



DESIGN TECHNICIAN RECRUITMENT PACK

BELONG
BARKING
ASPIRE
ABBEY
SUCCEED
SCHOOL

GIVE
AND
EXPECT
THE
BEST



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Headteacher's Welcome

Welcome to Barking Abbey school and thank you for expressing an interest in applying for the position of Design Technician.

For me there are three simple things that I want us to achieve at Barking Abbey school.

First, our motto 'Give and Expect the best' leads us to want to be the best in everything we do. We have some of the best results in the area, we have pupils at the best universities, we have the most pupils on apprenticeships in the entire country, we have basketball players in the best leagues and so much more. We have all of this because we push our pupils and each other to excel every day. All of us try to be our best everyday.

Second, I firmly believe that if you can't see it you can't be it. We want to give our pupils the chance to see successful people of every religion, colour and background whilst they are at school. Whatever their dreams we want to support them and provide the networks and contacts to help them to achieve.

Finally, we want our pupils to have a voice in the world. To be confident enough to express their views and also to have the knowledge to be able to make an effective contribution. The more you know the more powerful you can be in the world.

Sir Tim Brighouse said "If a teacher makes the weather the school creates the climate." and I firmly believe this. It is our role as a leadership team to create the best possible learning environment for our teachers to teach in. In return we expect the best possible teaching from them and our results show this over time. We have created systems and structures that support high quality learning while minimising workload and maximising impact.

Barking Abbey is a heavily over-subscribed split site secondary school in the London Borough of Barking and Dagenham, and has a well-deserved reputation for its friendly and supportive atmosphere and its excellent academic achievements.

If you share our ethos and values and absolutely believe in the potential of all young people then we can offer you the chance to make a difference and change our community for the better, and look forward to receiving your application form and welcoming you to our school.



Tony Roe
Headteacher

The Recruitment Process

We are proud of our school, the staff and students and in normal times we would warmly welcome prospective applicants to visit us prior to application to learn more about the role and view the School in action.

All interested applicants must complete the online support application form on the TES website.

The interview process will be organised to provide a range of assessment tasks and opportunities for candidates to find out more about the school and demonstrate their ability to fulfil the role.

Depending on the restrictions in place at the time, the process will either be on one site or through Microsoft Teams.

Key Dates

Closing Date for Applications
Interviews week commencing

2nd January 2022
2nd January 2022

Please note all dates are subject to change.

Key Contacts

Debbie Silvestri: silvestrid@barkingabbeysschool.co.uk



Advertisement

DESIGN TECHNICIAN

30 hours per week

38 Term Time only

Part time Design and Technology Technician considered

Start Date: As soon as possible

Salary Scale 3 SP 5 – 6 £22,185 -£22,587 pro rata

An exciting opportunity has arisen at Barking Abbey School for an Design Technician.

An opportunity exists for an enthusiastic, qualified technician to be part of Barking Abbey School. This post would be suitable for someone wishing to gain further experience in a very supportive environment. The main purpose of the role is to provide support to the Head of Design and Technology, inside and outside the classroom. As a technician you will assist with the preparation of materials for lessons, as well as organising and maintaining the equipment and providing staff and students with efficient technical support.

Barking Abbey is a heavily over-subscribed dual Campus secondary school in the London Borough of Barking and Dagenham, and has a well-deserved reputation for its friendly and supportive atmosphere and its excellent academic achievements.

The school is located less than 10 minutes walk from Upney tube station and Barking mainline station (25 minutes from Liverpool Street).

Please click here to find out more information about what it is like to work at Barking Abbey:
www.barkingabbeyschool/join-us/staff-vacancies/

A full application form must be completed and submitted via TES: <https://www.tes.com/jobs/>

Barking Abbey is committed to safeguarding and promoting the welfare of children and is an Equal Opportunities Employer.

This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including Disclosure check, will be undertaken on all successful applicants.

Job Description

Job Title	Technology (including Hospitality) Technician
Grade	Scale 3
Department	Technology
Location	Longbridge Campus
Line Manager	Head of Department

Purpose of the role

To assist with the setting up of apparatus, materials and equipment for classroom lessons. To provide assistance with the preparation of teaching materials for practical lessons. To provide technical support to staff and pupils on the safe use of materials, tools and machinery. To ensure work areas are tidy, arrange apparatus and equipment as appropriate.

The following indicate some of the principal tasks and responsibilities:

Main duties and responsibilities

- Responsible to the Head of Department for the technician service to the Technology Department.
- Checking and maintenance of equipment, resources and accessories, arranging for maintenance where necessary.
- Ensuring general maintenance of facilities. To assist staff to clear up at end of lesson/ day to maintain a safe and tidy work area within Health and Safety requirements. Preparing a range of materials for teaching purposes. Preparing, setting up and checking equipment and apparatus. This will include materials relating to DT and Hospitality/ Food Technology
- Issuing equipment to teaching staff and pupils and maintaining appropriate records.
- Providing technical advice and assistance to teaching staff and pupils.
- To liaise with ICT technician over faults, problems and software.
- Ordering materials and equipment and setting up and operating systems of stock control.
- Participating in the selection of new items of equipment recommending specifications where appropriate.
- Investigating sources of supply to ensure best quality and value from various suppliers.
- Maintaining a bank of purchasing information.
- Receiving deliveries, and certifying invoices for payment.
- Operating a system of stock control including appropriate storage systems, for departmental resources.
- Maintaining stock levels and stock records, including the progress of expenditure.
- Participating in the development of the Departments' practical facilities.
- Maintaining standards of safety and security in relation to the technical service to the Department.
- Attend meetings as and when required.
- Reporting any defects in relation to premises, fittings, services, machinery and equipment.
- Filing and photocopying teaching materials as requested by teaching staff.
- Providing in-class support for teaching staff.
- Other appropriate technician duties as requested by the Heads of Department.
- Other duties as may be required by the Headteacher commensurate with the grade.

Health and Safety

- To actively contribute towards a safe environment. This includes machine and equipment maintenance.
- To ensure safe and secure storage of equipment and materials.
- To ensure safe disposal of materials and broken equipment.

General

1. Ensure compliance with the Council's Equal Opportunities in Employment Policy.
2. Ensure compliance with Health and Safety Legislation, Council, and Departmental Health and Safety Policies.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Head Teacher within the grading level of the post and the competence of the post holder.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.



Person Specification

	Criteria	Essential	Desirable	Assessment Method		
				Application A	Interview I	Task T
Knowledge & Skills				A	I	T
	Good oral and written communication and numeracy skills.	✓		✓	✓	
	Good IT skills.	✓		✓	✓	✓
	Knowledge of basic DT principles.		✓	✓		
	Understanding of DT workshop practices and procedures. A willingness to learn how to work within a food based environment	✓	✓	✓		✓
	Workshop skills in relation to hand and machine tools.		✓	✓		
	Good working knowledge of the following: <ul style="list-style-type: none"> Health & safety requirements, including a willingness to attend first aid training. Policies and Procedures that have an impact upon the role 		✓		✓	
	Checking and maintenance of workshop machinery, tools, components, and accessories including determining maintenance schedules and keeping appropriate records. Arranging for maintenance where necessary.		✓		✓	✓
	Knowledge of, or willingness and ability to learn, applications of new technology in the Technology Workshops and to contribute to curriculum development.		✓	✓	✓	
	To liaise with Network Manager and IT technician over faults, problems and software.	✓			✓	
Qualifications	GCSE or equivalent grade 4/ C or above in English and Maths.	✓		✓		
	GCSEs or A Levels in Engineering, Product Design, or related Qualifications		✓	✓		
Experience	Experience of working in a DT workshop (or other workshop-based situation) or a school environment		✓	✓		
	Ordering materials and equipment and setting up and operating systems of stock control.	✓		✓	✓	
	Filing and photocopying teaching materials as requested by teaching staff.	✓			✓	
Attitude & Personal Qualities	Honesty and Integrity.	✓		✓	✓	
	Understanding the need to use discretion and respect confidentiality.	✓		✓	✓	
	Commitment to safeguarding and promoting the welfare of children and young people.	✓		✓	✓	
	Understanding of the requirements of data protection and disclosure of information.	✓		✓		
	Ability to work independently and as part of a team.	✓		✓	✓	
	Ability to improvise.		✓		✓	
	Willingness to undertake training in relevant skills.	✓		✓		
	Ability to remain calm under pressure.	✓			✓	
	Ability to demonstrate an awareness of equality and diversity and to promote these through working practices.	✓		✓	✓	
	Problem solving approach.	✓				✓
	Good organisational skills and ability to work to deadlines.	✓				✓
	Ability to work flexibly and outside of normal school hours.		✓		✓	
	Current driving licence and car for travel and transport between Sandringham & Longbridge Campus.		✓	✓	✓	
	Ability to form and maintain appropriate relationships and personal boundaries.	✓		✓	✓	
	The stamina, physical and mental, to meet in full the demands, stresses and challenges of a busy support role. Good attendance record.	✓		✓	✓	

Our Ethos and Values

BRAVERY **E**XCELLENCE **S**ELF-DISCIPLINE **T**EAM-BA

The Barking Abbey way is to give and expect the **BEST**.

We asked pupils to select three words that describe Barking Abbey to them. The most popular responses became the core values of our school.

BELONG
BARKING

ASPIRE
ABBEY

SUCCEED
SCHOOL

Our vision is to provide a happy, caring and stimulating environment where all students will recognise and be given opportunities to maximise their potential – academically, spiritually and socially - and ensure that they are well equipped to meet the challenges of education, work and life.

Barking Abbey aspires to:

- Develop confident, articulate, assertive young people.
- Foster well-rounded, empowered, resilient, independent young people.
- Nurture young people who will go out and change the world for the better.
- Enhance opportunities through creating an inspirational learning environment where all students aspire to achieve their potential - ensuring that no student is left behind.
- Raise aspirations – giving students the necessary tools to explore and be who they want to be.
- Encourage individuals to be adaptable, aspirational and unafraid to question and evaluate.
- Engender a sense of belonging, and of pride in the school, themselves and their wider community.



