



Penistone Grammar School Technician: Design & Technology

Never Stop Flying



Penistone Grammar School

Never Stop Flying

Principal: Mr P Crook (B.Ed Hons)

Huddersfield Road, Penistone, Sheffield, S36 7BX

www.penistone-gs.uk

enquiries@penistone-gs.uk

01226 762114

@PGSALC



Achieving Excellence through a Values Driven Education

15 June 2022

Dear Applicant

Thank you for expressing an interest in Penistone Grammar School. I hope that the information in this pack is helpful in providing an insight into our learning community.

Penistone Grammar School really is a special place to work. There's no doubt that our amazing student body of over 1,800 (increasing to 1,900 in September 2022) and our state-of-the-art building, set in beautiful surroundings, make coming to work worthwhile. However, what really makes Penistone the school it is, is our staff. Our success as a school is directly attributable to the collaborative interaction and support between colleagues, complemented by a commitment to doing all they can for the benefit of each and every one of our students. We value the unique contribution each member of staff makes to our learning community.

If you would like to apply for this post, please complete the attached application and write a supporting statement on the following:

- Why you want to apply for this post
- Your relevant experience and skills that make you a suitable candidate

Your statement should be no more than 2 sides of A4 (font size 12). If you have any queries about any aspect of the post, please do not hesitate to contact Sue Williams, HR Officer on 01226 762114 ext 1022 or swilliams@penistone-gs.uk

Yours sincerely

Mr Paul Crook
Principal



Aim High



Be Determined



Be Brave



Be Supportive



Be Proud

Penistone Grammar School

We are a large and successful school with state-of-the-art facilities. The school comprises of more than 1800 students (increasing to over 1900 by September 2022) including 300 post 16 students. In addition, we provide a wide range of high-quality extended services, which are available for adults in our community and we are open from 8 am until 9 pm for most weeks of the year. Our activities this last year were curtailed by the Covid 19 restrictions, but we are open to our community when guidance permits.

We are fully committed to meeting the needs of all our students and providing them with the very best teaching and learning. Students come to us from the small town of Penistone and from the surrounding villages. We also take students from further afield and we are over-subscribed. Our intake is genuinely comprehensive although we have retained Grammar School in our name to maintain the link with our history.

As the Principal, I am very excited about our future plans and as a staff we are working hard to make the most of our building to ensure that we can provide fantastic, new and exciting learning opportunities. We already share our best practice with other schools. Our ICT infrastructure is first class and the strategic development of ICT is central to the learning and teaching agenda for the school. This is a major focus of the Continuous Professional Development (CPD) programme to make sure that our staff have the skills to deliver new courses and to deliver learning in new and innovative ways. We are focussed on developing our students' ability to learn how to learn and we respond in a structured way to the individual needs of learners. Within this context we are always exploring new approaches to learning for both students and staff. At PGS we are researching and developing the very best pedagogical practice to ensure that Penistone is a flagship for innovation and creativity.

We are a vibrant, oversubscribed 11 to 18 comprehensive school with excellent GCSE results across all subjects; we are recognised as one of the highest performing schools in the region in terms of Key Stage 4 outcomes. Our A level results and destinations are equally impressive, with the school placed in the top 10% in the country for the last 3 years of validated outcomes, and over 98% of students gaining entrance to their preferred choice of university in 2021.

Our school culture is built around our 5 Core Values: Aim High, Be Brave, Be Determined, Be Proud and Be Supportive. We are also extremely proud of our Values Driven approach. Our last Ofsted inspection was very positive, confirming that we are securely 'good' in every category.

We have a great deal to offer, we are a happy educational community where the quality of relationships is of paramount importance for both our students and staff. You will be part of an excellent staff team whose aim is to deliver the highest quality learning opportunities for our students and to ensure that they achieve at the highest possible level. We will support your professional development and work with you in the achievement of your professional objectives.

You will work hard if you join us, but the rewards will be great. We hope you are creative, energetic, skilled, knowledgeable and innovative. We hope you will help us to take our school forward to become truly outstanding in every respect.

We look forward to receiving your application and thank you for the interest you have shown.



Technician: DT

Penistone Grammar School, Huddersfield Road, Sheffield, S36 7BX
01226 762 114 - www.penistone-gs.uk - @PGSALC

We are excited to offer an opportunity to join our Design and Technology Team in the role of Technician

Contract: **Permanent**
Hours: **35 hours per week, term time: 39 weeks and 2 days**
Salary Range: **Grade 4 SCP 7 - 11, (£20444-£22129)**
Actual Salary: **£16624 - £17994 per annum**
Start Date: **September 2022**

About the role:

You will work as part of the Design and Technology Team covering resistant materials, graphics and construction to support teaching and learning and students' achievement. As an integral part of the curriculum team, you will ensure the appropriate equipment and resources are prepared, ready and available for lessons while adhering to the correct procedures (for example, COSHH, Health & Safety etc). You will also support teaching staff and students in practical lessons.

Ideally you will have:

- Experience of working in a technology related environment
- Good IT skills
- Experience of wood/metal working tools and equipment
- The ability to work well as part of a team while maintaining responsibility for your own workload
- A minimum of 4 GCSEs (or equivalent qualifications) at grade C or above including English and mathematics
- A first aid certificate (or willingness to become qualified in first aid)

If you have previous experience in a similar role or relevant transferrable skills and experience and are excited at the opportunity of taking on a role within this key area, we'd like to hear from you.

About our school:

Our school culture is built around our 5 Core Values: Aim High, Be Brave, Be Determined, Be Proud and Be Supportive. We are also extremely proud of our Values Driven approach. We are a vibrant, oversubscribed 11 to 18 comprehensive school with excellent GCSE results across all subjects and are recognised as one of the highest performing schools in the region in terms of Key Stage 4 outcomes. Our A level results and destinations are equally impressive, with the school placed in the top 10% in the country for the last 3 years of validated outcomes, and over 98% of students gaining entrance to their preferred choice of university in 2021.

We are committed to professional development for all staff, regardless of role. We have an innovative staff development programme, which truly empowers teachers to take control of their own professional development through a supportive peer-coaching model. Regardless of what point you are at in your career and whatever your aspirations may be, Penistone Grammar School can support you to achieve them.

As a school, we pride ourselves on innovative practice, consistently high standards of teaching and learning, and a commitment to the success of all students, both academically and pastorally. If you share our vision, we want you to be part of our team.

Who can I speak to for more information?

For an application form and pack please contact our HR Officer: Sue Williams on 01226 762114 ext 1022 or swilliams@penistone-gs.uk Further information about Penistone Grammar School can be found on <https://penistone-gs.uk/current-vacancies>.

The closing date for receipt of completed application forms is **Wednesday 29 June 2022 at 9.00am**.



Penistone Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Title	Technician
Responsible to	Curriculum Area Leader
Responsible for	(Not applicable)
Grade	Grade 4
Purpose of the Role	As a Technician the post holder will need to ensure the appropriate equipment and resources are prepared and available for lessons. School technicians support teachers and students by allowing practical work to take place efficiently and safely in lessons in order to facilitate an excellent educational experience for all.

The following information is provided to assist staff joining the school to understand and appreciate the work, content of the post and role they are to play in the organisation. Whilst every effort has been made to outline all the duties and responsibilities of the post, a document such as this does not permit every item to be specified in detail. Broad headings have been used which assume all the usual associated routines.

MAIN DUTIES

PROVISION OF PRACTICAL REQUIREMENTS

1. Preparation of equipment and materials for practical lessons
2. Collecting together and setting up equipment
3. Setting up of experiments and/or other practical lesson elements
4. Clearing away after each lesson
5. Cleaning equipment and apparatus, storing resources appropriately
6. Safe and appropriate disposal of waste materials
7. Setting up of computers and specialist programmes or associated equipment
8. Preparing KS4 controlled assessments or similar
9. Preparing cover work for absent teachers under the direction of the Curriculum Area Leader

ORGANISING AND MANAGING PRACTICAL RESOURCES

1. Preparation and maintenance of resources (including where appropriate chemicals and solutions)
2. Maintaining stocks of resources
3. Ensuring efficient use of resources, mediating between staff
4. Stock control of equipment, resources (including where appropriate chemicals), books, stationery
5. Maintaining up to date records of stock including inventory
6. Ordering consumables, ensuring stock levels are maintained
7. Discussing with teaching staff their requirements
8. Liaise with the Curriculum Area Leader regarding the purchase of expensive or unusual items
9. Compare prices and specifications to ensure best value
10. Input orders on to the school's financial management system
11. Check ordered items on arrival, returning and replacing items which are faulty or have been sent in error and liaising closely with the Finance Team
12. Arranging storage of equipment and materials, security marking where appropriate
13. Liaising with suppliers

MAIN DUTIES

OTHER ADMINISTRATIVE DUTIES

1. Organising, duplicating and filing of worksheets, examinations or similar resources
2. Maintaining schemes of work by making changes when advised by staff or suggest changes in view of equipment resource implications
3. Tracking student progress
4. Preparing data for the Curriculum Area Leader or other TLR post-holders within the department
5. Inputting data onto various databases/information management systems
6. Filing away KS4 work including student coursework
7. Preparing samples of student work for internal and external verification
8. To collect monies from students, reconcile payments and liaise with the Finance Team in terms of payment ensuring financial protocols are adhered to

MAINTENANCE OF FACILITIES AND RESOURCES

1. Maintenance and repair of equipment (including viability)
2. Arranging repair of equipment where in-house not possible
3. Maintenance and service of equipment
4. Ensuring classrooms including specialist teaching areas are in good state of repair

DEVELOPMENT OF RESOURCES

1. Construction of equipment and/or resources
2. Liaising with other staff and departments where necessary
3. Development of ICT within the department, including usage of software and hardware

TECHNICAL ADVICE AND ASSISTANCE

1. Technical support for teaching and associate staff
2. Research and testing of practical activities and equipment
3. Advising and helping student teachers, volunteer placements and supply or cover staff
4. Advising on health and safety matters, and inform if unsafe practices are observed including preparation of risk assessments
5. Support of staff during practical lessons
6. Support for students within lessons specifically in relation to practical elements of lessons (including those students who may have special educational needs)

MANAGEMENT

1. Ensuring health and safety policies are adhered to
2. Security and cleaning of technician's work areas
3. Safe and appropriate storage of resources (which may include chemicals)
4. Secure storage of all resources

OTHER

1. Attend courses beneficial to the school and personal development
2. To act as a designated first aider

GENERAL INFORMATION

1. To play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
2. To promote actively the school's policies.
3. To actively promote and undertake personal professional development and contribute to the professional development of colleagues.
4. To participate within the school's process for appraisal and performance management.
5. To comply with the school's Health and Safety Policy and undertake risk assessments as necessary.

GENERAL INFORMATION

6. To comply with the school's procedures concerning safeguarding.

OTHER POINTS OF NOTE

- Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified within this job description on a short-term basis.
- Employees are expected to maintain a standard of business dress conducive to their position as a professional and in setting an example to students. This may include the wearing of a uniform and/or personal protective equipment.

REVIEW ARRANGEMENTS

The details within this job description were reviewed in **June 2022** and will be reviewed annually as part of the appraisal process.

EMPLOYEE SPECIFICATION

Penistone Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment

Job Title	Technician
Responsible to	Curriculum Area Leader
Responsible for	(Not applicable)
Grade	Grade 4
Purpose of the Role	To support teaching and learning by assisting the Curriculum Area Leader in the delivery of the curriculum by preparing resources and equipment, supporting with the delivery of practical elements of lessons and undertaking basic general administrative duties.

SKILLS AND ABILITIES	Essential	Desirable
Ability to work well as part of a team while maintaining responsibility for own individual tasks	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to present work to a high standard	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work accurately	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to organise own time and resources effectively to meet deadlines	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent communication skills and the ability to communicate effectively with staff and students	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to demonstrate initiative and respond to situations that may arise	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Good planning and organisational skills and a flexible approach to the management of work	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Good ICT skills including use of Microsoft packages and SIMS	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to work safely with a variety of equipment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to remain calm under pressure, generally and specifically when administering first aid	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Ability to demonstrate a responsible and conscientious approach, generally and specifically in relation to health and safety matters	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Excellent eye for detail with high levels of presentation and display skills	<input checked="" type="checkbox"/>	<input type="checkbox"/>

EXPERIENCE	Essential	Desirable
Experience of work in a relevant department or field	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience within an educational environment	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of working with secondary-age children	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Experience of Health & Safety procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Experience of delivering first aid	<input type="checkbox"/>	<input checked="" type="checkbox"/>

EXPERIENCE	Essential	Desirable
Experience of working with specialist equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>

EDUCATION, QUALIFICATIONS AND TRAINING	Essential	Desirable
Minimum of 4 GCSEs (or equivalencies) at grade C or above including English and Maths	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Minimum of a recognised Level 2 qualification in a relevant subject	<input checked="" type="checkbox"/>	<input type="checkbox"/>
First Aid Certificate/training in first aid procedures	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Evidence of further or higher education training in a relevant subject or area	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Qualified to use specialist equipment	<input type="checkbox"/>	<input checked="" type="checkbox"/>

ADDITIONAL FACTORS	Essential	Desirable
A love of the subject and interest in the work involved	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A commitment to the on-going development of Penistone Grammar School	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A willingness to share information and expertise	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A willingness to lead by example	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Honesty and reliability	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A flexible approach to accommodate the changing needs of the school	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A commitment to undertake further professional development	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Personally well presented	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A commitment to delivering excellent service for service users	<input checked="" type="checkbox"/>	<input type="checkbox"/>
A positive attitude	<input checked="" type="checkbox"/>	<input type="checkbox"/>