



# JOB PACK

## Design & Technology Technician

Closing Date: Friday 21 July 2017 (midday)

Interview Date: Monday 31 July 2017

Abingdon School, Park Road, Abingdon, Oxfordshire, OX14 1DE

Tel: +44 (0)1235 521563

Fax: +44 (0)1235 849079

[www.abingdon.org.uk](http://www.abingdon.org.uk)



From the Director of Finance & Operations: Justin Hodges

## Message from the Director of Finance & Operations, Justin Hodges

Thank you for your interest in the Abingdon School Foundation. I am delighted that you are considering working here. As a member of the support staff you will play a pivotal role, and be instrumental in supporting the rest of the School community in delivering its core aim of striving to provide the very best academic, pastoral and Other Half experiences to our pupils.

Please take some time to look at our website, [www.abingdon.org.uk](http://www.abingdon.org.uk), as this will tell you a lot about us and give you a taste of the atmosphere. The Abingdon Foundation is a community of some 1250 boys, currently around 1000 at Abingdon School and 250 at Abingdon Preparatory School. Boarding houses are full with around 140 boarders and the sixth form has around 350 boys. We employ some 340 teachers and support staff across the Foundation. The Board of Governors oversee the whole Foundation.

Abingdon School and Abingdon Preparatory School occupy large and beautiful campuses. The facilities are excellent with recent significant developments such as our large new science centre, refurbished Greening Court, and new multi-use and cricket all-weather surfaces. These are in addition to Tilsley Park, a significant addition to our existing, excellent sports facilities. In the future we are looking forward to opening, in September 2018, a new sixth form centre, library and art department. Whilst this is the high profile new building, the whole Foundation benefits from a continuous refurbishment and redevelopment plan, adding further impressive facilities to a very well-resourced school.

We may be over 760 years old (!) but we are a forward-looking, dynamic school. There is pride and commitment amongst those who work here and we always look for high calibre professionals to join us. I hope that you might see yourself joining this happy and purposeful community.

Justin Hodges  
Director of Finance & Operations

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# **SUPPORT STAFF BENEFITS**

## **Annual Leave**

Full time staff benefit from 25 days paid annual leave (plus eight statutory bank holidays). The entitlement is pro rata for staff working part time.

In addition to paid annual leave, each year at Christmas, consideration is given as to whether up to two additional closure days, which will usually be Christmas Eve and New Year's Eve, will be granted.

## **Childcare Vouchers**

The Abingdon Foundation operates a salary sacrifice childcare voucher scheme through Co-operative Flexible Benefits.

## **Death in Service**

All support staff aged between 18 and 65 are members of the Abingdon Foundation Death in Service Scheme. The policy covers staff up to the age of 70 with anyone over the age of 65 needing to complete a medical questionnaire. This scheme is managed by Legal & General and in the event of death a benefit of three times annual salary will be paid.

## **Employee Assistance Programme**

The Abingdon Foundation provides staff with a range of benefits to support them in everyday life including an Employee Assistance Programme (EAP) and a Health Risk Assessment (HRA) tool.

## **Foundation Grant**

Qualifying employees are eligible for a discount (of up to 50%) on tuition fees for their own children attending Abingdon School or Abingdon Prep. Admission and entry to either School is subject to availability and satisfactory achievement in the admission requirements.

## **Lunch**

Lunch is available for staff free of charge during term time.

## **Parking**

Free parking for staff is available on site.

## **Pension**

The Abingdon Foundation runs a group personal pension scheme with Royal London into which new staff are automatically enrolled on their first day of employment. The contribution rates with effect from 1 June 2017 are 2% employee and 4% employer.

In addition to the School's auto-enrolment pension scheme there is an enhanced support staff pension scheme (money purchase) which staff can voluntarily join whereby the contribution rates are 6.4% employee and 14.1% employer. These rates may be varied from time to time as the Governors see fit.

## **Private Healthcare**

With effect from 1 September 2017 staff will be eligible to benefit from free private health insurance (taxable as a benefit in kind).

## **Sports Centre Membership**

Members of staff have automatic membership of the Abingdon Sports and Leisure Club with free access to the gym and swimming pool at agreed times. Discounted rates apply for staff attending classes.

## **Ultimate Activity Camps**

Currently staff are entitled to a 50% discount on school holiday courses for children with Ultimate Activity Camps. Childcare vouchers can be used as payment. Further information is available from their website [www.ultimateactivity.co.uk](http://www.ultimateactivity.co.uk).



## **JOB DESCRIPTION**

### **DESIGN & TECHNOLOGY TECHNICIAN**

Responsible to:        Head of Design & Technology

Design Technology is based in a self-contained centre comprising of three multi material workshops, a CAD / CAM suite and two ICT suites. The department is popular throughout the school with many boys following the subject at GCSE and A-Level.

The department has recently benefitted from a great deal of investment, which has allowed it to create newly equipped workspaces and bring the machinery up to an excellent standard. It also has a wide variety of Computer Controlled Machinery, which allows boys to produce some outstanding practical work.

Throughout the year groups pupils work with metals, woods and plastics and tackle a range of projects ranging from furniture through to lighting. The workshops are open during lunchtimes and after school for pupils to pursue their own interest in the subject.

#### **GENERAL DUTIES**

- To maintain the machinery, tools and apparatus to a high standard for safe use by staff and pupils;
- To complete and record Weekly, Monthly and Annual safety inspections of all equipment and co-ordinate external assessment of Gas and LEV systems.
- To monitor stock levels, ordering materials and parts for use within the department where necessary;
- To prepare materials for classroom use as requested by a Department Teacher or Head of Department;
- When appropriate, to assist the teacher with classroom activities;
- Alert the Head of Department and Teaching Staff about any new machinery or safety concern identified within the department.
- To prepare teaching environments for lessons at the beginning of each day and subsequent teaching period.

#### **Maintenance**

1. To maintain the machinery, tools and apparatus of the Design & Technology Department to a suitably high standard for the safe use by staff and pupils;
2. To order new parts when required and authorised by the Head of Department;
3. To undertake the maintenance following the appropriate safety procedures and using the necessary safety equipment and giving the necessary care and attention to other people in the vicinity;
4. To leave the machinery, tools and apparatus in a safe condition to use, or otherwise leave the machinery, tools and apparatus;
  - a. clearly marked as not fit to use,
  - b. if possible, in an inaccessible location to pupils,
  - c. if electrical, disconnected from the electrical supply.

## **Ordering**

1. To source and order materials as requested by a Department Teacher or Head of Department;
2. To check the materials on arrival and 'follow up' any non-arrivals or problems;
3. To check invoices and pass on to the Head of Department.
4. To monitor stock levels throughout the term

## **Preparation of Materials**

1. To cut, shape or finish materials for use within the Design & Technology lessons as requested by a department teacher or Head of Department;
2. To undertake the preparation using the appropriate machinery, tools or apparatus, following the appropriate safety procedures while using the necessary safety equipment and giving the necessary care and attention to other people in the vicinity;
3. To use the materials safely and efficiently giving due care to the nature and quantity of waste involved.
4. To assist the Design & Technology department in Abingdon Prep school by preparing materials when convenient.

## **Teaching & Learning**

When assisting the teacher with classroom activities:

1. To actively manage the safe and effective use of tools, machines and materials by pupils;
2. To ensure continuity, progression and cohesiveness in all teaching;
3. To work effectively as a member of the Department team to improve the quality of teaching and learning;
4. To set high expectations for all pupils, to enhance their knowledge and understanding and to maximise their achievement;
5. To use positive management of behaviour in an environment of mutual respect which allows pupils to feel safe and secure and promotes their self-esteem.

## **Extra Curricular Involvement**

1. On occasions, assist in the running of the Design & Technology club;
2. To manage, or assist, a group of boys on 'Other-half Activities' as requested by the Head of Department;
3. To support boys in the development of their coursework at GCSE, and A-Level.

## **Professional Standards & Development**

1. To be a role model to pupils through professional conduct and use of machines, tools and materials;
2. To cover for absent colleagues within the Design & Technology Department as is reasonable, fair and equitable;
3. To co-operate with the employer in all matters concerning Health and Safety and specifically to take reasonable care of their own Health & Safety, and that of any other persons who may be affected by their acts or omissions at work;
4. To be familiar with the School and Department handbooks and support all the School's policies, e.g. those on Health and Safety, Citizenship, Literacy, Numeracy and ICT;
5. To strive for personal and professional development through active involvement in the School's appraisal system and performance management procedures;
6. To maintain a working knowledge and understanding of teachers' professional duties as set out in the current School Teachers' Pay and Conditions document, and teachers' legal liabilities and responsibilities relating to all current legislation, including the role of the education service in protecting children;

7. To undertake any reasonable task as directed by the Head of Department;
8. To be aware of the role of the Governing Body of the School and to support it in performing its duties;
9. To train in basic first aid;
10. To be familiar with and implement the relevant requirements of the current SEN Code of Practice.

Technology Technicians must have all of their Machinery Safety qualifications current and up to date. Copies of the certificates should be held within the department. Training will be arranged to facilitate this where necessary.

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.

## **PERSON SPECIFICATION**

### **Essential Qualities**

- Experience of working in a practical environment;
- Highly organised;
- Competency in the use of a wide range of machinery and hand tools;
- The ability to demonstrate initiative and contribute to the growth of the department;
- Confidence in managing stock, dealing with suppliers and working to allocated budgets;
- Possess a high level of personal practical skills;
- Good interpersonal skills and able to work closely within a team;
- A willingness to adapt and learn in an ever-developing subject area;
- Displays commitment to the protection and safeguarding of children and young people;
- Values and respects the views and needs of children and young people.

### **Desirable Qualities**

- Up to date qualifications in the use of workshop machinery;
- Proficient in the use of IT;
- Have had experience in a school workshop, or of working with children.

## **HOURS OF WORK**

This is a full-time role working 40 hours per week during term time (34 weeks) plus an additional two weeks during the school summer holidays, prior to the start of the academic year. Inset days are deemed working days.

## **REMUNERATION**

From September 2017 the salary will be £18,604 per annum (£23,460 FTE).

The salary calculates as follows:

A Full Time Equivalent (FTE) works 45.4 weeks per year with 6.6 weeks paid holiday inclusive of 8 bank holidays. This post will work 36 weeks per year.

$36 / 45.4 \text{ weeks} = 0.793 \text{ FTE}$ .  $0.793 \times £23,460 = £18,604$ .

## **NOTE**

Potential candidates might like to contact Dan Hughes, the Head of Design & Technology, to initiate an informal discussion prior to making an application, though this is not a necessary part of the application process if you feel you have all the information you need. Contact should in the first place be made via email to [dan.hughes@abingdon.org.uk](mailto:dan.hughes@abingdon.org.uk).

## HOW TO APPLY

If you would like to apply for this position you will need to register and apply on our recruitment portal via the following link: <https://vacanciesatabingdonschool.ciphr-irecruit.com>

### Completing your application

- Please read all the information provided before completing your application.
- Please note that prior to submission of your application you will be required to upload a covering letter which provides you with an opportunity to introduce yourself and explain your motivation for the role. This can be especially important if your circumstances are such that a significant pay change, career change or relocation is involved.
- Please do not send testimonials, certificates or examples of work etc., unless specifically requested in the Job Pack.

### Guidance for the completion of the section 'additional skills, experience and interests'

This is an important section of the application as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. You should give clear examples rather than simply stating that you possess certain skills and abilities or simply outlining all your experiences whether relevant or not. For teaching staff it is important that you use this section of the application form to outline how you would contribute to Abingdon's 'Other Half' (extra-curricular) programme.

### References

All offers of employment within the Foundation are subject to the receipt of a minimum of two satisfactory references. One of the references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children. **If you are or have been employed within a school, then one reference must be from the Head of your current school, or the last school at which you worked.** Neither referee should be a relative or someone known to you solely as a friend.

Shortlisted applicants for teaching posts are advised that references will be taken up **prior to interview**.

Shortlisted applicants for support posts are advised that references **may** be taken up prior to interview. Please note, unless you ask us not to we will assume it is acceptable to contact your references at any time.

### Interview Process

If you are invited for interview your visit will involve a brief session with our Human Resources Department, in order to undertake a number of checks we are required to carry out by the Department for Education (DfE).

These checks include the requirement for a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS). A list of valid identity documents will be sent to you in advance of your interview.

In addition, we require evidence of the following:

**Identity** – passport or photocard driving licence

**Address** – document from Group 2b of the DBS List of Valid Identity Documents with current address

**Right to Work in the UK** – passport or full birth certificate

**Qualifications** - original documents confirming any educational and professional qualifications you refer to in your application

**Overseas Checks** – if you have worked or been resident overseas for three months or more in the previous five years please bring original copies of any overseas police checks that have already been completed

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, statutory declaration) you will be required to provide documentary evidence of the change.

During your visit with our Human Resources Department, if you have not done so already, you will be required to sign your application form in order to declare that the information you have given is accurate and true.

In the event that you are unsuccessful please be assured that photocopies of documents taken will be destroyed.

Interviews are conducted in person and will explore your suitability to work with children. On occasion, applicants will be invited to participate in a preliminary Skype interview.

### Teaching Posts:

If you are invited to interview you will be required to teach a lesson which will be observed. You will be advised beforehand as to the lesson brief. You should expect to attend a number of interviews, tour the School and meet some colleagues.



## Support Posts:

As well as a face to face interview, if relevant to the role, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation etc.

## Conditional Offer of Appointment

Any offer to a successful candidate will be conditional upon the following:

- verification of identity;
- verification of qualifications and professional status;
- a satisfactory criminal records check at enhanced level through the Disclosure and Barring Service (DBS);
- a check against the Barred List;
- a Prohibition from Teaching check (if applicable);
- a Prohibition from Management check (if applicable);
- a Check of Teaching Restrictions imposed by the European Economic Area (EEA) (if applicable);
- where the successful candidate has worked or been resident overseas for three months or more in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance;
- verification of the right to work in the UK;
- receipt of at least two satisfactory references;
- a check for gaps in your employment history;
- verification of medical fitness - completion of a medical declaration and satisfactory medical examination in certain circumstances;
- satisfactory completion of the probationary period.

## Safeguarding

All adults working at Abingdon should be aware of their responsibility to safeguard and promote the welfare of every pupil, both physical and emotional, inside and outside school. This involves ensuring that pupils are protected from significant physical or emotional harm and that there is a positive commitment to ensure the satisfactory development and growth of the individual. Everyone working at Abingdon should be aware of and, when necessary, follow the school's safeguarding guidelines, which are in line with the Department for Education's (DfE) and Oxfordshire Safeguarding Children Board's (OSCB) practice and procedures – available online at <http://www.oscb.org.uk>. The School's Safeguarding Policy can be found on the Abingdon School Website.

All new members of staff, including volunteers, agency workers and contractors are provided with the following documents and required to sign a declaration to confirm that they have read and understood them before they start work and at regular intervals thereafter:

- Keeping Children Safe in Education (Part One and Annex A)
- Safeguarding Policy
- Staff Behaviour Policy
- ICT (Staff) Policy
- Health and Safety Policy

These documents include all the relevant information about safeguarding, KCSIE, codes of conduct, missing children policy and whistleblowing policy.

In addition, individuals appointed to work in an Early Years Foundation Stage (EYFS) setting are required to complete a 'Staff Disqualification Declaration' before they start work and on an annual basis.

## Warning

Where a candidate is –

- found to be on the Barred List, or the DBS disclosure shows he/she has been disqualified from working with children by a Court; or
- found to have provided false information in, or in support of, his/her application; or
- the subject of serious expressions of concerns as to his/her suitability to work with children

the facts will be reported to the DBS and the Police and/or the Local Authority Designated Office (LADO) will be consulted. If the individual is a teacher, a referral may also be made to the National College of Teaching & Leadership (NCTL).

## Queries

If you have any queries at all about the recruitment process please contact the Foundation's HR Department on 01235 849136 or [recruitment@abingdon.org.uk](mailto:recruitment@abingdon.org.uk).

Abingdon School is an Equal Opportunities employer.