



Edmonton County School

Educating our Community for Success

Design Technician

Scale 4

Permanent / Term Time Only

Required: As soon as possible

Cambridge Campus
Great Cambridge Road,
Enfield EN1 1HQ

Bury Campus
Little Bury Street,
Edmonton,
London, N9 9JZ

Tel: 020 8360 3158 Email: ECSRecruitment@edact.org.uk

Head of School: Paul Miller

About EdAct



EdAct

www.edact.org.uk

EdAct comprises Edmonton County Secondary School (Bury and Cambridge Campuses), Lea Valley Academy, Edmonton County Primary School, Salmons Brook School and, the Konrad Halls Centre.

Our Academies provide an education for children aged 4-18 in North London. We have been educating young people in this part of London since 1919 and throughout that time our approach has been epitomised by high standards and academic excellence, a tradition that continues today.

Our values of aspiration and achievement, personal responsibility, self-discipline and mutual respect are evident in all our work and result in young people who develop and grow as independent, resourceful and resilient individuals.

The Trust has set out the following vision for its work:

Excellence in all we do

Developing a shared understanding of teaching and learning by sharing strengths and best practice

Ambitious and Accountable to our community for the better use of public funds so more resources are available to address the challenges we face

Creative in our approach to achieving the best for the children

Trusted by the community to provide a high-quality education and a great place to work

As a Trust we are committed to providing the best for the children in our schools but also to offer excellent professional development to our wonderful team of staff. If you join us you will enjoy excellent conditions of service and teach children who are keen to learn and succeed. The success of our Trust means that you will have great career prospects either within the Trust or beyond.

We look forward to hearing from you.

Dr Susan Tranter

Chief Executive

About ECS



Edmonton County School

www.edact.org.uk

[Ofsted Report](#)

Edmonton County School (ECS) is a 4-18 mixed, community, comprehensive school with a long history of providing a high-quality education to the communities of Enfield and Edmonton. Although we are a large organisation, with over 1800 students and around 250 staff making up our school community, our dual-campus structure means that the young people in our care have the experience of being in a caring and supportive environment that much smaller schools can offer.

ECS has a hard-working and high-calibre staff working as teachers and members of the wider workforce. Together, we share the aim that we are 'Educating our Community for Success'. The governors, staff and myself share a passionate commitment to meeting the varied individual needs of all our students, in order to ensure they leave ECS with the best possible academic qualifications. We want them to enjoy every aspect of their learning and we want them to develop as individuals, so that they leave us as confident and socially-responsible young people who are well equipped to contribute to society and enjoy success in whichever field they choose for themselves.

At Key Stage 4 (GCSE), the progress of our students is consistently good, whilst post-16 the progress of our students studying A Levels puts the school in the top 10% of Sixth Forms nationally. Whilst we continue to enjoy increasingly high standards of academic achievement, we are always ambitious to do even better and we are continually looking for ways to raise the level of achievement of our students.

Research has shown that strong partnerships between parents and school staff have a positive impact on a child's progress and helps them to feel good about school and their education. I have been teaching in north London schools for over 25 years and have been a senior school leader for over 15 years. I know that a successful school and happy children depend on all of us working together.

Working together also ensures that children are getting a consistent message about good behaviours. Our school is a calm, orderly place and we have high expectations regarding attendance, punctuality, attitudes towards learning, showing respect to members of the school community and the wearing of our uniform, both in school and in the local community.

I look forward to hearing from you.

Paul Miller

Head of School

Job Description: Design Technician



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|-----------------|---|
| Post Title: | Design Technician |
| Hours: | 31 hours per week, 42 weeks per year (Term-time only) (exact hours to be determined by Department) |
| Scale: | Scale 4 |
| Responsible to: | Head of Expressive Arts Faculty and ultimately the Head of School and Executive Headteacher |

General Responsibilities:

To support the Design Department in the Expressive Arts Faculty with resources and the use of technical equipment.

Main Duties and Responsibilities: Essential requirements

1. To ensure that the teaching/resources/stock cupboard and equipment in classrooms are maintained to a high standard or use, cleanliness. Ensuring they are in good order and comply with Health and Safety Regulations at all times, using the reference resources available on best safe practice.
2. To be able to work across the two school sites when required to help maintain a consistence within the department's facilities –sharing/organising of equipment.
3. To ensure that stocks of materials are ordered in a timely manner and maintained and stored safely in all Design classrooms and workshops. Being able to liaise with other companies/stakeholders effectively is essential.
4. Responsibility for preparing equipment and materials for practical work in classes and supporting staff and pupils in class. Applicants must be able to liaise effectively with both pupils and staff and be willing to work flexibly within the school environment.
5. To maintain Faculty/Department displays and notice boards to a high standard to ensure there is consistence across the faculty.
6. To provide support for the various shows and exhibitions produced within the faculty including school productions and Art exhibitions.
7. To develop and maintain a consistent standard of high quality school displays by consulting with senior staff.

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8. Update and manage the schools display board inventory in an online format and develop a log system for updating school displays.
9. To consult with faculties to ensure the material on each board stays fresh using the online log system.
10. To be proactive in the request of materials from faculties to ensure that all boards are covered.
11. Use creativity to make high quality displays by using the resources at the disposal of the school.
12. To use digital stills camera to take photographs of displays in order to record them in the inventory.
13. To use ICT for the production of displays for the department / faculty.
14. To maintain staff room notice boards; removing out of date information and clearing of communal areas of any unnecessary papers.
15. To assist with general administrative duties where necessary as directed by your Line Manager.
16. To act at all times in accordance with the school policies and to provide a professional role model for pupils, parents and other staff.
17. To be able to operate and maintain a wide range of design/technology workshop equipment/machines including laser cutters and to help maintain and organise repairs.
18. A good knowledge of computer programmes including CAD/CAM and other design based computer software. Experience of working with cameras, printers and photocopiers to be able to prepare resources and support exam preparation.
19. To work with clay and be able to operate, run, load and use key programmes for the kilns on both campuses.

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Job Description: Design Technician



20. To exercise responsibility under the Health and Safety at Work Act as laid down or as amended from time to time by school procedures. To ensure all necessary records are accurate and to ensure that the requisition system for practical lessons is adhered to.
21. To ensure that Data Protection regulations are adhered to throughout the office, informing the Office Manager of any requests for information other than from approved agencies such as the DfE and LA.
22. To uphold and further the school's equal opportunities policy and to carry out duties effectively and without discrimination.
23. Any duties on behalf of Edmonton County School within EdAct
24. Any other reasonable duties within the scope of this function and grading as directed by the Head of School or Executive Headteacher.

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This person specification describes the skills, abilities and experience that we think are needed to do the job successfully. You should think about these carefully when writing the supporting statement part of your application form. We use the person specification as a benchmark against which we assess all candidates.

We will shortlist only those applicants who demonstrate in their application that they meet the criteria set out in the person specification. You should therefore make sure that your supporting statement demonstrates, how your previous experience, skills, qualifications and abilities match all those on the person specification.

You may find it helpful to list each of the person specification criteria as a separate heading and explain how you meet that criterion. When outlining your skills and abilities, try to give examples of your successes and achievements. Simply saying 'I have an understanding of...' is not enough.

- Educated in Mathematics and English up to GCSE grade C / 4 or equivalent.
- Excellent punctuality, attendance and health record.
- Good interpersonal skills; the ability to liaise with outside organisations and agencies and staff at all levels.
- Good keyboard and ICT skills – experience in using Microsoft Office; Word, Excel, databases, e-mail and Internet.
- Be willing to interact with students in a professional manner.
- Excellent written and oral communication skills.
- Ability to prioritise own workload.
- A keen and flexible attitude to work.
- Good organisational skills, ability to work in an organised and efficient manner.
- Ability to work well as part of a team across two school campuses.
- Have experience of working in a workshop related environment.

How to apply

You can apply online by completing the application form:

<https://edact.org.uk/careers>

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