



# **Appointment of Technician (PE and Food Technology)**

**37 hours per week**

**Term time plus 5 training days**

**Grade N4, Actual salary range: £16,512-£17,522 pa**

**Maternity Leave Cover**

**Closing Date: 27 September 2021**



## Introduction from the Principal

Dear Applicant

Thank you for your interest in this post.

Kenton School is a vibrant and inclusive secondary school at the heart of the community in which we serve. With just 1800 students, we are amongst the largest schools in the North East. However, despite our size we pride ourselves on retaining a family atmosphere and in ensuring that we cater for the needs of all our students, recognising their special gifts or talents.

At Kenton we are passionate about providing the very best education possible for young people in our city, our region and nationally and our strong and committed team share our vision of ensuring all our students not only reach their potential but that they are confident, happy and resilient students who treat each other with compassion and respect.

We are seeking applications for the post of Technician to support our PE and Technology departments in the setting up and dismantling of equipment and resources, ordering stocks and supplies, and maintaining our databases. In Technology, the role also includes stock control and preparation of food for practical lessons. Candidates will also have the opportunity to be involved in wider school duties such as supervising students at breaks and lunchtimes and supporting parents evenings and school events.

We are seeking candidates with excellent interpersonal skills with the ability to work well with both children and adults, combined with the flexibility to work across two very different curriculum areas.

As the role will involve setting up and dismantling large sports equipment such as full size trampolines and gymnastic equipment, candidates must be able to fulfill the requirements of this role. A knowledge of health and safety with the ability to carry out risk assessments is essential and we would be looking for the successful candidate to be willing to act as a designated first aider for which training will be provided. Previous experience working in a school setting would be an advantage as would relevant qualifications in either PE/sport or food/technology.

In return Kenton School offers fantastic developmental possibilities due to its success, size, facilities and a forward thinking management and staff working together to offer the best available chances for our pupils.

This is a maternity leave cover post expected to commence asap for a minimum of two terms.

If you feel you have the experience, skills and attributes to succeed as part of our team, please complete and return your application form to [human.resources@kenton.newcastle.sch.uk](mailto:human.resources@kenton.newcastle.sch.uk). We look forward to receiving your application.

Yours sincerely



**Sarah Holmes-Carne, Principal**

## Job Description

**Payscale:** N4

**Responsible to:** Head of Department

**Responsible for:** N/A

**Job Purpose:** To provide technical support to the teaching departments as required.

### **Main Responsibilities:**

The following list is typical of the duties the postholder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

### **General**

- 1 Teaching Aids and Resource Materials, to include:
  - (a) preparation and setting out of equipment, materials and other resources for practical lessons in an orderly and presentable manner, in accordance with Department/School risk assessments;
  - (b) preparation of specific resources from a number of components for practical use;
  - (c) checking items for class use in order to ensure that they are functional and sufficient in quantity;
  - (d) checking that the above items are returned for each class;
  - (e) constructing simple equipment/apparatus;
  - (f) care and appropriate handling of resources.
- 2 Care, Maintenance and Repair of Equipment, to include:
  - (a) visual checking and routine cleaning/care of equipment; including specialist equipment
  - (b) returning equipment to storage as soon as practicable;
  - (c) undertake safety checks (e.g. portable appliance electrical testing) and keeping of appropriate records;
  - (d) undertaking simple repairs;
  - (e) advising line manager if more substantial repair or maintenance has to be carried out.
- 3 Control, Storage and Disposal of Materials, to include:
  - (a) maintaining stock levels and advising line manager of items and quantities required;
  - (b) ensuring safe and secure storage of materials;

- (c) safe disposal of waste materials.
- 4 Care and Maintenance of Teaching Environment, to include:
- (a) general tidying of equipment, materials and other resources within all teaching and preparatory rooms;
  - (b) keeping cupboards stocked, tidy and labelled.
  - (c) Ensure that all health and safety protocols are adhered to.
- 5 Display and Demonstration Work, to include:
- (a) setting up equipment/apparatus and materials for demonstrations as requested;
  - (b) checking that the above is functioning correctly.
  - (c) Assist teaching staff when displaying work for GCSE & A-level moderation or promotional evenings.
- 6 Liaison with Teaching Staff, to include:
- (a) advice to teachers on the safe and effective use of equipment/apparatus and materials;
  - (b) advice on the availability of equipment, materials and other resources;
  - (c) notify line manager of any ways in which efficiency and safety could be improved;
  - (d) To transport equipment between teaching staff that requires assistance or specialist equipment.
- 7 Wider school duties, to include:
- (a) Supervision of students during break and lunchtimes
  - (b) Exam invigilation as required
  - (c) Support for parents evenings and whole school events
8. Assist in maintaining a healthy, safe and secure environment and act in accordance with the School's policies and procedures.
9. Promote the safeguarding and welfare of children and young persons the postholder is responsible for, or comes into contact with. Be aware of school policies and other guidance on the safeguarding and promotion of wellbeing of children and young people. Take appropriate action where required.
10. To promote and implement the School's Equality Policy in all aspects of employment and service delivery.

## Person Specification

### Part A: Application Stage

The following criteria (experience, skills and qualifications) will be used to short-list at the application stage:

#### Essential

1	Level 2 qualification (GCSE A*-C or equivalent) in a National Curriculum subject, or be able to offer evidence of commensurate experience.
2	Previous experience working as a technician either in a school or other setting, or be able to offer evidence of ability to undertake duties as outlined within the job description.
3	Knowledge of health and safety legislation including ability to support the department in carrying out and responding to risk assessments.
4	Effective ICT skills.
5	Effective organisational skills with the ability to prioritise to meet deadlines.
6	Flexible approach to work with the ability to work effectively as part of a team supporting in departments across the school.
7	Effective written communication skills.

#### Desirable

8	Previous experience working with children and young people.
9	A relevant qualification in either PE or Food Technology.
10	A Food Hygiene Certificate

### Part B: Assessment Stage

Criteria outlined in the application stage criteria and the criteria below will be further explored at the assessment stage:

#### Essential

1	Effective oral communication skills with the ability to relate well to children and adults.
2	Ability to prepare and maintain equipment and materials for lessons.
3	Ability to identify work priorities and manage own workload within agreed parameters.
4	Ability to maintain accurate work records and databases.
5	Appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: <ul style="list-style-type: none"><li>• motivation to work with children and young people</li><li>• ability to form and maintain appropriate relationships and personal boundaries with children and young people</li><li>• emotional resilience in working with challenging behaviours</li><li>• attitude to use of authority and maintaining discipline.</li></ul>
6	No disclosure about criminal convictions or safeguarding concern that makes applicant unsuitable for this post.
7	This post will involve the setting up and dismantling of full size trampolines as a regular requirement of the job, therefore the ability to meet this requirement is essential.

The following methods of assessment will be used:

Interview  
Task

### Part C: Additional Requirements

The following criteria must be judged as satisfactory when pre-employment checks are completed:

1	Enhanced Certificate of Disclosure from the Disclosure and Barring Service with Children's Barred List Check*
2	Additional criminal record checks if applicant has lived outside the UK
3	Qualifications check
4	Medical clearance
5	A minimum of two references from current and previous employers (or education establishment if applicant not in employment).

\*All posts involving direct contact with vulnerable children are exempt from the Rehabilitation of Offenders Act 1974. The amendments to the Exceptions Order 1975 (2013 and 2020) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Ministry of Justice website ([www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974](http://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974)).

Shortlisted candidates will be asked to provide details of all unspent convictions and those that would not be protected/filtered, prior to the date of interview. You may be asked for further information about your criminal history during the recruitment process. If your application is unsuccessful, this self-disclosure information will be checked against the information from the Disclosure and Barring Service before your appointment is confirmed.

This post is classed as being in 'Regulated Activity' as defined in Keeping Children Safe in Education 2021, therefore in addition to the DBS check, a check of the Children's Barred List will also be conducted as part of the pre-employment screening process.

## **Additional Information for Applicants – Main Terms and Conditions of Employment**

### **Terms and Conditions**

The conditions of service applicable to the post are those determined by the National Joint Council for Local Government Services (the National Agreement) and locally agreed terms and conditions.

### **Working Hours**

The working hours for this post are 37 hours per week. Normal working hours are Monday to Thursdays 8.00 am to 4.00 pm, Fridays 8.00 am to 3.30 pm with a 30 minute unpaid lunch break each day. The post is term time plus 5 training days (one or more of which is disaggregated into twilight sessions).

### **Annual Leave Entitlement**

The annual leave entitlement for the post for full time, fully year staff is 24 days, rising to 28 days on completion of 5 years continuous local government service. As this is a term time post, this is incorporated into the annual salary and pro rata to weeks worked. This equates to an additional 5.46 weeks' pay for staff with less than 5 years' continuous local government service, and 6.25 weeks' pay for staff with 5 years' or more continuous local government service.

### **Pay and Grading**

The grade of the post is N4, which covers NJC pay points 5-8. Based on a full time, all year round salary range of £19,312 to £20,493 pa, pro rata to hours worked and including annual leave entitlement as above, the actual salary for those with less than 5 years' continuous local government service will be £16,512 to £17,522 pa. The actual salary for those with more than 5 years' continuous local government service will be £16,805 to £17,833 pa.

### **Probationary Period and Employment Status**

New entrants to Kenton School are subject to a six month probationary period. This is a maternity leave cover post expected to commence asap for a minimum of two terms (i.e. to 31 May 2022).

### **Safeguarding**

Kenton Schools Academy Trust is committed to safeguarding and promoting the welfare of children and young people in our schools and expects all staff and volunteers to share this commitment. We are fully committed to ensuring that consistent effective safeguarding procedures are in place to support families, children and staff at school.

### **Equal Opportunities**

The school is opposed to any form of unfair discrimination and is publicly committed to be an equal opportunity employer.

### **Pension Scheme**

On appointment, new associate staff will be automatically joined into the Local Government Pension Scheme (unless they choose to opt out). Further information can be found at [www.twpf.info](http://www.twpf.info).

### **How to Apply**

Candidates can apply through the TES website by clicking on the Quick Apply link. Alternatively you can download a Word version application which can be returned either by email to [human.resources@kenton.newcastle.sch.uk](mailto:human.resources@kenton.newcastle.sch.uk) or by post to Kenton School, Drayton Road, Newcastle upon Tyne, NE3 3RU.

**Closing date: 12.00 Noon on 27 September 2021**