



# Clitheroe Royal Grammar School

Founded in 1554

## **Art, Design and Technology Technician**

**Part time (18 hours per week) Monday to Friday**

**Salary: Grade 4 (point 3-6) £18,065 - £19,171 pro rata pa**

**Actual salary £7,551 - £7,881 pa**

**Term Time only**

We are seeking to appoint an enthusiastic, self-motivated Art, Design and Technology Technician to join our successful 11-18 school from November 2019. This position is an extremely valued role within our school and plays a pivotal part in the support function provided to our teaching staff and students.

The successful candidate will need to be well organised, cheerful and confident and also be approachable and responsive to enquiries from both staff and students. Good communications skills, the ability to use your own initiative and work well as part of a team are essential.

The successful candidate will be expected to travel and work between both of the school sites therefore, a flexible approach will be required, previous experience of technical processes along with a background in electronics, woodwork and art is desirable.

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. This post is subject to an enhanced DBS check.

Application packs can be downloaded from our website: <http://www.crgs.org.uk/about-us/vacancies/>

Completed application forms should be returned by email to: [HR@crgs.org.uk](mailto:HR@crgs.org.uk)

The closing date for applications is 12:00 noon on Friday 25<sup>th</sup> October 2019



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October 2019

Dear Applicant

Thank you for your interest in the post of Art, Design and Technology Technician at this school. Please find enclosed: Job Description – Person Specification - Application Form - Recruitment Monitoring Form for completion.

We are seeking to appoint an enthusiastic, self-motivated person to take on the role of Art, Design and Technology Technician at our school. . This position is an extremely valued role and plays a pivotal part in the support function provided to our teaching staff and students.

You will need to be well organised, cheerful and confident and also be approachable and responsive to enquiries from both staff and students. Good communications skills and the ability to use your own initiative and work well as part of a team are essential, previous experience of technical processes along with a background in electronics, woodwork and art would be advantageous.

As a school we are committed to continuous staff development and relevant training will be made available to the successful candidate.

**Your Application:** If, after reading the accompanying background information, you feel that this is the post for you (and we hope that you will) then we would ask you to submit a focused application including the following:

**Letter of Application:** This should be no more than 2 sides of A4 and should cover your relevant qualifications, experience, knowledge, skills and abilities applicable to the post.

**Application Form:** This will be photocopied so we would ask you to write clearly using black ink. Please note that it is not necessary to include a Curriculum Vitae (unless it contains information not included elsewhere in your application).

Applications should be marked for the attention of the Bursar and returned by post or emailed to [HR@crgs.org.uk](mailto:HR@crgs.org.uk) no later than 12:00 noon on Friday 25<sup>th</sup> October 2019. Interviews are expected to take place the week commencing 4<sup>th</sup> November 2019.

If you have any queries or would like to discuss this opportunity then please do not hesitate to contact me. If you submit an application and have not heard from us by Friday 22<sup>nd</sup> November 2019, please assume that your application has been unsuccessful on this occasion. If this is the case, I would like to thank you for your interest and application. We look forward to hearing from you.

Yours sincerely

Lynne Higginbottom  
Bursar



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Job Description	
<b>Job Title</b>	Art, Design and Technology Technician
<b>Grade</b>	Grade 4, Points 3-6
<b>Location</b>	Chatburn Road and York Street
<b>Responsible to</b>	Head of Department and Bursar
<b>Staff responsible for</b>	None
<b>Job purpose</b>	Responsible for providing support within the Art and Design Technology department.
<p><b>General Duties:</b></p> <ul style="list-style-type: none"> <li>Under the clear guidance of the class teacher to implement structured learning activities and to assist individual/group of students to complete tasks</li> <li>To prepare and organise materials and equipment required by staff and students for such activities and to return materials and equipment to store once the activity is completed</li> <li>To keep work and storage areas organised, clean, tidy and generally in good order</li> <li>To construct teaching aids for use in the classrooms and workshops</li> <li>To order materials and equipment, maintain stock and stock levels and undertake periodic checks as directed by the Head of Department</li> <li>To transport equipment, materials and tools as required</li> <li>To maintain equipment in good working order and in safe condition</li> <li>To maintain the day to day safety and operating standards of workplace machines, equipment and services</li> <li>To train colleagues on the job as necessary</li> <li>To follow safe working practices and procedures at all times (such as wearing/use of safety clothing/equipment where necessary)</li> <li>To assist in the delivery of educational and developmental work programmes</li> </ul> <p><b>Classroom Duties:</b></p> <ul style="list-style-type: none"> <li>Preparation and testing of equipment and materials e.g. potter's wheel, firing, packing and unpacking the kiln etc.</li> <li>Cleaning equipment and work surfaces and disposing of waste materials after use</li> <li>Preparation of materials e.g. ceramic glazes</li> <li>Organising materials and components before and after lessons</li> <li>Setting up equipment and displays</li> <li>Returning stock and equipment to store after use</li> <li>Photocopying and collating materials</li> <li>Setting up and checking equipment in workshops and classrooms</li> <li>Organisation of equipment and materials between rooms and sites</li> <li>To develop positive relationships with students to assist pupil progress and attainment</li> <li>Support students as part of a planned inclusion programme</li> <li>To assist in the development of varying skills that support students' learning</li> </ul> <p><b>Other Duties:</b></p> <ul style="list-style-type: none"> <li>Provide support for other Departments in designing and producing displays as required</li> </ul>	

- To display artwork as and when requested throughout Chatburn Road and York Street
- To assist in the monitoring/recording of student progress, problems and developmental needs
- To assist in the production of teaching aids
- To undertake routine classroom administrative tasks including class lists
- To assist in student supervision and assist in the management of pupil behaviour
- To provide information to the class teacher to assist in the planning of work programmes
- To assist in supervision of students on school trips
- To assist in the invigilation of both internal and external exams
- Any other reasonable duties as defined by the Head of Department or Bursar

#### **Support for the School:**

- To work within and promote all school policies and procedures
- To contribute to the provision of an effective environment for learning
- To support the promotion of positive relationships with parents and outside agencies
- To attend skill training and participate in personal/performance development as required
- To take care for their own and other people's health and safety
- To be aware of the confidential nature of issues arising within a school and maintain strict confidentiality

#### **Conditions of Service:**

- Conditions of service are in accordance with the National Joint Council conditions of service relating to Local Government staff.
- The post is for 18 hours a week term time only.
- The post holder is an employee of Clitheroe Royal Grammar School and will be expected to work at either site.
- Hours for the post will be for the benefit of the school but are expected to be either morning or afternoons, Monday to Friday, there is flexibility around working hours or this will be discussed at interview stages.

**AGREED BY:** Lynne Higginbottom

Completed application forms should be sent to the Bursar, Clitheroe Royal Grammar School, York Street, Clitheroe BB7 2DJ or emailed to [HR@crgs.org.uk](mailto:HR@crgs.org.uk) no later than 12:00 noon on Friday 25<sup>th</sup> October 2019. Interviews are expected to take place the week commencing 4<sup>th</sup> November 2019.

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. The successful applicant will be subject to an enhanced Disclosure and Barring Service check.

We welcome applications regardless of age, gender, ethnicity or religion. Only applications submitted on the official application form will be accepted.

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. Please note that this is for guidance only and is not intended to be prescriptive. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

#### **Equal Opportunities**

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

#### **Health and Safety**

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.



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## Person Specification Form: Art, Design and Technology Technician

Requirements (on the basis of the Job Description)	Essential (E) Or Desirable (D)	To be identified by: Application Form (AF), Interview (I), References (R)
<b>Qualifications</b>		
GCSE or equivalent to level C in Maths and English	E	AF/I
Educated to A Level or Vocational equivalent in Art or a similar subject	E	AF
Experience in creative industries	E	AF/I
An Art or related degree	D	AF
<b>Experience</b>		
Experience working in a creative environment	E	AF
Able to demonstrate suitability for working with young people	E	AF/I/R
Experience working with others to develop their artistic or creative skills	D	AF/I
Experience of working in a school environment	D	AF
Able to demonstrate suitability for working with young people	E	AF/I/R
<b>Knowledge/skills/abilities</b>		
Ability to prioritise own workload and work flexibility, and at times under pressure, meeting deadlines	E	AF/I
Computer literate with good familiarity with Microsoft Office applications	E	AF/I
Effective written and verbal communication skills appropriate to a range of different situations	E	AF/I
Ability to work flexibly as the workload demands and to accommodate the changing needs of the school	E	I
High degree of personal motivation, initiative, energy, creativity and drive	E	AF/I
Knowledge of and commitment to comply with policies and legislation relating to child protection, health and safety, confidentiality and data protection	E	AF/I
Ability to be flexible with a positive and enthusiastic approach to working with young people to support them to create artworks and a desire to see them achieve the best outcome they can	E	AF/I
Ability to build and maintain effective working relationships	E	AF/I/R
Ability to maintain strict confidentiality of information received and processed with discretion	E	AF/I
<b>Other</b>		
Knowledge of and commitment to comply with policies and legislation relating to child protection, health and safety, confidentiality and data protection	E	AF/I
A commitment to sustain regular attendance at work with a flexible approach to working hours	E	I
A commitment to continuing professional development	E	AF/I
Full driving licence	E	I



# Clitheroe Royal Grammar School

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Telephone: Clitheroe (01200) 423118  
Facsimile: Clitheroe (01200) 442177

York Street  
Clitheroe  
Lancs  
BB7 2DJ

Headteacher: Mr J M Keulemans BSc (Hons) NPQH

Chairman of Governors: Dr A D Clayton BSc PhD CEng MChemE

**Please use ink suitable for photocopying**

Clitheroe Royal Grammar School, as an equal opportunity employer, intends that no job applicant or employee shall receive less favourable treatment because of his or her sex, marital status, race, colour, nationality, national origins, ethnic origins, sexual orientation, faith, age or disability nor be disadvantaged by any other condition which cannot be shown to be justifiable.

Application for the Post of \_\_\_\_\_

1. Surname \_\_\_\_\_ Forename(s) \_\_\_\_\_  
(Mr / Mrs / Miss / Ms / Dr) \_\_\_\_\_ National Insurance No. \_\_\_\_\_  
Address \_\_\_\_\_  
\_\_\_\_\_  
Post Code \_\_\_\_\_ Telephone No (Home) \_\_\_\_\_  
Mobile \_\_\_\_\_ (Work) \_\_\_\_\_  
E-mail address \_\_\_\_\_

2. Name and address of present employer \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Present post \_\_\_\_\_  
\_\_\_\_\_  
Date appointed \_\_\_\_\_ Salary \_\_\_\_\_

3. Brief details of degrees/other professional qualifications (with dates awarded)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

4. Previous Employment				
Employer	From	To	Post Details	Reason for Leaving

5. General Education (Details of secondary schools attended)			
Schools	From	To	Qualifications Obtained (including grades and dates)

6. Further and Professional Education			
Colleges/Universities	From	To	Qualifications Obtained (including grades and dates)

7. Current course of study (if any) and anticipated date of completion
Membership of professional bodies

8. Details of any other specialised training or qualifications not covered in previous sections  
(E.g. short courses, on-the-job training etc.)

**9. Additional Details**

**Please return your completed application form together with a letter of application which includes details of your experience, skills and knowledge relevant to this post. (You may also include a CV if applicable.)**

10. Has there ever been a suggestion that you are unsuitable to work with children? Yes/No (Delete as appropriate)

Have you ever been convicted of any criminal offence? Yes/No (Delete as appropriate)

If 'Yes', please specify date of conviction, court, nature of offence and sentence imposed.

The work for which you are applying will have regular contact with children and is exempt from the Rehabilitation of Offenders Act 1974. Therefore, you are required to declare any convictions, cautions, bind-overs or prosecutions pending you may have, even if they would otherwise be regarded as 'spent' under this Act. These details should be enclosed in a separate, sealed envelope marked 'confidential' – for the attention of the Headteacher and should be returned with your application form. The information you give will be treated in confidence and will only be taken into account in relation to an application where the exemption applies. Clitheroe Royal Grammar School is entitled, under arrangements introduced for the protection of children, to check with the Disclosure and Barring Service for the existence and content of any criminal record of the successful applicant prior to the confirmation of appointment. Therefore, successful applicants will be required to complete a disclosure form to enable a check to be undertaken. Failure to consent to this could prevent the application being considered further. This check involves details being obtained of convictions, including those considered 'spent' under the Rehabilitation of Offenders Act 1974, cautions held at national level and may also include non-conviction information. You will receive the results of the check from the Disclosure and Barring Service. Information received from the Disclosure and Barring Service will be kept in strict confidence and will be destroyed in accordance with guidelines laid down by the Disclosure and Barring Service. The disclosure of a criminal record will not debar you from appointment unless the Governing Body considers that the conviction renders you unsuitable for appointment. In making this decision, consideration will be given to the nature of the offence, how long ago and what age you were when it was committed and any factors which may be relevant. Failure to declare a conviction, caution or bind-over may, however, disqualify you from appointment, or result in dismissal or disciplinary action if the discrepancy comes to light. Under the Criminal Justice and Court Services Act 2000 it is an offence for an individual who has been disqualified from working with children to knowingly apply for, offer to do, or accept or do any work in a 'regulated position' such as the post you are applying for. If you would like to discuss the effect on your application of any conviction you might have, you may telephone the Headteacher, in confidence, for advice.

11. State whether you are related to any member of staff or to any governors of this school. (If 'yes' give details).

12. Do you hold a current driving licence? Yes/No (Delete as appropriate)

13. If you are registered under the Disabled Persons Employment Act please give your RDP No.



14. Period of notice required to terminate current employment:

15. Referees - Please give details of two persons who are able to comment on your suitability for this post. One should normally be your present employer or last employer, if unemployed. If you are a student one referee should be your tutor.

Name

Name

Occupation/Relationship

Occupation/Relationship

Address

Address

Tel No:

Tel No:

E-mail address:

E-mail address:

**N.B. If you indicate that you do not wish your employer to be contacted prior to interview, then you may be contacted to reconsider this position. If you are the successful applicant and your referee is not contacted, this will delay confirmation of any offer of appointment as it is against school policy to confirm an appointment without satisfactory references being received.**

**Appointment to the post will be subject to a satisfactory health record. A medical examination may be required by the school. Canvassing directly or indirectly will disqualify candidates.**

**Under the terms of the Data Protection Act (GDPR) the information you provide will be kept confidential and will only be used for the purpose of the personnel management. Your information will be stored both manually and electronically and will normally be disposed of after 6 months if your application is unsuccessful.**

Signed ..... Date .....

When completed this form should be returned to:

The Bursar  
Clitheroe Royal Grammar School  
York Street  
Clitheroe  
Lancs.  
BB7 2DJ

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## Recruitment Monitoring in Employment

### MONITORING JOB APPLICANTS FORM

All applicants for jobs must complete this monitoring form to enable us to fulfil responsibilities placed upon us under legislation in relation to the monitoring of applicants by racial group and to assist us in the elimination of unlawful discrimination, the promotion of equality of opportunity and good race relations between people of different racial groups.

Please return the form with your completed application form to the address given in the advertisement or with the job details.

This information will be treated as strictly confidential and will only be used for monitoring purposes. Details will not be available to members of the Selection Panel.

#### DETAILS OF POST APPLIED FOR

Post title

1 NAME (block capitals)

2 I AM  
( please tick the appropriate box )

MALE

☐

FEMALE

☐

THANK YOU FOR YOUR  
ASSISTANCE

YOUR CO-OPERATION  
WILL HELP PROMOTE  
EQUALITY OF  
OPPORTUNITY

3 PLEASE TICK THE BOX WHICH  
BEST DESCRIBES YOUR  
ETHNIC/CULTURAL/RACIAL  
ORIGIN

- A White  
☐ British  
☐ Irish

Any other White background  
(please write in)

B Mixed

- ☐ White and Black Caribbean  
☐ White and Black African  
☐ White and Asian

Any other Mixed background  
(please write in)

C Asian or Asian British

- ☐ Indian  
☐ Pakistani  
☐ Bangladeshi

Any other Asian background  
(please write in)

D Black or Black British

- ☐ Caribbean  
☐ African

Any other Black background  
(please write in)

E Chinese or other ethnic group

- ☐ Chinese  
☐ Other

(please write in)

4 DO YOU HAVE A  
ABILITY  
OR ARE YOU A DEAF  
SON?

☐

YES

\*Please see definition below

☐

NO

5 HOW DID YOU FIND OUT ABOUT THIS  
JOB?  
(Please complete appropriate box)

National Newspaper (please specify)	Local Newspaper (please specify)
Internal Circular	Internet
Or Other (eg Jobs Bulletin or Fair)	