Ref Applet/tech/oct 16

3rd November 2016

Dear Applicant,

Thank you for your interest in the post of **Technology Technician** at Manningtree High School. **Band 2 to max point (16,481 p.a. pro rata).**

**37 hours a week term time plus five days in the holidays.**

We require a skilled person to provide comprehensive technical support to staff and students working in the Technology and Vocational subject areas. The successful candidate will maintain equipment and assist in the smooth running of the department. They will ensure the efficient preparation and organisation of lesson materials as required, prepare and clean/clear lesson materials and will share responsibility for H&S within the Department in conjunction with Head of Department.

Enclosed with this letter please find:

1. Application Form and the school’s Recruitment and Selection Policy
2. Job description
3. Person Spec
4. Appointments policy - As a school it is our policy to appoint the best person for any post

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. You should be aware that referees will be asked detailed questions about your attendance and any disciplinary procedures you may have been involved in.

For more information, please contact Carol Sinclair, Director of Operations at the school.

Closing date: 16th November 2016

Yours sincerely

Carol Sinclair

Director of Operations