



# **Recruitment Pack**

## **Art, DT & Food Technician**

“Attitudes to learning are good and students work hard. They are fiercely proud of their school, come well prepared for lessons, enjoy taking part”



## Advert for the position of Art, DT & Food Technician

**Required as soon as possible**

**Art, DT & Food Technician** Pay Band 3 (SCP 6 - 11), currently £19,171 - £21,166 (full time equivalent, this will be recalculated to reflect the part time and term working)

**Actual salary £16,820 - £18,571**

5 working days/week - Monday to Friday 8.15am – 4pm. (36.25 hours per week with 30 minutes unpaid lunch break) **Term Time plus 2 weeks.**

The Governors of Flixton Girls School are seeking to appoint an enthusiastic and confident person, who will work well as part of a team in our Art & DT Department. The post will include ensuring all apparatus, equipment and materials are prepared for demonstrations or pupils' use as requested by teaching staff, together with assisting in practical activities, as appropriate. The Technician's role is a pivotal role in maintaining high standards of safety in classrooms and workshops.

The successful applicant will:

- Have good organisational skills
- Be able to prioritise well and work proactively
- Be computer literate and able to use email, Microsoft and other computer software
- Have a professional manner
- Have good literacy and numeracy skills

If you enjoy working with young people and would like to help them as they prepare for their future working lives, we would like to hear from you.

We welcome applications from graduates looking towards gaining experience for a career in teaching.

Successful applicants will benefit from working in a school with a positive, caring ethos where team work is important. This is an exceptionally inclusive school, where all students are valued, supported and motivated to achieve.

At FGS we inspire girls and staff to discover their talents and fulfil their potential through our founding principles of aspiration, empowerment and excellence. These principles are at the heart of life at FGS, ensuring that each individual is able to achieve their personal best. Exceptional opportunities encourage girls of all abilities, interests and aptitudes to develop their individual characters and talents and to fulfil their dreams and aspirations.

In choosing Flixton Girls School you will be joining a school that is well respected in its local community and has a national reputation for work in many areas. This is an exciting opportunity to work in a forward thinking, high achieving "can do" culture.

If you wish to be considered for this vacancy you should complete the enclosed application form. In addition, you may submit a **concise** letter of application. This should be typed or word-processed and should not exceed two pages in length. Your letter should describe how your experience and particular achievements make you a strong candidate for this position.

**We welcome applications from all sections of the community, regardless of gender, race, religion, disability, sexual orientation or age.**

Please note that only applications on the school's application form will be considered. Candidates who submit a CV only will not be shortlisted. Additional sheets may be attached to the back of the application form if there is insufficient space.

Completed applications should be returned, unfolded, to:  
Mrs J Buckley  
HR Officer/ Personal Assistant to Headteacher  
Flixton Girls School  
Flixton Road  
Flixton  
Urmston  
Manchester M41 5DR

OR

Email completed application forms to - [recruitment@flictongirls.com](mailto:recruitment@flictongirls.com)

Tel: 0161 912 2949

The closing date for applications is noon **on Monday 9<sup>th</sup> September 2019**. Please ensure that you put the correct postage on the envelope as this could result in your application not being considered due to late arrival. Please supply a stamped, self-addressed envelope if an acknowledgement is required.

If you have not heard from us within three weeks of the closing date, regretfully you must assume that your application has not been successful on this occasion, in which case the Governors would like to thank you for your time and interest in the school.

Unfortunately we are unable to provide individual feedback to candidates on unsuccessful applications.

***All applicants should note that our school operates a strict Safeguarding Policy, and procedures are rigorously and consistently applied.***

**Flixton Girls School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in the commitment. The successful candidate will be subject to a Disclosure and Barring Service (DBS) check.**

**Closing Date:** 12 Noon on Monday 9<sup>th</sup> September 2019

**Interview Date:** TBC - Week commencing 9<sup>th</sup> September 2019

**Applications will only be accepted on fully completed application forms**

## **Background information: CREATE DEPARTMENT**

The successful candidate will join an experienced and well-motivated team of staff who are committed to raising standards.

FGS has a long tradition of producing talented artists. Students excel, with 95% achieving A\*- C in Art & Design last year.

Photography has recently been a popular addition to the GCSE subjects on offer. The success story continues with students also achieving 95% A\*- C.

Within the CREATE Department, we encompass all areas of design including Art, Photography, Textiles, Design Technology, Food & Nutrition and Computer Science. We are a strong believer in a collaborative approach to planning and delivering projects that link the subjects.

Regular departmental meetings are held to ensure that good practice is shared and that staff are supported and provided with opportunities for professional development.

At Key Stage 3 they complete a variety of engaging schemes of work which assesses all the key skills with a strong focus on the practical elements.

At Key Stage 4, students complete the AQA course in Fine Art, Photography, Art Textiles and Design Technology including Food & Nutrition.

Our resources are regularly reviewed and updated to meet the need of all students. The Department also benefits from a dedicated suite of classrooms within its own building on the school site, which includes access to computers.

The Department offers students a range of extra-curricular and enrichment activities, including trips to fashion shows and galleries, workshops and competitions. Enrichment activities in Art & DT last year included:

- GCSE booster sessions
- Jewellery club
- Trinket club
- Sculpture and animation
- Illustration
- Conway Arts residencies
- Gallery visits
- External competitions
- Food Science club

# Job Description

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<b>The Post:</b>	<b>Art, DT &amp; Food Technician</b>
<b>Salary:</b>	<b>Pay Band 3 – SCP 6 - 11 (£19,171 - £21,166)</b>
<b>Pro Rata – Actual Salary:</b>	<b>£16,820 - £18,571</b>
<b>Hours of work:</b>	<b>36¼ hours per week</b>
	<b>Term Time plus 2 weeks</b>
<b>Reporting to:</b>	<b>Head of Art and Design Technology</b>

## **Job Purpose**

### **The main purpose of the post is:**

To support the Art and Design and Technology staff by assisting with the day-to-day administration, serving and maintaining the busy department including Art, DT and Food & Nutrition.

To maintain equipment and teaching areas to ensure a safe working environment within the CREATE rooms.

To support the practical and technical aspects of the various curriculum areas by preparing, organising and managing the resources required for creative practical activities including Art, DT and Food & Nutrition.

The technician's role is vital in maintaining high standards of safety in each of the working spaces. The job holder will also play an important role in supporting and resourcing lessons in Design & Technology and Food & Nutrition. The technician will work with staff and pupils creatively, supporting good practice in sustaining the high standards of practical work in the department.

## **Principal Accountabilities:**

1. Workshop Servicing
2. Preparation of Teaching Materials
3. Administration
4. Supervision / Instruction
5. Financial/ Budgeting
6. Safety/ Risk Assessments
7. Maintenance of stock in the CREATE Department

### **1. Workshop Servicing**

1. Routine maintenance of the various machines in each of the D.T. areas as well as hand tools, utensils and all power tools and equipment.
2. Inspection, care and maintenance of benches, tables tools, utensils and stock cupboards
3. Safe storage and racking of materials, i.e. timber, metal, plastics, textiles etc. plus paint and other flammable or hazardous substances.
4. To support in maintaining safe and hygienic food technology classrooms, including filling and unloading the washing machine/ dryers, cleaning and wiping of cookers and microwaves, wiping of sinks and refrigerators, sorting and storage of small utensils

5. Cleaning fridges, cleaning and disinfecting equipment and surfaces
6. Re-facing bench tops and vices as necessary
7. Re-cycling of useful raw material
8. Preparing acids for use in pickle-bath
9. Advising learning support and cleaning staff on any hazards affecting their role.

## **2. Preparation**

1. Construction of racks, jigs and teaching materials
2. Preparation of materials required in the DT areas as requested including Art, DT and Food & Nutrition
3. Minor repairs as deemed necessary by the Head of Department
4. Design and development of specialist support materials for new courses in the DT areas.
5. Raise the profile of the department by assisting with the organisation and display of student work

## **3. Administration**

1. Organising, storing and checking the condition of art material and food technology supplies and equipment, including checking and returning equipment to stores
2. Operating the department's documentation system (cataloguing, filing, worksheets).
3. Process orders, enquire and communicate routinely with suppliers and source best value items for the department
4. Unpack deliveries and maintain order in the store cupboards
5. Keeping records of maintenance of machine tools.
6. Keeping legal records re: dangerous equipment
7. Photocopying

## **4. Supervision**

1. Advising teachers and pupils on the correct and safe use of equipment
2. Assisting in practical lessons & carrying out demonstrations as directed by teaching staff
3. Plan, prepare and set up specific curriculum materials/ resources/ equipment for use in lessons, as discussed and developed by the subject teacher
4. Ensure smooth transition from one lesson to the next, by assisting in tidying up and putting away etc.
5. Support and supervision of whole school Art exhibitions/ moderation displays/ open evenings and other whole school and department events including the school production
6. Support and maintenance of whole school art displays in classrooms and corridors
7. Co-ordinating common stock between different sections of the department
8. Co-ordinating supervision materials for absent staff
9. Covering for teaching staff called away from classes unexpectedly or dealing with pastoral matters
10. Assisting in classroom and workshop when expertise in a certain area is required
11. Acting in a learning support role with individual pupils where specialist knowledge is required e.g. in GCSE projects in all DT areas.

## **5 Financial**

1. Making petty cash purchases
2. Monitoring of the Department's financial balance
3. Operating a stationery supply point for pupils



4. Assist in sourcing and ordering new and replacement equipment

## **6 Safety**

1. Checking and refilling of first aid boxes
2. To be a First Aider (after training if needed)
3. Assisting in the safe storage of equipment and inflammables including other hazardous substances
4. Check the availability of and conditions of all safety features including eye wear and clothing, laundering when necessary
5. Supervising routing safety checks
6. Routine cleaning and servicing of air filters and dust extraction units
7. Monitoring and cleaning of surfaces where hazardous workshop dust can accumulate, not covered by general duties of cleaners
8. Be responsible for the security of rooms and equipment
9. Keeping up to date with Health & Safety requirements and giving Health & Safety advice to technical staff, teachers and students

## **7. Maintenance of Stock in the CREATE Department**

1. Obtaining quotes, preparing requisitions
2. Operating ordering procedures and checking deliveries
3. Administering stock control in all areas of Art, DT and Food & Nutrition
4. To maintain and inventory of all resources in the Design and Technology Department and pass relevant information (i.e. make, model, serial numbers) to the Finance Officer.

## **General Responsibilities**

- To support the schools distinctive aims and aspirational ethos, and to encourage staff and students to follow this example
- Be open minded and pro-active, receptive to new ideas and challenges
- Provide a role model for pupils and staff
- Maintain professional standards at all time
- Strive for continuous improvement
- Undertake the necessary training associated with the post
- To ensure that duties and responsibilities are carried out in accordance with school policies
- Assisting with lunchtime activities and other supervision and covering for absent colleagues when required
- Co-curricular involvement and initiatives according to particular strengths
- To be familiar with and work within the required Health and Safety standards as laid out in the School's policy
- Reappraise professional performance, participating in training courses and the appraisal cycle and keeping informed of current legislation and best practice
- To ensure punctuality and example in attitude, manners and dress at all times

## **Safeguarding Children:**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons, for whom s/he is responsible, or with whom s/he comes into contact, will be

to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out their duties, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to one of the School's Designated Child Protection Officers or to the Headteacher.

The post holder will also be expected to establish and maintain effective working relationships with staff, students and the general public and undertake any other duties as requested by the Head of Department commensurate with the post.

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## **REVIEW ARRANGEMENTS**

*The details contained in this Job Description reflect the content of the job at the date it was prepared. It should be remembered, however, that it is inevitable that over time, the nature of individual jobs will change, existing duties may no longer be required and other duties may be gained without changing the general nature of the duties or the level of responsibility entailed. Consequently, Flixton Girls School will expect to revise the Job Description from time to time and will consult with the post holder at the appropriate time.*

**Date Job Description prepared/revised: August 2019**

**Prepared by: Mr P Deakin, Director of Business & Finance**



# Person Specification

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Essential	Desirable	Evidence
<u>Qualifications, Experience and Technical Skills</u> <ul style="list-style-type: none"> <li>• Good numeracy/literacy skills – GCSE (or equivalent) in English and Maths qualifications to at least a C grade (or equivalent)</li> </ul>	<ul style="list-style-type: none"> <li>• A Level (or equivalent) in Art and/or Design Technology</li> <li>• First Aid trained</li> <li>• Health &amp; Safety qualification</li> <li>• Food hygiene certificate</li> <li>• Qualified First Aider</li> </ul>	<p>Certificates</p> <p>Letter of application</p>
<u>Knowledge and Experience</u> <ul style="list-style-type: none"> <li>• Awareness of Health &amp; Safety regulations relating to practical subjects in schools</li> <li>• Proven experience of working under pressure and to deadlines</li> <li>• Use and maintenance of workshop machinery</li> <li>• Use of CAD/CAM</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of working with children in an educational setting               <ul style="list-style-type: none"> <li>• Experience of working as a technician within an educational setting                   <ul style="list-style-type: none"> <li>• Working knowledge of art and design techniques</li> </ul> </li> <li>• Experience of food preparation and cleaning</li> </ul> </li> </ul>	<p>Interviews</p> <p>References</p> <p>Letter of application</p>
<u>Personal Qualities and Skills</u> <ul style="list-style-type: none"> <li>• Good organisational skills</li> <li>• Ability to prioritise work tasks and to be flexible</li> <li>• Good communicator with adults and children</li> <li>• Ability to keep calm under pressure</li> <li>• Good oral and written communication skills</li> <li>• Good interpersonal skills</li> <li>• Ability to work on own initiative as well as part of a team</li> <li>• Excellent personal effectiveness and organisation</li> <li>• Ability to remain friendly and approachable at all times</li> <li>• Ability to follow strict Health and Safety Regulations</li> <li>• A willingness to undertake additional training</li> </ul>	<ul style="list-style-type: none"> <li>• A flexible approach to the tasks within the role and the requirements of the School</li> <li>• Capacity to adapt effectively to changing situations</li> <li>• Willingness to take part in wider School activities</li> </ul>	<p>Interview</p> <p>References</p> <p>Letter of application</p>

## What is the Healthy Learning Trust?

**HLT** is a Multi Academy Trust established on 1st September 2017 with Flixton Girls School (FGS) in Trafford, being the lead school. The MAT members and trustees are composed of high level professionals working regionally, nationally and internationally in Education, Health, Finance, Post-16 Education, Community Safety, Physical Education, Sport and Outdoor Learning. Their considerable professional expertise, networks and partnerships bring additional benefits and opportunities for our schools going way beyond those offered in standard multi academy trusts, including progression into health related careers.

Our Trustees share a common commitment and desire to bring about healthy and successful futures for young people leading to tangible social mobility including routes into health related careers and the best possible opportunities for young people of all abilities, interests and backgrounds. We secure progression into health related careers through strategic partnerships with the NHS, universities and health and well-being providers.

Working together with member schools HLT is able to provide central support services delivering financial efficiencies alongside our Education Consultancy where our schools collectively provide expertise, advice and support based on a proven track record of success.

## Our Vision

The Healthy Learning Trust empowers young people to enhance their own lives and the lives of others through our

**5 HEALTH & WELL-BEING PATHWAYS to SCHOLARSHIP.** We secure partnerships with NHS, Universities and Health and Wellbeing providers to create opportunities for health-related career progression.



***...scholarship through health and well-being...***

## Our Values

### HOLISTIC

**HLT** believes in the inter-connectedness of 5 key aspects of human life and that optimising performance across all leads to successful, healthy lives.

### INCLUSIVE

**HLT** is relentless in the seeking out and removal of barriers to deliver equality of access and entitlement to a successful, healthy future for all.

### ALTRUISTIC

**HLT** promotes the selfless pursuit of service to others for the future benefit of children, families and communities and recognises the contribution of public duty to society.

# Flixton Girls School

There has never been a better time to join Flixton Girls School. At FGS we inspire girls to discover their talents and fulfil their potential through our founding principles of aspiration, empowerment and excellence. These principles are at the heart of life at FGS, ensuring that each individual is able to achieve her personal best.

At FGS we are specialists in girls' education providing a nurturing, supportive and challenging environment where girls excel. Exceptional opportunities allow girls to develop their individual characters and talents and to fulfil their dreams and aspirations. We welcome girls of all abilities, interests and aptitudes. At FGS everyone is special.

In choosing FGS you will be joining a school that is well respected in its local community and has a national reputation for work in many areas.

FGS is all about success. As part of this, we believe our students deserve an education that broadens their experience and prepares them for the challenges of an increasingly competitive world. The girls will need the best possible qualifications available to secure offers at the best universities. Many of our students join our Sixth Form with outstanding results gained in Year 11: we build on these results and ensure that the academic potential of every student is met.

FGS Sixth Form students benefit from the great advantage of having teachers who know them and know how to get the best from them. Students are based in our dedicated Sixth Form Centre at FGS and are taught by subject specialists from the School.

If you feel you have the relevant credentials to join our successful team, please complete your application paying particular attention to the job description and person specification, demonstrating how you meet the requirements as this will be used to shortlist candidates through to the next stage in the process. I look forward to receive your fully completed application form by 12 noon on Monday 9<sup>th</sup> September 2019 either by post or by email to [recruitment@flictongirls.com](mailto:recruitment@flictongirls.com)

If you are successfully shortlisted and invited to interview, references will be obtained at this stage unless you specify otherwise.

During the interview you may be asked specific questions on any discrepancies or gaps in your application form.

Thank you for showing an interest in joining Flixton Girls School and good luck with your application.

**Julie Hazeldine MSc**  
**Headteacher**

## Our Founding Principles

At FGS we inspire girls to discover their talents and fulfil their potential through our founding principles of aspiration, empowerment and excellence. These principles are at the heart of life at FGS, ensuring that each individual is able to achieve her personal best.

### Aspiration

Aspiration, the first of our founding principles is vital in instilling in each girl the desire to be successful in her chosen field and to have high ambition for the future. Our highly qualified and dedicated staff team deliver rich experiences and opportunities that enable each girl to find and develop her talents. We work hard to ensure that she is aware of the opportunities available to her and that she is fully supported to achieve her goals. Our curriculum together with our wide and varied enrichment programme introduces girls to many new activities and is underpinned by a commitment to the development of self-confidence, self-worth and a love of learning.

### Empowerment

Empowerment, the second of our founding principles, ensures that each girl is equipped with the skills and abilities she needs in order to achieve success. At FGS we believe that the empowerment of a young woman is the key to her future happiness and success, as well as to the future of our community and our society.

### Excellence

Excellence, our third founding principle, permeates our actions and drives ambition; the unlimited ability to do ordinary things extraordinarily well. Flixton girls are proud of their school and benefit from our deep commitment to traditional standards, courtesy and respect, leading to outstanding achievements and academic success.

At FGS we believe that each girl deserves the very best education and has limitless potential. We consider it our duty to help her to discover and fulfil that potential. We are privileged to guide each girl as we share with you the most enjoyable, challenging and exciting journey of her life; from girl to woman.

### Our values

All in our school:

- Nurture ambition and recognise talent
- Develop abilities
- Respect and value each other
- Celebrate diversity and achievement
- Promote self-belief, confidence and a 'can-do' attitude
- Promote healthy lifestyles and participation in physical activity
- Provide stretch, challenge and support
- Encourage reflection
- Pursue and achieve excellence