



# Technology Technician APPLICATION PACK

Dear Colleague

Welcome to Kingsway Park High School and thank you for your interest in us.

Kingsway Park High School is proud to be a vibrant, inclusive and diverse school with approximately 1350 students, 47 different nationalities and 25 spoken languages. We have state-of-the-art facilities, and we provide an individualised and unique curriculum offer for all students regardless of their starting point, gender, ethnicity, faith or need.

We care for, nurture and develop the whole child while improving aspirations, learning and achievement for all. In addition to ensuring each student's academic potential, we also prepare them to be socially responsible citizens who can flourish in society and give back to their local community. We seek to remove any barriers of inequity, which prevent equality of opportunity so that all students can aspire and be inspired to realise their dreams.

Our school has a strong sense of community, purpose and belonging. We value our students and recognise that success looks and feels different for each one of them. However, what is consistent is our team of passionate, enthusiastic and committed staff who work relentlessly in the pursuit of excellence for the students and community we serve.

We have a strong commitment and belief in developing staff at all levels. We seek to recruit and retain colleagues whose drivers match our school ethos and are committed to their own professional development. Successful candidates will receive a high-quality induction, appraisal, continuous development programmes (including nationally recognised leadership qualifications), and opportunities to contribute to whole school impact projects throughout their Kingsway careers.

I hope you find this application pack helpful in making your decision to apply for this exciting career opportunity. If you have any questions for us, do get in touch, we are always here to help.

I would like to thank you for your application, investment of time and - whatever the outcome - I wish you well in the future.

Yours sincerely



**Simon Ward**  
Headteacher

# Making your application

I hope that when you read this pack you are inspired to apply for the post.

## Application

1. Complete the Altus Education Partnership application form.
2. Provide a supporting statement of no more than one side of A4 which should address the criteria in the person specification.
3. Send your completed application form by email to [recruitment@altusep.com](mailto:recruitment@altusep.com)

## Deadline

The deadline for the post is **23<sup>rd</sup> April 2025** (to arrive no later than 12.00 midday).  
Interviews are expected to take place week commencing **28<sup>th</sup> April 2025**.

## Shortlisting

Regrettably, we are unable to inform candidates who have not been shortlisted. If you do not hear from us, please consider your application unsuccessful this time.

## Salary

The post will be paid on the **School Support Pay Scale 5 – 6 (£24,790 - £25,183)**

## Start Date

**September 2025**

## For an Application Pack

1. Visit [www.altusep.com](http://www.altusep.com)
2. Contact Caroline Sullivan – HR Officer: [recruitment@altusep.com](mailto:recruitment@altusep.com)
3. Telephone 01706 769835

## Reward Package & Additional Benefits

We offer a comprehensive package, including membership of our outstanding Teachers' Pension Scheme; our 'Employee Benefits Programme' which provides a range of options including:

- Our Cycle to Work Salary Sacrifice Scheme
- Free access to Employee Assistance Programme, offering guidance, support and counselling on a range of subjects
- Generous holiday entitlement

*Altus Education Partnership is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff to share this commitment. This position is subject to an Enhanced DBS check under the Rehabilitation of Offenders Act 1974. In accordance with the recommendations set out in KCSIE the Trust carries out online searches on shortlisted candidates. It is also Trust policy to contact at least 1 reference prior to interview.*

# Background Information

## Kingsway Park High School

Kingsway Park High School joined the Altus Education Partnership in February 2022. KPHS students live in and travel to us from communities all over Rochdale and the surrounding areas. We are very proud of the high-quality facilities, resources, and environment that we provide for both staff and students.

We hold our school values of **Trust, Professionalism, Integrity, Respect, Kindness and Effective Communication** at the core of everything we expect from our students. Students are awarded when they consistently demonstrate our values.

If you would like to visit the school to get a feel of who we are and where we are going, we would warmly welcome you.

## Altus Education Partnership

Altus Education Partnership is a Multi Academy Trust and was established in 2017 through Rochdale Sixth Form College, an Ofsted Outstanding provider, and grew from the Trust's desire to improve education in the borough of Rochdale as a whole.

The Trust currently comprises four academies, including ourselves. The other three academies are:

- **Rochdale Sixth Form College** which opened in 2010 to address the significant underachievement in A level performance in the borough. Since then, it has raised achievement in the area dramatically and is recognised nationally as a centre of excellence. The College is Ofsted Outstanding, Sixth Form College of the Year 2021, and regularly one of the highest performing colleges in the country according to the DfE's Performance Tables and National Achievement Rate tables
- **Edgar Wood Academy** is a secondary school which opened in a new build in 2021 under Wave 13 of the Free Schools' programme. The Academy has already established a strong reputation in the local community and is significantly over-subscribed for 2024-25
- **Bamford Academy** is an Ofsted rated Good school providing a caring and nurturing environment for all of its pupils; it is a popular first choice for many parents and young people in the local community

We are delighted that **Caldershaw Primary School** will join Altus Education Partnership on 1st July 2025.

Altus Education Partnership is now on the cusp of significant and rapid growth, with a high number of schools indicating an interest in joining the Trust, and seven of these schools entering into a Trust Partnership Agreement. This means that while the Trust currently has around 4,500 students and 500 staff over 4 academies, within three years this could easily increase to around 10,000 students, 1,000 staff and 10 or more academies.

Additionally, the Trust has codified and solidified its relationship with a number of key educational partners in the borough. Most notably, and uniquely in the sector, Altus has a Memorandum of Understanding with Hopwood Hall College around the curricula the two colleges offer, and to support transition of students to post-16 education.

## Role Description

<b>Job Title:</b>	Technology Technician
<b>Reports to:</b>	Faculty Lead - Technology
<b>Staff Responsibility for:</b>	N/A
<b>Contract:</b>	Permanent – TTO + 1 week (40 weeks) – 37 hours
<b>Salary:</b>	School Support Scale 05 – 06 (£24,790 - £25,183) Actual Salary - £21,965 - £22,314
<b>Start Date:</b>	September 2025

At Kingsway Park High School, our Technology Department is more than just a group of subject specialists – it’s a team of inspirational individuals who have dedicated themselves to providing our students with an exceptional learning experience. As a staff member at Kingsway Park High School, it will provide a unique opportunity to grow your own practice in a supportive and forward-thinking department, where student support and staff development lie at the heart of what we do. As an educator in our Technology department, you will have the unique opportunity to shape an ambitious curriculum that develops our students’ skills and builds their knowledge that will help them throughout their time at school as well as equip and support them when they leave school as young adults.

As a member of the Technology Department your central purpose is to help our students realise their academic potential. We believe every young person has the potential to succeed and devote ourselves to improving student achievement through an unceasing focus on learning and teaching and student support.

To work at Kingsway Park High School, you must aspire to be an outstanding colleague, with a willingness to share and learn. We wish to appoint someone who will help us to make a positive difference to the lives of young people in the borough. You will need to have a flexible approach as you may be required from time to time to set aside subject interests to consider the broader interests of the School and your own professional development.

We promise a supportive and enjoyable working environment and the resources needed to carry out the role to the highest standards, including a bespoke professional development programme to support you with your future career aspirations.

### Technology Technician

Join us in our mission to shape the future of education as we would like to welcome applications for a Technology Technician to our school. The Technology Faculty has recently moved into a modern, state-of-the-art building and classrooms that support the delivery of outstanding Technology practical lessons and demonstrations. Through your contribution, we aspire to enrich, empower and support the local community of Rochdale.

This role would suit a passionate and dynamic individual with an unbridled passion for supporting the learning of the

Technology curriculum in the subject areas of Design Technology, Resistant Materials, Graphic Communication, Engineering and Construction.

**Key Focus:** Maximise Students' Achievements

All staff are fully expected to contribute to the shared objective of maximising students' achievements and to the achievement of Kingsway Park High School.

**Primary Purpose:**

Our central purpose is to help our students realise their academic potential. We believe every young person has the potential to succeed and devote ourselves to improving student achievement through an unceasing focus on learning and teaching and student support.

Our young people are challenged to achieve through high expectations within a "you can do it culture". We aim at all times, to build aspiration, inspire and motivate our students so they have the opportunity for greater choice in life.

**Main Duties and Responsibilities**

**Supporting Learning**

- Preparation of tools, materials and equipment for lessons as required by Teachers, ensuring well organised, smooth running, and engaging lessons, returning unused materials to appropriate store for all of our Design Technology subjects.
- Support Teachers in lessons, i.e. assisting students and demonstrating methods and techniques to them to acquire new skills.
- Produce prototype projects and costings, advising Teachers on feasibility and practical requirements for teaching delivery.
- Ensure all teaching rooms, workshops and storage areas are maintained clean and tidy and ready for use, liaising with Estates and ICT staff regarding appropriate issues, e.g. inadequate cleaning, PCs/software not working or development requirements.
- Ensure all tools, materials and equipment including safety equipment are stored safely, well maintained, and stocked, ensuring compliance with COSHH and other current health and safety requirements.
- Carry out visual checks of all machinery and appliances before use to ensure it is safe for students and staff use, overseeing and organising appropriate maintenance and inspection, ensuring compliance with health and safety requirements.
- Organise the safekeeping of students' work and assist in preparing classroom and corridor displays, mounting and removing work as required to enhance the learning environment.
- Under the direction of the Head of Department, compile and maintain records of risk assessments in line with best practice and CLEAPPS guidance.
- Undertake risk assessments to ensure safe working practices are followed, reporting any issues to the Head of Department and School Health and Safety Co-Ordinator.
- Ensure necessary safety signage and equipment is located appropriately, i.e. adjacent to machinery/equipment.
- Ensure each technology teaching area is kept locked and secure when not in use, ensuring there is no unsupervised access to students and visitors, reporting any issues to the Head of Department or Class Teacher.
- Participate in discussions with Teachers to understand their requirements, researching and suggesting innovation.

- Maintain an awareness of health and safety procedures in a technology environment, ensuring safety of all students, staff and visitors.
- Provide Technician support during school, liaison and out-of-hour activities, i.e. Parents/Carers Evenings as required.
- Provide support to teaching staff and students in the use of ICT software for CAD/CAM and similar design processes.

**Staff:**

- Meet regularly with the Head of Department to plan strategic requirements for smooth running of the Technology Department.

**Administration**

- Under the direction of the Head of Department, manage the departmental budget, including allocating and monitoring of expenditure, ensuring sufficient resources throughout the entire financial year.
- Order equipment, materials and ingredients, following correct financial and procurement procedures: obtain best value and ensure budgetary control.
- Assist with unloading and checking deliveries, notifying the Finance Department at AEP of any discrepancies.
- Maintain inventory of equipment and monitor stocks of resources and consumables, to ensure all lessons are fully resourced.
- Ensure end-of-life equipment and materials are disposed of as necessary, within financial procedures and comply with hazardous waste requirements.
- Ensure asset register is updated with new and end-of-life equipment, following AEP procedures.
- General administration as directed, including photocopying and filing.
- Develop systems using ICT to improve effective administration processes.

**Other Duties:**

- Contribute to the Trust's culture and development by ensuring that you fulfil your professional responsibilities in relation to financial matters and are carrying out duties effectively.
- Share good practice across the Trust.
- Take responsibility for your own well-being.
- Participate in appropriate Induction Programme to support new staff and provide excellent support for those members of staff who are new to an educational environment.
- Take responsibility for your own career choices and actively seek CPD opportunities.
- Participate in appraisal and the achievement of objectives set, which will be robust and measurable. Request adequate support to achieve these targets if appropriate.

**Other Responsibilities**

- Take part, as required, in meetings in relation to the curriculum and organisation of the school.
- Participate in arrangements for professional development as outlined in the school development plan or identified through the appraisal process and take responsibility for own development.
- Ensure the activities in which students are engaged are conducted in a disciplined, safe and healthy environment and in line with school policy.

**General Responsibilities**

- To be an ambassador for the school.
- To model the core values of the school in your professional life and to promote and develop the school's vision, ethos, aims and objectives.

- To establish a culture that promotes excellence, equality, and high expectations for all students.
- To respond professionally to unplanned situations, crises, and emergencies whenever they arise to ensure the safety and efficiency of staff and students of the school and to maintain good discipline.
- To attend meetings with external agencies and organisations.
- To foster and support extra-curricular activities in the interest of the school community e.g. school productions, concerts, sports activities, trips, and excursions.
- To take on additional responsibilities as directed by the Headteacher and/or SLT link.

### **Whole-School Organisation, Strategy and Development**

- Contribute to the development, implementation and evaluation of the school's policies, practices and procedures, so as to support the schools' values and vision.
- Make a positive contribution to the wider life and ethos of the school.
- Participate in KPHS daily duty rota.

### **Health and Safety**

- Promote the safety and wellbeing of students and help to safeguard students' well-being by following the requirements of Keeping Children Safe in Education and our school's child protection policy.
- Look after children who are upset or have had accidents.
- Administer first aid as appropriate

### **Professional Development**

- Help keep their own knowledge and understanding relevant and up-to-date by reflecting on their own practice, liaising with school leaders, and identifying relevant professional development to improve personal effectiveness
- Take opportunities to build the appropriate skills, qualifications, and/or experience needed for the role, with support from the school.
- Take part in the school's appraisal procedures.

### **Personal and Professional Conduct**

- Uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school.
- Have proper and professional regard for the ethos, policies and practices of the school, and maintain high standards of attendance and punctuality.
- Demonstrate positive attitudes, values and behaviours to develop and sustain effective relationships with the school community.
- Any other reasonable duties as requested by the Line Manager, Headteacher or member of the Senior Leadership Team that is not specified in this job description.
- Respect individual differences and cultural diversity.

## Person Specification

No.	CATEGORIES	App Form/ Letter	Interview	Interview Task	Refs
<b>ESSENTIAL CRITERIA</b>					
1.	5 Grade 9-5 or equivalent including English & Maths	√	√		√
2.	Relevant NVQ and/or Health & Safety certificates	√	√		√
3.	Experience of using technology machinery, including specialist equipment and tools	√	√	√	√
4.	Experience of using specialist software, i.e. CAD/CAM and other design specific software	√	√		√
5.	Experience of using kitchen equipment or some reference to Food Tech		√		√
6.	Experience of risk assessing and ensuring a safe environment	√	√		√
7.	Knowledge of Codes of Practice, i.e. CLEAPPS, COSHH and awareness of relevant health and safety legislation	√	√		√
8.	Excellent ICT skills including Word, Excel and Outlook	√	√		√
9.	Effective written and oral communication and presentation skills	√	√	√	√
10.	Effective time management and organisational skills	√	√		√
11.	Ability to follow instructions and give advice	√	√	√	√
12.	Meticulous attention to detail, maintaining a high level of accuracy	√	√		√
13.	Ability to work on own initiative and under pressure to tight deadlines	√	√		√
14.	Ability to learn new skills and processes quickly	√	√		√
15.	Effective interpersonal skills to assist, guide and train a diverse range of users	√	√		√
16.	A clear communicator with adults and students	√	√		√
17.	Ability to be adaptable, flexible, efficient and highly organised	√	√		√

18.	Self-motivated with the ability to work accurately and methodically	√	√	√	√
19.	Ability to demonstrate sensitivity and awareness of confidentiality requirements	√	√		√
20.	Committed to safeguarding the welfare of young people	√	√		√
21.	Possess enthusiasm for technological developments	√	√	√	√
23.	Commitment to valuing the individual and boosting their self-belief and worth – <i>an unconditional positive regard for young people</i>	√	√		√
24.	Commitment to professional learning & institutional improvement	√	√		√
25.	Commitment to high professional & personal standards of work & conduct	√	√		√
26.	Determination to promote equality of opportunity	√	√		√
27.	Ability to offer enrichment & contribute to wider college life	√	√		√
28.	Commitment to professionalism, sharing, teamwork & collaboration	√	√		√
29.	Commitment to enjoying work!	√	√		
<b>DESIRABLE CRITERIA</b>					
30.	Experience within an educational technology/ workshop maintenance environment	√	√		√
31.	Working knowledge of DT curriculum	√	√		√
<b>PERSONAL CHARACTERISTICS – ESSENTIAL</b>					
32.	An unwavering commitment to the Altus Education Partnership’s vision, mission and values	√	√		
33.	Willing to be accountable and to take personal responsibility for own actions	√	√		
34.	Resilience and the ability to grow professionally and flexibly within a start-up and developing organisation	√	√		



Kingsway Park  
HIGH SCHOOL

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