



THE  
Eastbourne  
ACADEMY

**Technology Technician**  
The Eastbourne Academy  
Information



## CONTENTS

|  |          |
|--|----------|
| <b>Welcome</b>                           | <b>3</b> |
| <b>Job Description</b>                   | <b>4</b> |
| <b>Person Specification</b>              | <b>5</b> |
| <b>Working at The Eastbourne Academy</b> | <b>6</b> |
| <b>Finding Us</b>                        | <b>6</b> |
| <b>Application Process</b>               | <b>7</b> |
| <b>Overview of Swale Academies Trust</b> | <b>9</b> |



# Welcome

Dear Applicant

Welcome to your first step in becoming part of The Eastbourne Academy.

We are a well-established school in East Sussex which continues to go from strength to strength

The Eastbourne Academy is set in the picturesque seaside town of Eastbourne, surrounded by the beautiful South Downs . We are fortunate to have excellent buildings with modern resources which provide a warm, welcoming and friendly place to learn that challenges everyone to be their best. With easy train links to Hastings, Lewes, Brighton and London, schools, colleges and universities nearby and plethora of tourist attractions on our doorstep, it really is a wonderful place to live and work.

At The Eastbourne Academy we believe that learning is our core priority. We recognise that continually striving to improve the quality of teaching and learning is key to securing high levels of achievement for all. We aim to foster each student's unique strengths and talents whilst meeting their needs and raising their academic and social aspirations. Students of all abilities will be given every opportunity to learn in order to achieve their full potential. We aim to achieve this by creating a stimulating learning environment where high expectations, and the use of digital technologies are the norm. Every student and teacher is equipped with technology that helps bring subjects to life and supports learning in an exciting and innovative way.

Academic and personal excellence are at the heart of The Eastbourne Academy's curriculum intent. Endeavouring to provide the highest quality education for all, we strive to equip students with the knowledge they need to gain and maintain employment and independence.

We recognise that qualifications are the stepping stone to employability, but also that high aspiration and strength of character are the foundations for long term success.

A wide range of student leadership, arts and sports programmes, trips and visits, and extra-curricular opportunities ensure that the curriculum extends beyond the classroom.

Students will leave The Eastbourne Academy with the essential knowledge and attributes they need to be fully rounded and educated citizens who will be prepared for whatever the future may bring.

This could be your first step to becoming part of this vibrant, successful and inclusive learning community, where both students and staff thrive. I invite you to come and see for yourself what makes us so special.

Kind regards,



Mr Dan Wynne Willson  
Headteacher



Mrs Rachel Gough  
Secondary Improvement Lead

# Job Description

**Job Title:** Technology Technician  
**Grade:** SAT B  
**Responsible to:** Head of Technology

**Purpose of the Job:**

To work with teachers as part of a professional team to provide support and equipment to staff and students, to ensure the smooth operation of the department.

**Key duties and responsibilities:**

- Set up resources / materials / equipment for lessons.
- Maintain sufficient supplies of materials and equipment to enable delivery of lessons and assist others in their use.
- Safely and securely store allocated equipment and materials to prevent unauthorised access / misuse.
- Clean and undertake maintenance of equipment as needed and as directed to ensure that it is clean and in good working order.
- Perform duties in line with health and safety regulations and take action where hazards are identified, including reporting any serious hazards to the line manager.
- Undertake record keeping, as directed.
- Ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards.
- Undertake equipment and safety checks

**Individuals in this role may also undertake some or all of the following:**

- Secure and work with hazardous materials.
- Provide clerical and administrative support as directed.

The duties / responsibilities of this post may vary from time to time according to the changing needs of the Trust services.

# Person Specification

| Qualifications  | Essential / Desirable |
|---|-----------------------|
| Level 2 Diploma (or equivalent) and proficient technical, practical and/or computer skills.   | D                     |
| Willing to undertake internal or external training as directed.   | D                     |
| Experience  |                       |
| Previous experience of similar work   | D                     |
| Skills & Abilities  |                       |
| Maintain equipment.   | D                     |
| Ability to exchange information both verbally and in writing.   | D                     |
| Ability to work to timescales and deadlines   | D                     |
| Knowledge   |                       |
| Understanding of Health and Safety procedures especially as they relate to work in the specific environment   | D                     |
| A First Aid certificate would be useful   | D                     |
| Knowledge of appropriate use of relevant equipment (including handling hazardous substances safely) and ability to communicate this knowledge to staff and students | D                     |
| Use of basic technology (computer, photocopier etc.)  | D                     |
| Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality                                | D                     |
| Understanding of GCSE Technology desirable not essential  | D                     |



# Working at The Eastbourne Academy

## Benefits

- Discounts with local and national retailers, cinemas and restaurants
- Local Government Pension Scheme – with a generous employer contribution
- Self Sacrifice Shared Cost AVC (Additional Voluntary Contribution) Scheme
- Employee Referral Recruitment Incentive
- Access to training and development

## Well-Being

- Employee Assistance Programme – Wellbeing and advice
- Generous Holiday entitlement of 26 days (SAT A-E), 28 days (SAT F-J), 30 days (SAT K+) plus Public holidays, that increases on length of service
- Christmas Closure
- Cycle to Work scheme

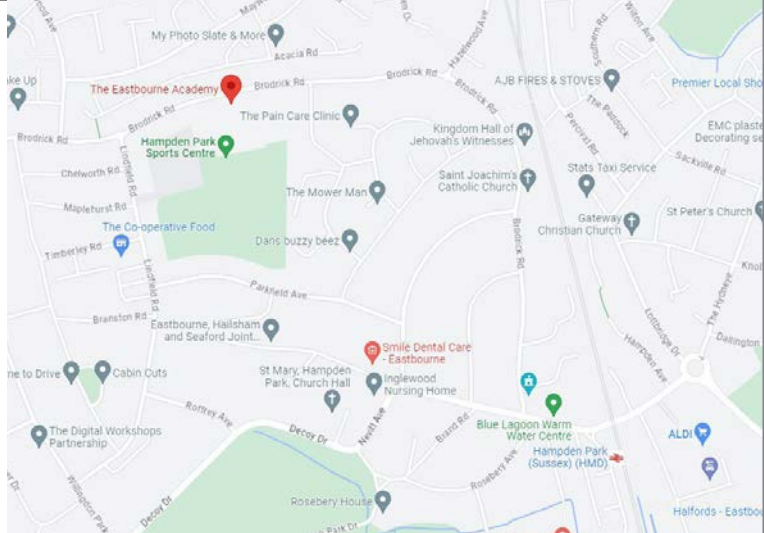
# Finding Us

**The Eastbourne Academy**  
Brodrick Road, Eastbourne, BN22 9RQ

01323 514 900  
tea-office@swale.at

**Closest Train Station: Hampden Park (Sussex)**  
Approx. 18 minute walk

**Closest Bus stops:**  
Brodrick Road - 1A, Loop (3 minute walk)  
Percival Road - 8, Loop (11 minute walk)





## The Application Process

Applications will only be accepted from candidates completing the appropriate application form. All sections of the form which are applicable to you must be completed as clearly and fully as possible. The SAT Application Form can be found [here](#).

Please note CVs will not be accepted in place of a completed application form.

Application forms can be found on [swale.at](http://swale.at) website. Completed forms can be sent to [casey.rose@swale.at](mailto:casey.rose@swale.at) or by post to the following address:

Mrs Casey Rose  
The Eastbourne Academy  
Brodrick Road,  
Eastbourne,  
East Sussex  
BN22 9RQ

## The Shortlisting and Interview Process

After the closing date for this post a panel will conduct the shortlisting process. You will be selected for interview based entirely on the contents of your application form, it is therefore important that you fully read the Job Description and Person Specification prior to completing your form. The Eastbourne Academy may complete online checks of any candidates as part of the Shortlisting Process.

After the shortlisting process has been completed candidates who have been selected for interview will be informed, and provided with full details of the interview programme. If you have not heard from us within 10 working days of the closing date for this post, you have, on this occasion, unfortunately been unsuccessful.

All candidates who are invited to interview must bring the following original documents:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or driving licence
- Documentary proof of current name and address
- Where appropriate any documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

## Conditional Offer

Any offer of employment will be conditional upon a number of formalities, including, but not restricted to the following:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks and qualifications
- Satisfactory enhanced DBS check, as well as additional checks that may be appropriate if you have worked or been resident overseas in the previous five years
- Satisfactory pre-employment health clearance
- A check against the Teacher Service Register for any teaching prohibition or restriction orders where you are applying for a teaching role or if you have previously held a teaching role in past employment.



## **Safeguarding**

Our Trust has robust safer recruitment procedures to help prevent unsuitable people from working with children.

All individuals working in any capacity at our Trust will be subjected to safeguarding checks in line with the statutory guidance Keeping Children Safe in Education.

## **Retention of information**

All information is stored securely and any information supplied by unsuccessful candidates will be destroyed through the confidential waste system after six months from the date of the interview, in accordance with our retention of records procedure.

## **Privacy Notice**

Please refer to the Trust's Privacy Notice for job applicants for information about how we use any personal data about them we hold.

This can be downloaded here: <https://www.swale.at/page/?title=Privacy+Notice&pid=33>

# Overview of Swale Academies Trust

Since its creation in September 2010, Swale Academies Trust has developed into one of the South East's leading Multi-Academy Trusts.

Our purpose is to develop good and outstanding schools and ensure the rapid improvement of schools with challenges.

As the Trust has grown and developed, we continue to ensure that effective school support and leadership is maintained. The Trust's approach to school improvement is based on a combination of CPD, capacity building and collaboration, with a relentless focus on teaching and pupil progress, in order to effect rapid and sustained improvements in outcomes for young people.

The Trust is an organisation which is driven by the belief that all children deserve a good quality education where they are seen as individuals and above all are exceptionally well cared for.

## Swale Academies Trust - Schools

### Primary

- Beaver Green Primary School, Ashford
- Istead Rise Primary School, Istead Rise
- James Dixon Primary School, Bromley
- Langney Primary Academy, Eastbourne
- Parkland Infant School, Eastbourne
- Parkland Junior School, Eastbourne
- Regis Manor Primary School, Sittingbourne
- Shinewater Primary School, Eastbourne
- South Borough Primary School, Maidstone
- Westlands Primary School, Sittingbourne

### Secondary

- Meopham Secondary School, Meopham
- Peacehaven Community School, Peacehaven
- The Eastbourne Academy, Eastbourne
- The Holmesdale School, Snodland
- The North School, Ashford
- The Sittingbourne School, Sittingbourne
- The Turing School, Eastbourne
- The Whitstable School, Whitstable
- Westlands Secondary School, Sittingbourne

## Central Support Services

- Human Resource Team
- Finance Team
- ICT Team
- Estate Management
- Governance and Communications



# Swale ACADEMIES TRUST

