



# Application Pack

<b>ACADEMY:</b>	Manor Drive Secondary Academy
<b>ROLE:</b>	Technology Technician
<b>START DATE:</b>	Immediate
<b>SALARY:</b>	Grade 6 Point 7, Actual Salary £21,687 including a £2,000 annual R&R
<b>HOURS:</b>	Monday, Tuesday and Thursday 8.30am – 3.45pm Wednesday 8.30am – 4.15pm Friday 8.30am – 2.15pm 30 mins lunch unpaid (Monday- Thursday) Term time plus 5 days 33 hours, 15 minutes per week
<b>CLOSING DATE:</b>	Monday 2 June 2025



11-16 Non-selective, all ability  
Secondary School

Academy Roll:  
450 (Year 7, 8 and 9) growing  
to 720 by 2028

Headteacher:  
Mrs J Sludds





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# Four Cs Academy Trust

Dear Applicant,

We are delighted that you are considering applying for a role at Manor Drive Secondary Academy, part of the Four Cs Academy Trust. Our vision is to ensure that every student succeeds; build on what learners already know; make learning vivid and real; make learning an enjoyable experience; and enrich the learning experience that we offer.

The Four Cs MAT, became a legal entity in March 2017, and provides a framework for strong primary / secondary links, allowing skilled leaders and practitioners from all institutions to come together to enable students to flourish and achieve.

In September 2022 the Trust opened two new schools: Manor Drive Primary Academy and Manor Drive Secondary Academy.

The Trustees and Governors of the institutions are fully committed to celebrating the success of every child and providing excellence in the classroom. If you are interested in working for a forward-thinking Trust with a wealth of opportunities to work across sites and Key Stages, look no further. Successful new recruits can look forward to extensive support and professional development which can be translated into excellent outcomes for the young people which we serve.

For more information, please visit [www.fourcsmat.org.uk](http://www.fourcsmat.org.uk)





# Message from Chair of Governors

Thank you very much for your interest in the post at Manor Drive Secondary Academy. This post is an exciting opportunity to work in a wonderful secondary school.

We want all our students to become independent and confident young people, who are sensitive to others, interested in the world around them and prepared for the challenges ahead.

The Governors have an important role in supporting the Headteacher in the delivery of a great education, framed by our core values: Knowledge, Strength, Respect and Ambition.

We are looking for colleagues who can lead by example, holding and articulating the Academy's vision and values and focusing on providing an excellent education for our students.

Thank you again for your interest in Manor Drive Secondary Academy and Four Cs MAT and I hope that the information contained within this pack provides information to help you to decide if you have the right qualities, skills and experience to apply for this exciting position.

Yours sincerely



Jonathan Theobalds  
CHAIR OF GOVERNORS





# Message from Headteacher

Thank you for your interest in the role at Manor Drive Secondary Academy.

Manor Drive is a very supportive school. Our students are very well mannered, respectful of each other and proud of their school. They are a pleasure to teach. Relationships with parents are constructive and parents are keen to support the school and the children's learning. The staff are highly skilled, with a wealth of experience and expertise. We are all determined to ensure that students make exceptional progress in all facets of their life. We are looking to appoint dynamic, enthusiastic and inspirational colleagues to join our growing team.

I hope that having browsed our website and reviewed the information provided you will be interested in applying for this post. If you have any questions or wish to arrange a visit to the school, please contact Penny Noble on [pnable@manordrivesecondary.org.uk](mailto:pnable@manordrivesecondary.org.uk)

This is an incredibly exciting time to join Manor Drive Secondary Academy to play a vital role of ensuring that we provide outstanding opportunities to the students in our school.

Yours sincerely






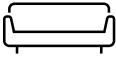

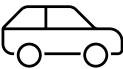

Jo Sludds  
HEADTEACHER





# Staff Wellbeing and Benefits

Manor Drive Secondary Academy is committed to attracting, developing and retaining top talent to achieve high performance. Vital to pursuing this aim is the recognition of employees for exceptional performance, behaviour and achievements. Our offer encourages such recognition of individuals and teams through a range of formal and informal methods. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us.

	All teaching staff, and some support staff (depending on role) are provided with a touch screen laptop with inking device.
	Staff gym with new facilities is available to all staff.
	Employee Assistance Programme is available to all staff which offers free legal, money advice and personal support and guidance.
	Staff wellbeing quiet room for use by all staff if required. We recognise that you may need time to reflect or 'take a moment' sometimes.
	Multiple staff rooms around the building.
	Free car parking on site.
	Seasonal and ad-hoc staff incentives such as Christmas Staff advent calendar, staff breakfasts, coffee mornings and other staff organised events.



# Working at MDSA

The staff are highly skilled, with a wealth of experience and expertise. We are all determined to ensure that students make exceptional progress in all facets of their life. We are committed to encouraging positive work environments that promote the physical and mental wellbeing of our staff. The capability, capacity and comfort of our colleagues is a priority for us. In a recent survey, 100% said they were either happy, really happy or loved their job! We asked staff to give us feedback about what it is like to work at MDSA, here are some of their wonderful comments:

## Quotes from Staff

"I love the atmosphere at Manor Drive Academy, it is so friendly and feels like such a positive community. Every day I walk into school I feel excited at what the day might hold which is not something I have always felt in other school I have worked in. We have some amazing students at Manor Drive and staff that go above and beyond to work with them. The wellbeing of staff and students is one of the key elements of the school DNA which makes it not just a safe place for staff and students but also a place full of possibilities.

The enrichment programme that we run means that there are so many options to explore and try out creative ideas for the students to get involved in. The senior team are genuinely concerned with making sure that staff are looked after and have the best opportunities to grow and develop. This is by far the best school I have worked in."

"MDSA is a place of work where staff wellbeing is a priority and not just lip service"

"I feel incredibly grateful for the unwavering and ongoing support and guidance I've received from my mentor and colleagues at MDSA throughout my teaching journey. Their encouragement and belief in my potential have been instrumental in my growth and progression."

"MDSA has a holistic approach to Staff wellbeing. Senior leadership take each staff member's workload, health, and wellbeing into account throughout the school year. There is an Open-door policy which allows us to feel safe and heard. I never get that 'Sunday night' feeling."

"When you spend so much time at work, it is incredibly important to feel happy and safe, not only physically but also psychologically. MDSA makes me feel not only safe, but valued and appreciated for being me, and all that that brings. I feel that my voice is not only heard but respected and valued. Staff are treated as equals, regardless of job title or role. Joining the MDSA family has been the best decision I could have ever made."

"I have never worked in a school where my subject has been so valued, which in turn has made me feel valued. The freedom, which I have been given to lead my department in a way which I see fit, has given me immense professional satisfaction and has helped me develop my own skills incredibly. I know that if I need anything, be it advice, resources or just a pep talk, my SLT are always there to listen and I have been extremely grateful for their actions, when I have been struggling with workload. I have never worked at a school which has valued my well-being as much as MDSA."

"I am proud to work at Manor Drive, a place that truly values and supports its staff and students. Since starting in September, I've felt incredibly welcomed, and I have been able to build great relationships with both colleagues and students. The school provides a strong sense of community and has supported me every step of the way in my teaching career. Manor Drive is an environment that prioritises both wellbeing and manageable workloads, making it a privilege to be part of a team that cares for the growth, health, and happiness of everyone involved."

"The environment that staff have created in Manor Drive School allow each member of staff to grow in their role in a safe and supported way. I started my role at Manor Drive after being in Education for 37 years. I started as a volunteer Mentor and found the work environment welcoming and supportive. So much so that I approached the Head to see if there were any roles I could apply for. I mentioned ELSA. I was welcomed, heard and felt appreciated right away. I was placed in the Wellbeing Team and given the role of ELSA."



# Technology Technician

The Manor Drive Secondary Academy is a brand new, oversubscribed school in the north of Peterborough, Cambridgeshire. The school is very much the centre of the local community and is situated amongst a thriving new housing estate. We welcomed the first cohort of 120 Year 7 students in September 2022. Manor Drive is an ideal place to enhance your career, in a small team with high expectations. Whilst being an innovative and dynamic Academy, we have traditional values and high standards both for our students and staff. Staff are extremely supportive with ambitions of exceptional outcomes for all.

We are looking for a Technology Technician to join our friendly team where student outcomes are paramount. Working in the Technology workshop you will provide equipment and materials for teaching staff to enable them to deliver Technology lessons. Consistent and effective communication are required together with the ability to use own initiative.

It is desirable that candidates have appropriate training, qualifications and experience, however, training will be provided for the successful applicant.

## What we can offer you:

- The rare and exciting opportunity to work in a new, growing school and be part of something from early in the school journey
- Strong focus on student and staff wellbeing
- Free staff parking
- Use of staff room space
- Staff gym

Full details and how to apply can be found on the school website [www.manordrivesecondary.org.uk](http://www.manordrivesecondary.org.uk) We welcome questions from prospective applicants, please contact, Penny Noble by email: [pnoble@manordrivesecondary.org.uk](mailto:pnoble@manordrivesecondary.org.uk) We reserve the right to close the job advert early should we receive a high number of applications.

## Closing date for applications is noon on Monday 2 June 2025

Manor Drive Secondary Academy is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment. All appointments involve regulated activity and are subject to an enhanced DBS disclosure, Barred Check List and two successful references. Online searches are carried out on all shortlisted candidates.



# Person Specification

You should be able to demonstrate that you meet the following criteria:

E = Essential, D = Desirable

Measured by:

A= Application Form, R = Reference, I = Interview

## Qualifications and Training

E	Grade 5 or above (or equivalent) at GCSE in Maths and English	A
D	Technology qualification(s) at GCSE (or equivalent)	A
D	Machinery certification (DATA etc.)	A

## Experience

E	Experience with working with children or young adults	A
E	Ability to react to situations appropriately and follow procedures	A, I
E	Use of machinery within a workshop setting (e.g. table saw, lathe, band saw etc.)	A
D	Interest in developing positive relationships	A, I
D	Previous work in a school	A, I, R

## Skills

E	The ability to build and maintain relationships with the whole school community	A, I
E	Good communication and organisation skills	A, I, R
E	Ability to work under pressure and meet deadlines	A, I
E	Interest in student welfare	A, I
E	Ability to work as part of a team and demonstrate initiative	A, I
E	Tact and diplomacy	I, R
D	Ability to prioritise and judge relative significance of conflicting demands	A, I
D	Knowledge of Design Technology curriculum (to GCSE level)	A, I

## Disposition

E	Enthusiasm, warmth and patience	I
E	Flexible team player with a sense of humour	I
E	Enjoys a challenge	I
E	Ability to remain calm under pressure	I
E	Anti discriminatory and aware of prejudice	A, I, R
E	Committed to the ethos of the school	I
D	Commitment to training	I
D	Willing to learn and evaluate practice	I



# Job Description

Job Title	Technology Technician
Responsible to	KS Co-ordinator Technology
Budget	None

## Overall Responsibility

1. To co-ordinate the preparation of resources for teachers within the Technology Department.
2. To complement the work of Technology teachers by delivering agreed resources.
3. Contribute to the safeguarding and promotion of the welfare and personal care of children and young people with regard to Keeping Children Safe in Education and Child Protection procedures.

## Section 1: Main Duties

### Stock Control and Co-ordination

1. Co-ordinate equipment and operate and maintain stock control of all goods used within the workshop.
2. Keep accurate legal records as regards hazardous materials, chemicals, etc. in line with COSHH regulations and guidance.
3. Provide equipment and materials to support technology practical teaching and remove it safely afterwards.
4. Take responsibility for stock maintenance, control and safekeeping (this includes compiling orders, liaising with suppliers to obtain best value and maintain appropriate records.)
5. Inspect, clean and perform appropriate maintenance on machinery, tools and equipment within Design Technology workshops on a regular basis.
6. Purchase inexpensive items from the petty cash fund when required for lessons.
7. The safe disposal of used and surplus chemicals and other equipment in line with regulations and safety standards.
8. Assistance with and production of specific resources to support projects across the Key stages/year groups.

### Supporting Teachers

1. Working under guidance, support and complement the work of teachers.
2. In accordance with the school's policies and procedures, report to the appropriate teacher any incidents of disruptive or unacceptable behaviour of pupils that may not be known to the teaching staff

### Behaviour, Guidance and Support for Pupils

1. Comply with all school policies on child protection, Health and Safety, confidentiality and data protection.
2. Deal with or report, to the nearest member of the teaching staff, incidents that are seen or reported regarding pupils' welfare.
3. Support the member of staff in providing a safe learning environment



# Job Description

Job Title	Technology Technician
Responsible to	KS Co-ordinator Technology
Budget	None

## Health and Safety

1. Undergo Basic First Aid training and update courses.
2. Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
3. Co-operate with the employer on all issues to do with Health, Safety & Welfare.
4. Have oversight of Health and Safety within the workshop and technology rooms.
5. Regularly monitor CLEAPS and ensure Head of Department is aware of updates.
6. Liaise with the PAT Tester to ensure electrical safety tests are carried out as appropriate on portable electric equipment.
7. Dealing with spillages and accidents in the workshop.
8. Safety testing of all electrical apparatus and appliances to meet current legislation, including the Electricity at Work Regulations 1989.
9. Undergo necessary Health and Safety training needed to use machinery and keep updated.

## Continuing Professional Development

1. In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to school efficiency, which may lead to improvements in the day-to-day running of the school.
2. Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties.

Elements of this job description and changes to it may be negotiated at the request of either the Headteacher or the incumbent of the post.

**All appointments involve regulated activity and are subject to an Enhanced DBS disclosure with children's barred list check and two successful references. Online searches are carried out on all shortlisted candidates.**



# The Selection Process

Applicants are required to submit a letter of application and complete a 'Support' Application Form.

When completing your application please note the following important points:

- Letters of application should be no more than 1 side of A4.
- Letters should address the criteria identified in the person specification.
- The application form must be completed clearly and in full, handwritten or typed is acceptable.
- We are unable to process any applications stating "see CV".
- The declaration on the application form must be signed.
- Informal enquiries should be directed to Penny Noble, PA to the Headteacher, via email [pnoble@manordrivesecondary.org.uk](mailto:pnoble@manordrivesecondary.org.uk)
- Completed applications must be emailed to [pnoble@manordrivesecondary.org.uk](mailto:pnoble@manordrivesecondary.org.uk)
- Originals must also be posted to the following address. Mrs J Sludds - Headteacher, Manor Drive Secondary Academy, Porter Avenue, Peterborough, PE4 7EP
- **Closing Date for Applications: noon on Monday 2 June 2025.**
- Please note that due to the high cost of postage we are unable to reply to all applicants.

Manor Drive Secondary Academy is committed to safeguarding and protecting the welfare of children and young people and expect all staff and volunteers to share this commitment.