



THE ELLEN WILKINSON SCHOOL  
FOR GIRLS

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FOOD & TEXTILES  
TECHNICIAN  
RECRUITMENT INFORMATION

A SPECIALIST COLLEGE FOR  
SCIENCE & MATHEMATICS







## BACKGROUND

**T**he Ellen Wilkinson School for Girls aims to represent excellence, independence and empowerment in the education of women. The school is fortunate to employ over 200 staff, educate over 1,400 girls, and boast a 5,000m<sup>2</sup> site.

We are proud to provide a curriculum that is not only challenging and engaging to our students, but also creates the best opportunity for every woman in the school to become independent and confident to face the challenges of a complex and challenging world.

Our curriculum is developed with the interest of every student at its core, with the primary purpose of ensuring they leave with the life skills to reach their potential and lead fulfilling lives. The rich curriculum we offer allows our students to thrive equally in academic and creative disciplines. This is complimented with an extensive range of extra curricular activities which are designed to enhance the students' experience at every level.

We are united with our stakeholders by a strong sense of community and service, for the purpose of ensuring that all of our students make exceptional progress in their own unique ways. We are consistently amongst the top schools for value added; that is to say our students demonstrate amongst the highest rates of growth and

development between the moment they arrive at the school and the time they leave. Of course, our very top students perform exceptionally well and advance on to top universities across the country.

The Ellen Wilkinson girl, by the end of her time at the school, will have achieved outstanding personal success and have developed a genuine love of learning. She will continue her pursuit of education and excellence and will, above all else, leave confident and prepared to play a vital role in society – It is this anchor which underpins all of the work we do individually and collectively as a staff.







## THE ROLE FOOD & TEXTILES TECHNICIAN

<b>Post Title</b>	:	<b>Food and Textiles Technician, Design and Technology Department</b>
<b>Salary</b>	:	<b>NJC Scale 2 Point 11 Pro rata (£15000 approximately per annum) including allowances.</b>
<b>Report to</b>	:	<b>Head of Design and Technology</b>
<b>Hours</b>	:	<b>Term time only (39 weeks per year i.e. 190 student term days and 5 additional days as specified). 35 hours per week (7 hours per day)</b>

**The post has a probationary period of six months.**

### **Main Purpose of the Post**

To be responsible, through the teaching staff, for the care and maintenance of equipment and materials in the Food and Textiles areas of Design and Technology.

### **Duties and Responsibilities**

- This does not constitute an exhaustive list, but gives an indication of the range and type of duties expected of the post holder.
- To support the teaching of Food Technology and Textiles Technology. This will include:
- Shopping for consumables required.
- Preparing ingredients and equipment for practical demonstrations.
- Clearing up, cleaning and storing equipment and materials after use in the Food and Textiles areas.
- Ensuring the cleanliness and safety of food preparation areas.
- Maintaining storage systems, including stocktaking.
- Monitoring consumable items and advising when replacements are needed.



## THE ROLE FOOD & TEXTILES TECHNICIAN

- Under the direction of staff, to order equipment and resources. Check their delivery and storage.
- Checking equipment and machines, ensuring safety standards are met.
- Helping with and maintaining displays in the Food and Textiles areas.

Invigilation of external exams under the supervision of staff

**This is a Job Description only and is not necessarily a comprehensive definition of the post. It sets out the duties of the post at the time it was drawn up and should be seen as describing in more detail aspects of the duties set out in the Education Act (School Teachers' Pay and Conditions of Employment) Order 1987 Schedule 3.**

**The Head of the School may vary the duties from time to time without changing their general character or the level of responsibility entailed. Any modification or amendment will be made after consultation with the holder of the post.**

**Our school is committed to safeguarding and promoting the welfare of the children and expects all staff to share this commitment**



# THE PERSON SPECIFICATION

## **Qualifications**

Sound general education to at least GCSE level with a good standard of numeracy and written and spoken English. Basic ICT skills are required. A Food Hygiene Certificate and/or First Aid qualifications would be an advantage.

## **Ability/Knowledge/Skills**

- Good communication skills, able to communicate with people at all levels
- Able to deal with a number of different situations in quick succession
- Good level of accuracy with an eye for detail
- Ability to follow instructions accurately, quickly and neatly and to take pride in the appearance of work produced
- Ability to work as part of a team
- Ability to work independently without close supervision with due regard to Health and Safety regulations

## **Personal Qualities**

- Good team member able to establish effective working relationships
- Excellent inter-personal skills
- Ability to work calmly and accurately under pressure
- Trusted to act with integrity
- Ability to work in a tactful and diplomatic manner
- An interest in the world of education
- Resilience and sense of humour
- Able to work independently and use initiative
- Good time-keeping
- Willingness to undertake a range of duties not necessarily defined in detail in the job description

## **Equal Opportunities**

- Awareness of and commitment to equal opportunities
- Ability to promote and support the school's equal opportunities policy





## LIVING AND WORKING IN EALING

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### TRANSPORT

**Tube:** The school is a very short walking distance from West Acton Station (Central Line Zone 3) and North Ealing Station (Piccadilly Line Zone 3), offering very short travel times to and from the West End and Westfield Shopping Centre.

**Rail:** First Great Western trains from Ealing Broadway and West Ealing to Paddington take just 10 to 15 minutes, with the Heathrow Connect service getting you to the airport in less than 30 minutes.

**Bus:** Ealing is served by an impressive number of bus routes, including the 65 (to Kingston), 83 (to Golders Green) and 297 (to Willesden).

**Cycle:** Proposals to build a Cycle Superhighway between Tower Hill and Acton could make life even easier for Ealing cyclists, who currently enjoy a 40 minute cycle to Hammersmith.

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### CULTURE AND AMENITIES

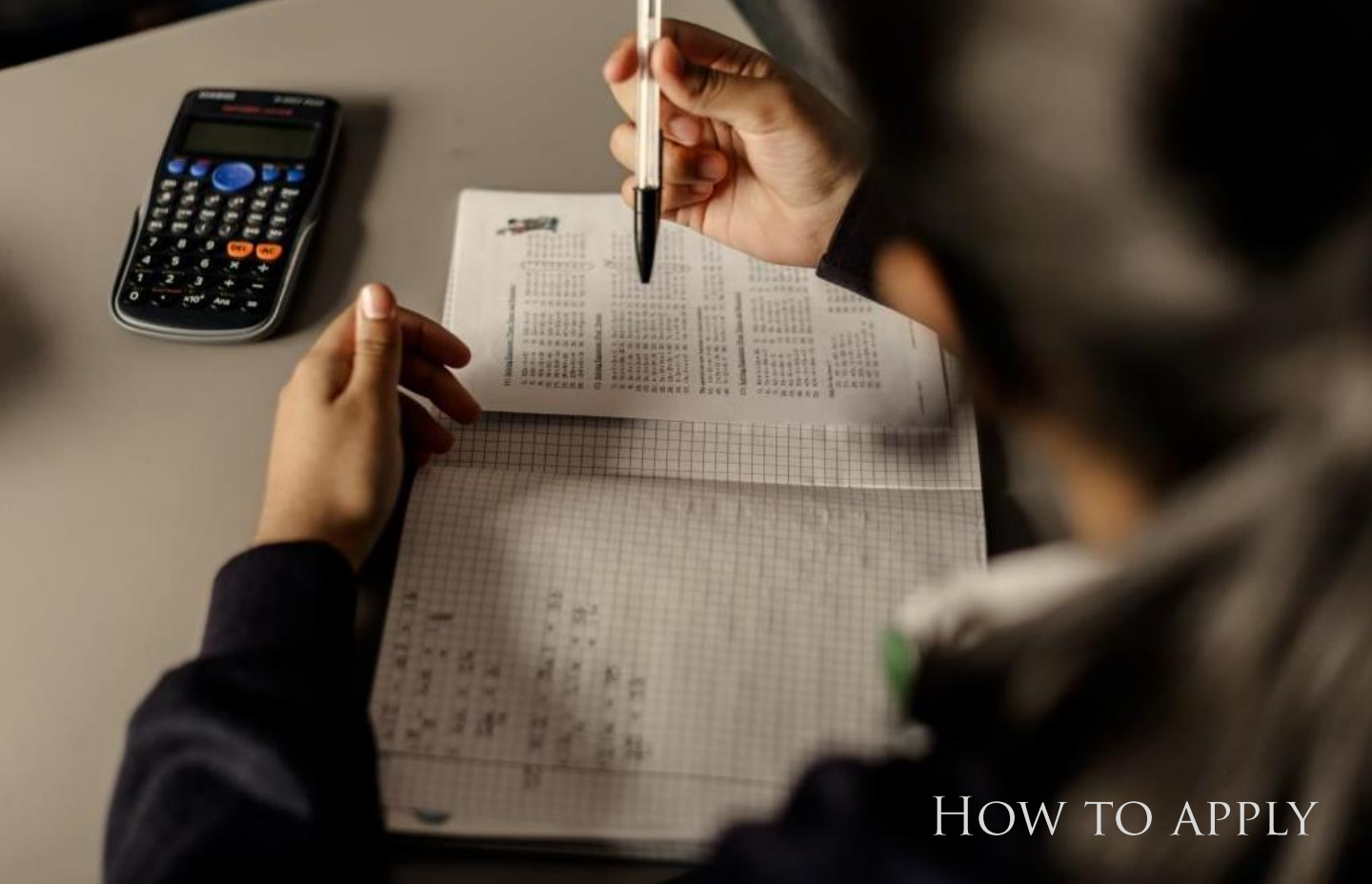
Popular restaurants and bars include The Grapevine, The Grange, and Charlotte's Place, historically winning the Good Food Guide Readers' London Restaurant of the Year.

The borough enjoys its very own Blues, Jazz, Comedy and Beer festivals throughout the year.

Savvy shoppers in the area go to Ealing Broadway Shopping Centre which has most high street chains and just a little further away, to Westfield Shopping Centre.

The Pitshanger Bookshop is an Ealing institution and the independent store has been helping locals pick out their next must read for almost 20 years.

Ealing continues to prove itself as a perfect mix of green suburban charm and urban convenience and accessibility.



## HOW TO APPLY

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he Ellen Wilkinson School for Girls seeks to appoint a Food & Textiles Technician to contribute towards the vision and effectiveness of a dedicated and successful school.

Closing date for applications is on Monday 5<sup>th</sup> December 2016 at 12 noon. We will contact shortlisted applicants only.

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.

Successful applicants will be subject to an enhanced DBS check and medical questionnaire.

Applications should be submitted to Ms Rupinder Sangha, HR Advisor, via email, in the post or in person at:

**Ms R Sangha**  
**HR Advisor**  
**The Ellen Wilkinson School for Girls**  
**Queens Drive**  
**West Acton**  
**London**  
**W3 0HW**

[office@ellenwilkinson.ealing.sch.uk](mailto:office@ellenwilkinson.ealing.sch.uk)

[www.ellenwilkinson.ealing.sch.uk/vacancies](http://www.ellenwilkinson.ealing.sch.uk/vacancies)





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THE ELLEN WILKINSON SCHOOL  
FOR GIRLS

INSPIRING

PASSIONATE

NURTURING

SUCCESSFUL

CREATIVE

A SPECIALIST COLLEGE FOR  
SCIENCE AND MATHEMATICS

The Ellen Wilkinson School for Girls is a high achieving, creative and vibrant school superbly located in the heart of Ealing, where girls receive the encouragement and support to become successful, determined and confident young women.

This year, the school achieved outstanding GCSE results by a way of:

- A Progress 8 Score of 0.65
- An Attainment 8 of B-
- Value Added Score within the Top 7% in the country (Top 100 non-selective schools nationally)

## FOOD & TEXTILES TECHNICIAN

**35 hours per week term time (i.e. 195 days)**

**Salary: NJC Scale 2 Point 11 pro rata (approx. £15000 pa, inclusive of allowances)**

**This post has a probationary period of six months**

A Food & Textiles Technician is required for an immediate start to provide support for the Design and Technology department.

The role involves providing day to day technical support to enable the smooth running of the food and textiles areas and maintenance of a safe and hygienic working environment. Previous experience of working within a similar environment would be an advantage, together with good communication skills.

You must be a patient and willing individual with the ability to remain calm and cheerful under pressure.

**Closing Date for the post is Monday 5<sup>th</sup> December 2016 at 12 noon.**

Recruitment Pack and Application Forms can be obtained from  
[www.ellenwilkinson.ealing.sch.uk/vacancies](http://www.ellenwilkinson.ealing.sch.uk/vacancies) or by contacting +44 (0)208 752 1525