



7<sup>th</sup> June 2018

Dear Colleague,

## VACANCY FOR DESIGN & TECHNOLOGY & REPROGRAPHICS TECHNICIAN

Thank you for your enquiry about our vacancy for a Design & Technology Technician (including Food & Textiles, and Reprographics). I am enclosing an application form, job description and person specification, as well as some information about the school.

Our new Technician will form part of a support team, which provides a high quality service to pupils and staff at a successful school. The person appointed will be responsible for providing practical support for lessons in food & textiles (including the preparation of ingredients & materials and the maintenance of equipment), as well as general reprographics services throughout the school for both pupils and staff.

The successful candidate will be a well organised and practical person with excellent communication skills. Experience of working in a secondary school would be desirable but not essential.

The staff and students make the school very special. Students are proud of their school and Ofsted commented in the recent inspection in June 2017 that "pupils are keen to share their enthusiasm and enjoyment of school, reflecting the principles that we have instilled." Moreover, "the all-pervading caring ethos ensures that pupils are happy and able to thrive from the moment they arrive at school."

There is a continual focus on staff development and wellbeing, both of which rated very highly in the most recent survey conducted in the summer of 2017. Staff morale, in what are challenging educational times, is high, borne out of there being a real sense of community. We work hard, but the effort is worth it and the students certainly appreciate it. You will see lots of laughter and you will also have a lot of fun.

I believe that this is a fantastic place to work – it genuinely is a pleasure to come to school each day and I hope, having read the information available to you, that you will decide to apply.

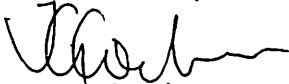
With regards to conditions of service, the working hours are as follows. The DT post will be for 20 hours per week (Monday-Friday) with a half hour unpaid lunch break. The exact working hours will be agreed at interview with some flexibility each year dependent on the timetable arrangements. For the reprographics post the hours are 4 hours per week Monday to Thursday 12.30-1.30pm. The successful candidate will be required to work (pro rata) on Staff Development Days giving a total of 39 actual working weeks, but 44.26 paid weeks per year, inclusive of holiday pay.

The salary for the DT post is Grade E, Scale Point 17-19 (£18,672-£19,446 per annum full time equivalent) starting at Scale Point 17, £8,567 pro rata, per annum, (£9.6782 per hour). The reprographics post is Grade A, Scale Point 6 (£16,394 per annum full time equivalent). Pro rata salary is £1,504.38 per annum, £8.4974 per hour.

Sheldon School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to apply for a disclosure from the Disclosure & Barring Service which will be made before the appointment is confirmed. In addition, all applicants must provide two references, including one from a present or most recent employer. References will not be accepted from relatives or people writing solely in the capacity of friends and references will be requested before interview. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children.

If you feel that you possess the necessary skills and qualities and are excited by this opportunity, we very much look forward to receiving your application, which must be returned to Kirsia Edwards, HR Adviser, by midday on Tuesday, 19<sup>th</sup> June 2018. We intend to hold interviews on 22<sup>nd</sup> June 2018 and would like the successful candidate to be able to start work on 3<sup>rd</sup> September 2018 but with flexibility to come in to school before the 20<sup>th</sup> July 2018 to enable a handover to take place.

Yours sincerely,

A handwritten signature in black ink, appearing to read 'James Couchman', with a stylized, flowing script.

James Couchman  
Business Manager