

Design Technology Technician

Recruitment Information for Candidates

Application Deadline – Friday 24th September 2021



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Dear Applicant

Thank you for expressing an interest in joining The Basildon Academies.

Student welfare, academic progress and achievement is at the heart of everything we do at our Academy.

Our Academy vision is to drive:

- Social Mobility - equality of opportunity for our young people to succeed
- Moral Purpose - resilient positive decision makers
- Cultural Capital - equity of opportunity and life experiences
- Spiritual Awareness - reflective citizens and active curious learners

The Academy offers students the unique opportunity to begin their learning journey at our Key Stage 3 Lower Academy, and complete it at our Key Stage 4 & 5 Upper Academy.

Our Key Stage specialist sites enable us to offer our students age appropriate curriculum choices, support, challenge and enrichment.

We recognise the power and impact that quality enrichment can have on young lives and minds. Our enrichment programme is an essential and valuable part of our school day. All students engage in an enrichment of their choice each day as part of their curriculum.

The age appropriate enrichment curriculum supports a 'Passion for Learning' in Key Stage 3, a 'Passion for Purpose' in Key Stage 4 and a 'Passion for Life' in Key Stage 5. Our enrichment curriculum builds student resilience, self-esteem, sense of belonging and love of learning. It provides equity of opportunity, stretch & challenge, employability skills and broad experiences supporting our student cultural capital and social mobility.

Our two academy model offers our Year 7 intake a guaranteed future place in our growing and thriving Sixth Form.

The Basildon Academies Sixth Form offers personalised curriculum pathways, tailored to individual needs and aspirations. Strong support networks alongside quality teaching ensure academic success and preparation for university or the workplace.

Yours sincerely



Mr G. Smith B.Ed (Hons), NPQH
Headteacher



The Basildon Academies are two state of the art Academies based in Essex, just 35 minutes from London and approximately 1 mile apart. We are unique in the way the academies are set up with The Lower Academy specialising in the teaching of our students aged 11-14 whilst the Upper Academy specialises in our 14-19 year old students.

The Lower Academy is focussed upon developing the whole child; our curriculum has been developed to enable our students to develop their knowledge, understanding and skills so that they will become lifelong learners. This includes opportunities for linguistic, mathematical, scientific, technical, human, social, physical and artistic learning so that students make progress in a wide range of subjects. The Lower Academy offers a supportive and nurturing environment to allow our students to find their adult feet as they become fully prepared for their transition to the Upper Academy.



The Upper Academy is focussed upon creating the best environment and conditions for all students to fully achieve their true potential, make at least expected progress and attain the very best grades they can in their final exams. The range of courses on offer allows students to become specialised in their favourite target areas and at the same time retain the very strong focus upon gaining good qualifications in maths, English and science at GCSE level.



Our strong Sixth Form is a major part of the Upper Academy with the structure modelling itself on developing independent learning skills like those seen in universities which allows students to continue their studies in their specialist subject areas. Students are very much encouraged to become mature adults being engaged in many aspects of the life of the academy which further develops those much needed skills to go on into university or the world of work.

Position: Design Technology Technician

Working to: Head of Department

Salary: Band 4

Hours/Weeks: 37hrs 39 weeks

Purpose

The task for the Design Technology Technician is to ensure that the materials and equipment required for the Design & Technology Curriculum are available and that appropriate staff are trained to be able to access the curriculum efficiently and effectively.

Roles and Responsibilities

1. To manage the resources for the department by ensuring all books, worksheets and teaching and learning materials are available when required by teachers.
2. To mount relevant and interesting displays (pupils' work, assessment examples, post-16 choices, relevant posters) and maintaining the displays so that they are current and relevant.
3. To carry out first line servicing of machines and equipment in woodwork and metalwork rooms, to ensure safety and reliability. This will include cleaning, oiling, sharpening, removing dust and minor repairs.
4. To clean and sharpen hand tools and maintain the good order and organisation of the workshop and its storage facilities.
5. To prepare materials and equipment for lessons and projects, including preparation of demonstration materials and resources and the stocking of classrooms with consumable items.
6. To order resources, receive incoming goods, check delivery notes, store materials and confirm invoices. To maintain an inventory system for items with a replacement value of £50 or more.
7. To undertake general workshop maintenance and DIY tasks, including the use of workshop machinery where required (soldering, bandsaw, thicknesser, circular saw etc).
8. To provide in-class support to students, as requested by the teacher-in-charge. To prepare display materials and equipment for parents' evenings; remove and display items of work around the school, as and when requested.
9. To control and store safely all chemicals, flammables and specialised solutions as appropriate, ensuring that current Health & Safety, COSHH and ESCC regulations are adhered to. To maintain all necessary safety signs adjacent to machinery and maintain a record of all equipment checks.
10. To support School and College staff in ensuring that they keep sinks and work tops clean; maintain aprons in a serviceable condition; keep stock rooms and tool rooms clean, tidy and in good order.
11. To manufacture storage equipment as and when requested.

12. To be responsible for the maintenance and deployment of all A/V equipment within the department.
13. To undertake other Design Technology tasks as requested by staff.
14. To observe workshop health and safety procedures.
15. To support School and College staff in their training so that all Art & DT activities within the Schools can be undertaken safely and to the required timetables.

Person Specification

Knowledge and Experience

Essential

Knowledge of Health & Safety legislation as it relates to the work of a school
Knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals
Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools
Knowledge of a range of design techniques
Experience of undertaking a range of design-related tasks

Desirable

Possession of appropriate certificates for wood-turning, centre lathe, mill, pillar drill and bandsaw.

Skills and Abilities

Essential

Ability to work in an organised and methodical manner
Ability to identify work priorities and manage own workload
Ability to establish positive relationships with pupils, including those with special educational needs
Ability to maintain accurate work records and maintain inventories
Ability to work effectively as part of a team

Desirable

Ability to maintain a range of tools and equipment
Ability to prepare equipment and materials for lessons, as requested by the teaching staff

Personal Qualities

Essential

Ability to demonstrate commitment to Equal Opportunities
Willingness to participate in further training and developmental opportunities offered by the school and county, to further knowledge

Desirable Criteria

Previous experience of working in a design technology environment

Application Procedure

- i. Read carefully all the information about this post
- ii. If you have any questions, please telephone or email our Academy Support Manager Lisa Church on 01268498710 or email recruitment@basildonacademies.org.uk
- iii. Complete the application form as fully as possible. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet. Please note that your application form will be photocopied for the Selection Panel, therefore clarity is essential. It is important that you do not leave any gaps in your career history – any gaps in employment should be fully explained please.
- iv. Send your completed application form by email (if downloaded from our website) or through the post to:

recruitment@basildonacademies.org.uk

Ms Lisa Church
Academy Support Manager
The Basildon Academies
Wickford Avenue
Pitsea, Basildon
Essex, SS13 3HL

Appointment Process

- i. Suitable applications will be shortlisted for interview (as quickly as possible)
- ii. If you are successful, you will receive either a phone call and/or email inviting you to attend for interview. It is therefore important that you give us a daytime telephone number and/or an email address that you regularly access so that we can contact you to make the necessary arrangements if you are shortlisted.

The Basildon Academies are committed to supporting colleagues with disabilities. If you have a disability, please give details of adjustments you require for the selection process or to do the job itself.

Pre-employment Checks

The Basildon Academies is committed to safeguarding and promoting the welfare of children and young people, and an appointment will be subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered “spent”.

The successful applicant will also be required to:

- Provide details of two referees who know you in a professional capacity, if at a school, one of which must be your current Headteacher. It is our usual policy to take up references BEFORE interviews where possible. Employment is conditional on these references being deemed satisfactory.
- Provide proof of all relevant qualifications.
- Provide proof of eligibility to work in the UK
- Complete a Medical Declaration and receive fitness to work.

Equal Opportunities

The School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures. Behaviour which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion, will not be tolerated.

Recruitment monitoring information

The Basildon Academies are committed to ensuring that applicants are selected for appointment on the basis of their ability relevant to the job. Completion of the Recruitment monitoring information form is not compulsory but will help us to ensure that our policy and procedures are effective in avoiding discrimination and promoting equal opportunities in recruitment. The information you provide will be used for monitoring and statistical data purposes only and will not be seen by the short listing panel.

The Basildon Academies are committed to safeguarding and promoting the welfare of children and expect their staff to share this commitment.



