



King  
Ecgbert  
School



**Mercia**  
Learning Trust



# **King Ecgbert School**

## **Design Technology Technician**

### **Recruitment Pack**

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## THE MERCIA LEARNING TRUST

The Mercia Learning Trust, established in January 2014, currently comprises: King Egbert School, Newfield School, Mercia School, Totley Primary School, Valley Park Community Primary School and The Nether Edge Primary School.

The mission of the Trust is to provide an outstanding education for pupils from 0-19. We are passionate that all our pupils should see their time at school as happy and fulfilling, with their potential developed to the utmost. Our approach is founded on partnership working — binding together our schools, parents and their communities.

At all Mercia Learning Trust schools our pupils will benefit from:

- A fully inclusive approach, maximising the attainment and achievement of every pupil
- A broad and balanced curriculum, with high quality teaching that responds to individual needs
- Promotion of resilience and self-reliance in our learners, thus enabling them to meet the challenges and opportunities of the changing world
- Support to develop and maintain positive well-being in all aspects of life
- High standards of orderly behaviour rooted in strong moral values
- Continual investment in the professional development of all our staff, as the foundation of our offer to pupils

For more information, please visit our website: <http://www.ecgbert.sheffield.sch.uk/Mercia-Learning-Trust>



# Technician – Design Technology

**Grade 3 pro-rata (actual salary £14,377 - £15,650)**

**37 hours per week / 39 weeks per year term time**

**Commencement Date: As soon as possible**

Mercia Learning Trust is looking to appoint an enthusiastic, motivated and committed individual to the Design Technology Department at King Ecgbert School.

This post is a fixed term appointment for one year.

The ideal candidate will be able to provide comprehensive technical support across the Design Technology Department to support high quality teaching and learning.

The successful candidate will be organised, flexible, reliable and a team player. Previous experience within a school environment would be an advantage.

## **Core Tasks Include:**

- Timely and accurate preparation and use of specialist equipment, resources and materials as required
- Ensure compliance with health and safety legislation to facilitate a safe working environment
- Strong interpersonal skills with both adults and students
- Demonstrate and assist others in safe and effective use of specialist equipment and materials

We hope that our recruitment pack and website provides you with plenty of information about us. However, should you require any additional information, or would like an informal discussion/visit, please contact us on 0114 235 3855 or email [bosullivan@ecgbert.sheffield.sch.uk](mailto:bosullivan@ecgbert.sheffield.sch.uk).

Full vacancy details are available on the school website: [www.ecgbert.sheffield.sch.uk](http://www.ecgbert.sheffield.sch.uk)

**Closing date for applications: Friday 22 September 2017 at midday**  
**Interviews: Week commencing 02 October 2017**

## **MERCIA LEARNING ALLIANCE, A TEACHING SCHOOL JOB DESCRIPTION**

SCHOOL	BASED AT KING ECGBERT SCHOOL
POST TITLE	DESIGN TECHNOLOGY TECHNICIAN
GRADE	3
RESPONSIBLE TO	HEAD OF DESIGN TECHNOLOGY
PURPOSE OF JOB	UNDER THE GUIDANCE OF SENIOR STAFF, PROVIDE AN EFFICIENT SUPPORT SERVICE FOR DESIGN TECHNOLOGY WITHIN THE SCHOOL

**JOB DESCRIPTION FOR POST OF:**

**DESIGN TECHNOLOGY TECHNICIAN**

**SPECIFIC DUTIES AND RESPONSIBILITIES**

The postholder must at all times carry out his/her duties and responsibilities within the spirit of the Trust's Policies and adhering to legislation which applies to academies.

**Key Responsibilities**

**Support for the teacher**

- Create and maintain a purposeful, orderly and productive working environment
- Timely and accurate preparation and use of specialist equipment, resources and materials as required
- Maintain records as requested
- Ensure compliance with health and safety legislation to facilitate a safe working environment

**Support for the curriculum**

- Monitor, manage and purchase stock
- Maintenance of specialist equipment, safety checks and damage reporting
- Demonstrate and assist others in safe and effective use of specialist equipment and materials
- Ensure that departmental displays are kept up to date and in good order
- Supervise students on visits, trips and out of school activities as required

**Specific skills**

- Knowledge of engineering techniques are desirable including use of the lathe, milling machine, circular saw and thicknesser
- Strong interpersonal skills with both adults and students
- A high level of IT literacy is essential. Training will be given for the many packages used but the majority of work is 2D vectoring
- Knowledge and/or prior experience of laser cutting would be desirable
- Demonstrate practical knowledge and problem-solving skills
- Have the capacity to work collaboratively as part of a team
- Be an independent self-directed and productive worker when the situation dictates

**In addition**

- Comply with and assist with the development of policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person

- Be aware of and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Establish constructive relationships and communicate with other agencies/professionals
- Attend and participate in regular meetings
- Participate in training and other learning activities and performance development as required
- Recognise own strengths and areas of expertise and use these to advise and support others
- To undertake any other duties and responsibilities as may be determined after negotiation between management, the post holder and appropriate trade unions

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ISSUE DATE: SEPTEMBER 2017
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## The Application Process

All details, including the Application Form and Job Description can be found within this pack or on our school website; [www.ecgbert.sheffield.sch.uk](http://www.ecgbert.sheffield.sch.uk)

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To apply, please email your completed application to [bosullivan@ecgbert.sheffield.sch.uk](mailto:bosullivan@ecgbert.sheffield.sch.uk) or send it in the post to:

Bev O'Sullivan  
PA to the Headteacher  
King Ecgbert School  
Totley Brook Road  
Dore  
Sheffield  
S17 3QU

**Please note that we do not accept CV's - applicants must submit an application form.**

Please also note that in all cases written references will be taken up and made available to interviewers BEFORE the final selection stage.

All applications that have been submitted electronically will receive an email confirming receipt.

An email and/or letter will be sent to shortlisted candidates with details of the interview process.

If you have not heard from us within 2 weeks of the closing date, please assume that on this occasion, your application has been unsuccessful.

Mercia Learning Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment. The successful candidate will therefore be required to complete a DBS check in line with the Rehabilitation of Offenders Act (ROA) 1974 (Exceptions) Order 1975 and the Police Act Regulations.

We are an Equal Opportunities employer.

If you have any further queries on any aspect of the application process, please contact Bev O'Sullivan, PA to the Headteacher on 0114 235 3855 or by emailing [bosullivan@ecgbert.sheffield.sch.uk](mailto:bosullivan@ecgbert.sheffield.sch.uk).