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BISHOPSHALT SCHOOL

"Above all else a place for learning"

November 2021

Dear Applicant,

Technology Technician

Thank you for responding to our advertisement and requesting further details of this post.

Bishopshalt is a school that is built on traditional educational values dedicated to providing our students with the very best academic outcomes. Bishopshalt serves a comprehensive student body and has a proud history of educating the local community. We are renowned for developing our students into well rounded global citizens prepared to compete on the world stage.

Working at Bishopshalt provides employees with the opportunity to make a difference with the wonderful students we teach. Staff at the school are exceptionally well supported in their development. Excellent systems facilitate the conditions to enable all to be the very best teachers that they can be. The school ensures that our student's behaviour is impeccable, and provides a real focus on teacher continual professional development, designed specifically for each individual teacher.

Bishopshalt has a broad curriculum and offers fantastic extracurricular opportunities for students and as such engaging our students goes beyond the classroom. Staff voice and well-being is valued, and as such we listen to staff and ensure that where staff can make a difference we support them in doing so, and as such Bishopshalt is an exceptional school to work.

If you have a background in accounting/finance, experience or an interest in facilities management and relish the opportunity for a role that will be challenging and varied, then I welcome your interest, this pack will provide you with information on:

Information about the Post
Job Description & Person Description
School Accounts Summary

The closing date for applications is **noon on Monday 22nd November 2022** with interviews as soon as possible after. Please note that we shall be following up references in advance of interviews and selection.

I look forward to hearing further from you.

Yours sincerely,

L McGillicuddy (Mr)
Headteacher



An Arts College specialising in Music and the Performing Arts Royal Lane, Hillingdon, Uxbridge, UB8 3RF

Headteacher: Mr L McGillicuddy MA

BISHOPSHALT SCHOOL

DESIGN TECHNOLOGY TECHNICIAN

Description of Post

Applications are invited for the post of Design Technology Technician, providing support the staff and pupils in our Technology Departments, which comprise of Design Technology, Food Technology and Textiles (KS3). The post will involve preparing equipment for lessons, assisting pupils with their practical lessons, preparing resources, purchasing ingredients as directed by your line manager, assisting the Head of Faculty with budget records and accounts, organising routine maintenance of equipment and adhering to the school and departments health and safety requirements.

While experience is preferred, it is not essential, a keen interest in these subject areas, common sense, tact, flexibility and initiative are regarded as the key qualities for this post.

Hours

Monday to Friday 08.00a.m. to 4:00p.m.) for the 39 weeks of school term time, to include attendance on training days. Plus the three weeks during holidays to be agreed with your line manager, one of which must be worked in the summer holidays to ensure that the department is prepared for the start of term.

Salary

APT&C Greater London National Pay Rates

Salary Range Point 8 £23,406 to 12 £25,137 (pro-rata 88%) APT&C National Greater London Pay Rate. **Actual salary Point 8 £20,597.00**

Holidays

Applicants are asked to note that due to our status as a school, holidays may not under any circumstances be taken in term time. There may also be the possibility of the school running a Summer School programme during the summer break, you may be asked to attend this, so should therefore not book a holiday without the prior agreement of your line manager.

School Information

Bishopshalt is a non-smoking site, as such staff members are not permitted to smoke or vape on the school site.

All members of staff are required to undertake a full enhanced Disclosure and Barring (DBS) check.



Bishopshalt School

Technology Technician

Job Description

Salary:

Salary Range Point 8 £23,406 to 12 £25,137 (pro-rata 88%) APT&C National Greater London Pay Rate.

Actual salary Point 8 £20,597.00

Working Arrangements:

37.5 hours per week for 42 weeks per year, comprising the 39 weeks of school term plus the three weeks during holidays to be agreed with your line manager, one of which must be worked in the summer holidays to ensure that the department is prepared for the start of term.

Hours:

Term Time - 8:00am to 4:00pm with 30 minutes unpaid for lunch. Holiday hours will be 8:00am to 3:00pm.

Responsible to:

Head of Faculty and ultimately to the Headteacher.

Job Purpose

Under the overall direction of the Head of Faculty, and in accordance with the practices and procedures of the school, provide technical support for teaching staff in all Technology subjects to support teaching and learning within Health and Safety guidelines. The Technology Technician may at times be required to assist with Technical support in other departments in the school as directed by the Headteacher.

Key Accountabilities

Under the direction and supervision of the Head of Faculty and other teachers:

- Prepare and assemble teaching resources, and equipment to support the technology curriculum and enable pupils to use them effectively in practical lessons.
- To assist as instructed in lesson time to oversee and supervise safe use of equipment by pupils.
- Closely monitor and check equipment is in proper working order and all work areas are clean and safe to ensure pupils are working in a safe learning environment in accordance with Health and Safety Regulations e.g. COSHH.
- Produce regular health and safety monitoring reports to allow Senior Management to ensure that all areas are safe without risk to pupils and staff.
- Undertake regular risk assessments to identify any potential hazards and ensure that all areas are safe without risk to pupils and staff.
- Develop new skills through training enabling new technology to be introduced to enhance pupils learning within the curriculum.
- Prepare materials and ingredients under direction from teaching staff to support the curriculum and enable pupils to use them to support learning.
- Prepare and assemble materials and equipment as instructed to by staff in order to provide assistance in preparation for all activities due to take place within the school day.
- Check that workshops and kitchens are ready for re-use by making sure that equipment is turned off and materials are stored in a safe and secure condition in accordance with relevant policies

- Develop new skills through training to enable new technologies to be introduced into the department leading to enhanced pupils learning within the curriculum.
- All staff are required to participate in the school's appraisal process.

This job description is intended to provide guidance on the range of duties associated with the post. It is not intended to provide a full and exclusive definition of the post. It may be subject to modification and amendment from time to time and the post holder may be required to undertake additional duties, as required, by the Headteacher.

This job description will be reviewed at least once each year in the autumn term.

Person Responsible: Headteacher.

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PERSON SPECIFICATION

Skills and Knowledge

Essential

- A willingness to under the relevant Health and Safety training for Food Technology and anything pertinent to Design Technology.
- Ability to plan and prioritise a range of regular and irregular tasks within specific deadlines.
- Ability to work on own initiative as well as part of a team.
- Ability to communicate with a range of audiences.
- Good oral and written communication skills.
- Ability to follow strict Health and Safety Regulations.
- ICT Skills.
- Gained knowledge in the effective use of equipment and resources.
- Knowledge of complying with Control of Substances Hazardous to Health.

Desirable

- Experience of working with young people in a learning environment