

**APPOINTMENT OF
DESIGN & TECHNOLOGY
TECHNICIAN**

**CANDIDATE
INFORMATION PACK**



**SIR WILLIAM PERKINS'S
SCHOOL**



WELCOME TO SIR WILLIAM PERKINS'S SCHOOL

At Sir William Perkins's School, academic success is always our priority, but education should be about far more than achieving top grades. We believe in educating the whole person and equipping our students with the confidence to make their mark on the world. We challenge each student to explore their potential through academic aspiration and active participation and we teach our students to expect Great Things of themselves, because we know every individual is capable of Great Things.

Sir William Perkins's School is a high-performing independent girls' school for approximately 600 students aged 11 – 18 years. The Head is both a member of HMC and GSA.

The school was founded in 1725 by a wealthy local Chertsey merchant to educate the town's children. The School moved to its present site in 1819 and became fully independent in 1978. It is located on an attractive 12-acre site situated on the outskirts of Chertsey, a two minute walk from the railway station and very near to the junction of the M3 and M25.



“
**EXCELLENT RESULTS
ACHIEVED WITH
A BIG DOLLOP
OF HUMOUR,
HUMANITY AND
FREEDOM OF
THOUGHT.**

”
The Good Schools Guide

OUR AIMS

The School's Aims are to:

Inspire excellence in academic standards
Give the student the confidence to enjoy learning, the resilience to learn from mistakes and to cultivate good habits of work

Help each student:

Develop fully as an individual with integrity
Refine creative and practical skills
Gain the qualifications they need to embark on, and succeed in their chosen career
Think independently
Be a confident, responsible and unselfish member of the community

A SWPS student is encouraged to be:

Curious about their world and their future
Ambitious for themselves and for others
Generous with their thoughts, their gifts and their time

ABOUT US

Entrance to the School is by competitive examination and the School values its excellent academic reputation. The students are highly motivated and eager to learn. Significant emphasis is also placed on the broad and balanced curriculum, the wide-ranging co-curricular activities and the caring and supportive environment.

The ISI regulatory compliance inspection in September 2016 recorded that all eight parts of the standard were met and our report in the Good Schools Guide 2016 describes our "Excellent results achieved with a big dollop of humour, humanity and freedom of thought".

The October 2019 Inspection report said of the School community: "The quality of the pupils' academic and personal development is excellent. The pupils have high levels of attainment which are reflected in their performance in public examinations". They also commented that, "Pupils demonstrate strong self-knowledge, self-esteem, self-confidence, self-discipline and resilience, so that they are well prepared for the next stage of their lives".

The staff are thoroughly professional, highly qualified and knowledgeable, enthusiastic and passionate, support and have an appreciation of the breadth of the educational experience that is provided.

The school is characterised by a warm and welcoming atmosphere and mutually supportive approach. Expectations of staff are high but equally, personal workloads are carefully considered by the Senior Leadership Team. There are plenty of opportunities for further appropriate professional development and a generous inset budget. All staff are equally valued for their part in the overall success of the school and there is a strong sense of fun and humour.

The Governing body is keen to ensure that staff remuneration is competitive and are continually reviewing the package to ensure that SWPS can attract and retain outstanding staff.

Further information about the School and our most recent inspection report can be accessed at www.swps.org.uk





DESIGN & TECHNOLOGY TECHNICIAN PERSON SPECIFICATION

KNOWLEDGE, SKILLS AND ABILITIES

Essential

Working knowledge of Health and Safety regulations.

Ability to form good relationships with colleagues and students.

Excellent written and verbal communication skills, appropriate for communicating with staff, students and families.

Good ICT skills.

Excellent organisational and time management skills and able to plan regular and irregular tasks to specific deadlines.

Ability to work under pressure.

Desirable

Experience in using digital skills in the classroom.

Experience in using CAD software and computer aided machinery.

QUALIFICATIONS AND EXPERIENCE

Essential

Good general education to GCSE level (or equivalent) with A*-C grades in Maths and English.

Experience or a solid understanding of working as a Technician, understanding a wide range of practical tasks.

Experience of working with young people in a safeguarding environment.

Experience of using relevant machinery and equipment

Experience of using a variety of materials to design and build projects.

Desirable

Experience of working in a School setting.

Experience of managing Health and Safety records.

First aid training.

PERSONAL ATTRIBUTES

An interest in education.

A passion for Technology.

Awareness of the responsibility for the safeguarding and promotion of the welfare of young people.

Willingness to attend training and CPD

Flexible and adaptable to change.

High expectations of self, students and staff.

Self-motivated.

Enthusiastic with a good sense of humour.

CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of all students with whom they come into contact, will be to adhere to and ensure compliance with the School's child protection policies at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, they must report any concerns to the School's Designated Safeguarding Lead.



DESIGN & TECHNOLOGY TECHNICIAN JOB DESCRIPTION

ACCOUNTABLE TO:
HEAD OF TECHNOLOGY
(WHO REPORTS TO THE DEPUTY HEAD ACADEMIC)

This is not an exhaustive job description, and it is expected that the post holder may undertake such other duties as may reasonably be requested. For the avoidance of doubt, the duties and responsibilities contained within this job description may change from time to time according to the requirements of the role and it is not intended to have contractual effect.

JOB PROFILE

To be responsible for the ordering, maintaining and preparation of machinery, equipment and materials used in the department, under the oversight of the Head of Department, as well as assisting in the supervision of the students as required.

MAIN DUTIES AND RESPONSIBILITIES

Planning and Development

Take responsibility for the ordering, servicing, maintaining and preparation of machinery, equipment and materials as required by the D&T teachers.

Prepare resources for use in lessons including specialist equipment.

Help prepare the annual D&T budget request, providing support for the Head of Department.

Keep account of the D&T Department expenditure, ensuring that it stays within budget.

Manage stock levels and the routine ordering of departmental materials.

Prepare workshops and studios for lessons.

Manage storage of equipment and materials to ensure they are ready for use at all times.

Supporting Staff and Students

Support the aims, ethos, policies and development plans of the school.

Support cover staff in D&T lessons when teachers are absent, as required.

Provide technician support to the D&T teachers, assisting them as required and helping to supervise students in D&T lessons.

Form good relationships with staff, students, suppliers and others.

Health & Safety

Assist in the safe disposal of materials and outdated stock.

Ensure that all aspects of the department and school's Health & Safety policy are implemented.

Carry out daily visual inspections of all machinery.

Carry out weekly safety check as directed by relevant legislation.

Undergo training as required, with safety as the paramount objective at all times.

General

Work flexibly within the school, being available to help the other Technicians and other Support Staff, when there is capacity to do so.

Attend staff Inset days.

Undertake any reasonable task as directed by Line Manager or Senior Leadership Team.

Strive for professional development through the School's performance management procedures.

Be committed to the safeguarding of children and young people.

COMMITMENT TO SAFEGUARDING

Sir William Perkins's School is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.



WORK WITH US

SIR WILLIAM PERKINS'S SCHOOL IS A FRIENDLY,
EXCITING AND SUPPORTIVE PLACE TO WORK.
THE SCHOOL OFFERS AN ATTRACTIVE RANGE
OF BENEFITS

BENEFITS

School-specific salary scale which recognises the qualifications, skills and experience of the candidate

Fee remission

Membership of group personal pension scheme with life assurance cover for non-teaching staff

Learning and development opportunities

Access to Employee Assistance Programme (EAP)

Free lunch during term time, when working hours permit

Limited staff parking and secure bike sheds

Free use of school gym at specified times

On site fitness sessions for a small fee

Strong tradition of on-going financial investment and development

Opportunities to travel the world through domestic and international trips and tours.

Library facilities open to all

Staff Social Committee



JOIN US

APPLICATION

Applications should include a personal statement and are made through the School's website at www.eteach.com/careers/swps/

Applications will be considered on arrival and the School reserves the right to interview and appoint before the closing date

LOCATION

Full details are available at www.swps.org.uk/contact-us

By Road

The school is conveniently situated on the A320 between Staines and Woking, with easy road access and Junction 11 of the M25 is within a few minutes' drive of the school

By Rail

Chertsey Train Station is a five minute walk away from the school





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SCHOOL

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