our TES listing to fill out an online application form. Alternatively, please complete the teaching application form which can be found on the website: www.bolderacademy.co.uk/vacancies

If you do have any questions or you would like a word version of the application form, please email vacancies@bolderacademy.co.uk

Timeframe for Recruitment

Closing date for applications **We will shortlist and interview as we receive applications – so please send them in before the deadline of 9am on 27th September 2024**

Only shortlisted candidates will be contacted

Interviews will be held according to application and we will consider interviewing early if we receive a strong application.

Please note: No agencies should apply and we do not accept CVs.

Sponsorship: We do not currently offer sponsorship for overseas candidates

JOB DESCRIPTION

Design and Technology Technician

PURPOSE OF THE JOB

- To provide specialist technical assistance and information as required in the preparation of resources for practical lessons to support the delivery of the curriculum. To support the overall work of the Design & Technology Department.

RESPONSIBLE TO

- Head of Department

CORE DUTIES

- To carry out risk assessments for practical and technical activities.
- To prepare materials and equipment as required for lessons, practicals and assessed work, following instructions as set out in work schemes, syllabuses and other relevant documentation.
- Organising equipment, recipes, and ingredients for practical lessons, ensuring everything is readily available for teaching staff and students.
- Cleaning and checking of classrooms and equipment before and after each lesson, to ensure that areas are prepared and ready and in keeping with the highest quality hygiene standards.
- Providing general support to the food and technology teachers, including administrative tasks.
- Supporting students during practical lessons, providing guidance and assistance as needed.
- To have overall responsibility for the promotion and observance of a safe working environment which includes safe disposal of broken equipment, waste materials, and reporting faults in mains systems as appropriate.
- To maintain, repair and take an inventory of the department equipment and apparatus.
To liaise with staff over equipment and safety issues.
To promote awareness of health and safety requirements and contribute to a safe working environment, following risk assessment and health and safety guidelines at all times.
- To organise and maintain an effective stock management system. To monitor stock levels and order stock as appropriate including stationary, software, equipment, books and any health and safety materials using 'best value' principles.
- To support the management of the department budget by working with line manager in the planning and ordering of various items based on the learning requirements of the students.
- To provide guidance, assistance and support to students and teachers on the practical aspects of the curriculum, including researching and trialling alternatives for practical work, as necessary.
- To assist in practical classes and carry out demonstrations under the supervision of the class teacher as required.
- To support the use of ICT in learning activities and for administrative duties within the department as appropriate.
- To ensure the safe delivery, collection and storage of equipment and materials.
- To check materials and equipment before and after usage for quantity and damage; to ensure that breakages and faults are reported to the Head of Department as appropriate.

- To carry out basic maintenance and checking of equipment/resources including routine repairs and arrange external maintenance.
- To report any health and safety issues or unsafe working practices as appropriate to the Head of Department.
- To be aware of, and comply with, policies and procedures relating to child protection, First Aid regulations, health, safety and security, confidentiality, data protection and other school procedures, reporting all concerns to an appropriate person.
- To attend relevant meetings and participate in training and other learning activities and performance development as required, contributing to the overall ethos/work aims of the school.
- To purchase consumables from local shops as required.
- To undertake any other broadly analogous duties.

GENERAL

- Assist with other duties, commensurate with current Grade and responsibilities, as reasonably directed by the Headteacher

SAFEGUARDING

- Uphold the Academy's policy in respect of child protection and safeguarding matters.
- Have commitment to the Academy's equality policies.
- Ensure any extra-curricular activities will be free from partisan, political and religious view.
- Where political issues are discussed, a balanced view is always presented.

Person specification: Design and Technology Technician

		Essential	Desirable	Evidence
Qualifications:				
1	English & Maths GCSE or above (or equivalent).	X		A,I
2	Excellent Microsoft Office skills.	X		A,I
3	Eligible to work in the UK.	X		A,I
4	St John's Ambulance First Aid or equivalent or prepared to undertake training.		X	A,I
Experience:				
5	Experience of with children or young people, preferably in an educational setting.		X	A, I
6	Experience of working with SIMS or other school information management systems.		X	A,I
7	Experience of working in a Design and Technology environment.		X	A,I
8	A strong understanding of the practical expectations at GCSE and A level.		X	A,I
Vision and Strategy:				
9	Vision aligned with Bolder of high aspirations and high expectations of self and others.	X		I
Behaviours, Skills and Abilities:				
10	Good oral, written and communication and numeracy skills.	X		A,I
11	Ability to work on own initiative and to be proactive.	X		I,R
12	Ability to prioritise and organise own time.	X		I
13	Excellent organisational skills.	X		I,R
14	Good knowledge of Health and Safety requirements.	X		I,R
15	Ability to be a good role model to young people – demonstrate and promote positive values, attitudes and behaviour.	X		I,R
16	Interpersonal skills to form and maintain positive working relationships with students, their families, colleagues.	X		I,R

17	Ability to communicate fluently in accurate spoken and written English.	X		A,I
Other:				
19	Must be committed to safeguarding the welfare of children.	X		I
18	This post is subject to an enhanced DBS.	X		A, I, R

Key to Evidence: A = Application I = Interview R = References