



APPLICANT PACK

# Technology Technician

*Trinity Catholic College*

*Middlesbrough*

# Letter to Applicants

Dear applicant,

We are delighted you have shown an interest in the role of Technology Technician. Although we are a catholic trust we welcome both staff (and pupils) from all faiths to join our family of schools.

Within this application pack you will find:

- a) Information on how to access the online application form and additional forms related to this (these can be completed electronically and emailed)
- b) Job Description and Person Specification
- c) Further information about our Trust including our Benefits and Wellbeing package.



Applicants should return their application forms to [vickers.t@trinity.npcat.org.uk](mailto:vickers.t@trinity.npcat.org.uk) by the closing date, **Monday 8th January 2024, 9am**. Any gaps in previous employment must be explained.

Should you wish to have an informal discussion about the role, please do not hesitate to contact Mr Richard Spence, Head of Technology on 01642 298100.

As mentioned in the advertisement, a DBS disclosure is required for this post. It is important to note that:

*Nicholas Postgate Catholic Academy Trust is committed to safeguarding and promoting the welfare of children.*

I would like to take this opportunity to thank you for your interest in this vacancy and wish you well with your application.

**Hugh Hegarty CEO**

NPQH | MSc | PGCCGC | BEd Hons | CTC

# Job Advert

<b>Required:</b>	February / March 2024
<b>Salary:</b>	Grade F, Spinal Point 8-11 (Actual Salary £21,343 - £22,446)
<b>Hours:</b>	37 hours per week, Term Time Only plus 1 week
<b>Contract Type:</b>	Maternity Cover for up to 1 year
<b>Location:</b>	Trinity Catholic College, Lacy Road, Middlesbrough, TS4 3JW

Catholic schools are welcoming places to pupils and members of staff from all faiths and none. More than a quarter of a million pupils and almost half of teachers in Catholic schools are not of the Catholic Faith.

Trinity Catholic College is part of Nicholas Postgate Catholic Academy Trust, a family of 32 primary schools, and 6 secondary schools. With more than 12,300 pupils and 1,500 plus staff, the Trust is now one of the largest Catholic Multi Academy Trust in the UK.

The Trust and Governors are seeking to appoint a suitably qualified and enthusiastic, highly motivated individual to join the staff of Trinity. We are a caring Trust dedicated to academic excellence and the spiritual and moral development of all our pupils.

The successful candidate will be a well-organised person with good communication skills who has experience of working in the role. The main duties of the post holder will be liaison with the Subject Leader and classroom practitioners to ensure that equipment is available and maintained to a high standard in support of teaching and learning, and the correct equipment is provided within the teaching areas for practical lessons and assessments.

The successful candidate will be responsible for the maintenance cycle of the departmental equipment, stock management and maintaining an up to date asset register. Applicants must actively support the Catholic ethos of the School.

Please refer to the enclosed job description and person specification for further details.

**Closing date: Monday 8th January 2024, 9am**

**Interview date: To be confirmed**

Refer to the back cover of the application pack for details of how to apply for this position.

*Nicholas Postgate Catholic Academy Trust is committed to equality of opportunity, safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. The post is subject to an enhanced DBS check along with other relevant employment checks. The successful candidate will be required to sign a Catholic Education Service contract.*

# Job Description

The Trust is committed to safeguarding and promoting the welfare and safety of children and young people and expects all staff to share this commitment.

**Post title:** Technology Technician

**Grade:** F SCP 8-11

**Reporting to:** Subject Leader

## **Job Purpose:**

- To contribute to the distinctive nature of our Catholic Academy and help promote the Catholic ethos
- To work with all pupils in a courteous, caring and responsible manner at all times.
- To work with visitors to the school in such a way that it enhances the reputation of the school.
- To present oneself in an appropriate manner so that it upholds the values of the school.

## Main responsibilities

### **Focus of the Role:**

The postholder will:

- Coordinate the use of practical resources and facilities to meet the practical needs of the Technology curriculum.
- Actively contribute to the assessment and monitoring of health and safety procedures.
- Contribute to the development and maintenance of specialist resources.
- Use specialist skills/training/experience to support pupils in accessing learning activities under the guidance of the Teacher.
- Undertake any risk assessments if appropriate.
- Provide feedback to pupils in relation to progress and achievement.

Provide support for teachers:

- Create and maintain a purposeful, orderly and productive working environment.
- Ensure timely and accurate design, preparation and use of specialist equipment/resources/materials as required by staff/curriculum/lesson plans etc.
- Be responsible for maintaining records, information and data.

- Promote and ensure the Health & Safety and good behaviour of pupils at all times.
- Maintain records

Provide support for the curriculum:

- Maintenance and operation of specialist equipment, checking for quality/safety, undertake specialist repairs/modifications within own capabilities and arrange for other repairs/modifications to be carried out by others.
- Demonstrate and assist in the safe and effective use of specialist equipment/materials.
- Undertake structured and agreed learning activities ensuring Health & Safety and good behaviour of pupils.
- Monitor, manage and order stock supplies, cataloguing as required.
- Demonstrate and assist others in the safe and effective use of specialist equipment/materials.
- Undertake structured and agreed learning activities.
- Set up and maintain display boards.

Provide support for the school:

- Be aware of and comply with policies and procedures relating to Child Protection, Health & Safety and confidentiality, reporting all concerns to an appropriate person.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of pupils.
- Contribute to the overall ethos/work/aims of the school.
- Attend regular meetings as required.
- Participate in training and other learning activities and performance development as required.
- Recognise your own strengths and areas of expertise and use these to advise and support others.
- Implement planned supervision of pupils out of lesson times e.g. clubs and extracurricular activities.
- Take small groups of pupils on field trips as appropriate.
- Show a duty of care and take appropriate action to comply with Health & Safety requirements at all times.
- Demonstrate and promote commitment to Equal Opportunities and to the elimination of behaviour and practices that could be discriminatory.

Quality Assurance:

- Help to implement quality procedures and modify and improve procedures where required.
- Contribute to the process of monitoring and evaluation of administration in line with agreed procedures, including evaluation against quality standards and performance criteria.

#### Management Information and Administration:

- Maintain Trust approved recording systems that are used to provide evidence of effective behaviour for all staff and parents.
- Provide all relevant information as and when required in a timely and acceptable manner.

#### Communication:

- Communicate and consult with all staff as needed.
- Promote a positive service to both staff and pupils.
- Communicate and cooperate with internal/external individuals and bodies as appropriate.
- Follow all policies within the school.
- Follow all Trust policies.

#### Marketing and Liaison:

- Contribute to the development of effective, relevant links with external agencies and with our associated schools.

#### Other Specific Duties:

- Whilst every effort has been made to explain the duties and responsibilities of the post, each individual task may not be identified. Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.
- The Trust will endeavour to make the necessary adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

## Safeguarding, Equality & Diversity and Health & Safety

- To safeguard and promote the welfare of for whom you have responsibility or come into contact with, to include adhering to all specified procedures.
- To carry out your duties with full regard to the NPCAT's Equality Policy and objectives.

- To comply with Health and Safety policies, organisation statements and procedures, report any incidents/accidents/hazards and take a proactive approach to health and safety matters in order to protect both yourself and others.

*Employees are expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this Job Description. Employees should be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.*

*The Trust will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition. We will consider any reasonable adjustments under the terms of the Equality Act to enable an applicant with a disability (as defined under the Act) to meet the requirements of the post.*

*This Job Description may be altered to reflect or anticipate changes in the job which are commensurate with the salary and job title.*

*The job-holder will ensure that Trust policies are reflected in all aspect of his/her work, in particular those relating to:*

- (i) Equal Opportunities*
- (ii) Health and Safety*
- (iii) General Data Protection Regulations (2018)*
- (iv) Safeguarding*

# Person Specification

Stage	Essential		Desirable	
<b>Qualifications and Education</b>	E1	Educated to GCSE standard at Grade A* - C for a minimum of 5 GCSEs including Maths and English	D1	COSHH/CLEAPSS/H&S Certificates
			D2	Current First Aid Qualification or willingness to undertake training
			D3	DATA Health and safety training for workshop machines and tools
<b>Experience and Knowledge</b>	E2	Good understanding of health and safety procedures	D4	Experience of working in a school environment
	E3	Understanding and knowledge of areas of learning, eg, literacy, numeracy and SEN	D5	Proven experience in a similar role
<b>Professional Development</b>	E4	Desire to enhance and develop skills and knowledge through CPD		
<b>Skills</b>	E5	Experience of working successfully and co-operatively as a member of a team	D6	Work using own initiative
	E6	Excellent ICT skills for learning and administrative requirements		
	E7	Ability to maintain electronic and paper-based records of information		
	E8	Ability to work under pressure and to strict deadlines		
	E9	Good attention to detail		
	E10	High standard of interpersonal and oral/written communication skills		

<b>Personal Attributes</b>	E11	Excellent time management and organisational skills	D7	Ability to self-evaluate CPD needs and to seek out new learning opportunities
	E12	Recognition of the importance of personal responsibility for health and safety		
	E13	Ability to present as a role model to students in speech, dress, behaviour and attitude		
	E14	Ability to work flexibly and respond to developing needs		
	E15	Reliability and integrity		



## How to Apply

Application form and further information is available from:

[npcat.org.uk/current-vacancies](http://npcat.org.uk/current-vacancies)

Applicants should complete and return a **Support Staff Application Form & Recruitment Monitoring Form** to: [vickers.t@trinity.npcat.org.uk](mailto:vickers.t@trinity.npcat.org.uk)

Should you be shortlisted for an interview, you will be required to complete a Rehabilitation of Offenders Disclosure Form.

**Job Description:** This informs you of the main responsibilities for the post and explains what we are looking for. It informs you about the personal and professional qualities you need for this post. These criteria will be used to make the appointment.

**Person Specification:** This specification sets out which criteria will be used to shortlist candidates for interview.

If you require any additional information about this post, please contact Mr Richard Spence, Head of Technology on 01642 298100.

Thank you for your interest in NPCAT. We look forward to receiving your application.

Please note that if you do not hear from us within 2 weeks from the closing date you are to assume your application has been unsuccessful on this occasion.