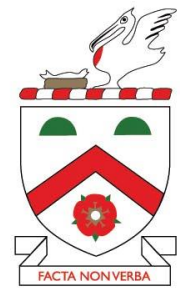


# FRED LONGWORTH HIGH SCHOOL



Belonging, Engaging, Succeeding Together

September 2022

## Post: Design Technology Technician

Dear Colleague

Thank you for showing an interest in our school and in this important post. A detailed job description is included in this letter, but please feel free to contact me to discuss the post if you are unsure about anything. We welcome visits to the school from prospective candidates; this will help you to decide if the school is right for you. If you would like to visit the school please contact Mrs Marland, Headteacher's PA on [MarlandD@flhs.wigan.sch.uk](mailto:MarlandD@flhs.wigan.sch.uk)

We are seeking to appoint an enthusiastic and experienced technician to join the Design and Technology Faculty as soon as possible. The faculty is well resourced and is comprised of six teachers and two technicians. Students work with a variety of materials at KS3 including wood, plastics, metals, food and fabrics. At KS4 students are able to study GCSE Design Technology, L1 & L2 Construction and L1 & L2 Hospitality and Catering.

Fred Longworth High School is a good school with an excellent reputation for innovative teaching and learning. Our reputation locally means that we are always over-subscribed and we pride ourselves on the strength of our relationships with students and parents.

We are proud of the happy, purposeful atmosphere within our school, often commented upon by visitors. In our most recent Ofsted report, outstanding behaviour within the school was commented upon, with our students described as "respectful, polite and considerate" with "excellent attitudes to learning." We believe this to be the result of our relentless focus on high standards and on the building of strong working relationships between staff and students.

The successful applicant will also be joining the school at an exciting and significant time. The school is currently being rebuilt and the new school building is scheduled to open in September 2023 on our current site. Details about the new build can be found [here](#). Our previous DT technician has already completed the process of streamlining the department, its equipment and resources ready for the move into the new facilities

If you feel that you have the skills and experience we seek, we would be delighted to receive your application. Please ensure that you complete the application form in full and then send it to [recruitment@flhs.wigan.sch.uk](mailto:recruitment@flhs.wigan.sch.uk). The closing date for applications is 12pm Wednesday 28<sup>th</sup> September 2022, with interviews scheduled shortly afterwards

Thank you once again for your interest in our school. I look forward to receiving your application and, hopefully, to meeting you.

Yours sincerely

Mr Paul Davies, Headteacher

## FRED LONGWORTH HIGH SCHOOL

### JOB DESCRIPTION

<b>Post Title:</b>	Design Technology Technician
<b>Reporting To:</b>	Head of Faculty/Director of Business & Finance
<b>Working Time:</b>	37 hours - term time plus 2 weeks
<b>Salary/Wage Grade:</b>	Grade 4 – ranging from point 5 (£19,650) to point 8 (£20,852). Actual pro rata salary approximately £17,329 - £18,389.
<b>Disclosure Level:</b>	Enhanced
<b>Scope:</b>	<p>Information given on this job description is meant to provide both postholder and manager with an understanding and appreciation of the scope of the particular job and its role.</p> <p>It outlines main duties and responsibilities under broad headings only. It is not possible, nor desirable, to specify every item in detail. Specific responsibilities and duties may be varied in response to service needs, provided these fall within the broad scope of the post.</p>
<b>MAIN DUTIES AND RESPONSIBILITIES</b>	
<b>Lead Role</b>	
<ul style="list-style-type: none"> <li>• Work in the design technology and construction areas under the direction of the relevant head of subject and head of faculty</li> <li>• Operate workshop machinery to cut and prepare materials for lessons, and be able to fabricate articles from wood, metal, plastic and card. The ability to use CAD/CAM, laser cutters, electronics and produce working drawings would be an advantage.</li> <li>• Timely and accurate preparation of specialist equipment/resources as required by staff in preparation for lessons and extra-curricular activities.</li> <li>• Oversight of basic and specialist equipment especially those used in the preparation and cutting of woods and metal, checking for quality/safety, undertaking repairs/modifications within own capabilities and reporting other damages/needs to the site team.</li> <li>• Perform repairs of equipment and carry out general DIY duties within teaching areas as directed by the Head of Faculty;</li> <li>• Oversee and organize the maintenance and inspections of specialist equipment and ventilation systems in accordance with current legislation.</li> <li>• Undertake appropriate training in order to use specialist equipment within the department.</li> <li>• Demonstrate and assist others in the safe and effective use of specialist equipment/materials.</li> <li>• Be able to work independently with students in a directed situation and support pupils in accessing learning activities under the guidance of the teacher.</li> <li>• Provide feedback to pupils in relation to progress and achievement.</li> <li>• Support staff in maintaining the health and safety and good behaviour of pupils at all times.</li> <li>• Create and maintain a purposeful, orderly, tidy, safe and productive working environment. Keep all preparation and stock areas to a high standard of cleanliness and safety.</li> <li>• Record keeping including annual stock take/audits and completion of department inventory. To Monitor and manage stock and supplies, cataloguing and securing safe storage of equipment and resources.</li> <li>• Prepare resource orders for teaching staff within areas outlined by the Head of Faculty</li> </ul>	

- Provide clerical/admin support, for example, basic typing, word processing, desk top publishing, photocopying, printing, updating displays.
- Ensure safety signage is correctly displayed in all areas and the correct level of training and supervision is in place.
- Play an active role in the development of the Faculty, be committed to our aims and vision statement and administer/follow Faculty policies;
- Assist in emergencies when accidents occur to students (in a supporting role);
- Liaise with outside agencies and contractors for the benefit of the Faculty;

#### **GENERAL**

- Develop good working relations with other colleagues and promote a positive impression of the support services in all circumstances, identifying areas for improvement.
- Contribute to the overall ethos/work/aims of the school.
- Work flexibly in the interest of the school and undertake such additional duties as are reasonably commensurate with the post and level of responsibility.
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security and confidentiality, reporting all concerns to an appropriate person.
- Attend and participate in relevant meetings as may be reasonably directed.
- Assist with the supervision of pupils out of lesson times, for example, clubs, extracurricular activities as may be reasonably directed.
- Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.

<b>Staff development</b>	<ul style="list-style-type: none"> <li>• Take part in the School's staff development programme by participating in arrangements for further training and professional development where applicable.</li> <li>• Continue professional development in the relevant areas including use of new technology.</li> <li>• Participate in the Staff Professional Review process.</li> <li>• Work as a member of a designated team and to contribute positively to effective working relations within the School.</li> </ul>
<b>Quality Assurance:</b>	<ul style="list-style-type: none"> <li>• Help to implement School quality procedures and to adhere to these.</li> <li>• Contribute to the process of monitoring and evaluation of administration in line with agreed School procedures, including evaluation against quality standards and performance criteria. To seek/implement modification and improvement where required.</li> </ul>
<b>Management Information and Administration:</b>	<ul style="list-style-type: none"> <li>• Develop and maintain recording systems, which enable the activities of the function, be monitored.</li> <li>• Provide relevant management information as and when required.</li> </ul>
<b>Communications:</b>	<ul style="list-style-type: none"> <li>• Maintain effective links throughout the School.</li> <li>• Communicate and consult with other staff and pupils.</li> <li>• Promote a positive service to both staff and pupils.</li> <li>• Communicate and co-operate with internal/external individuals and bodies as appropriate.</li> <li>• Follow agreed policies for communications within the School.</li> </ul>
<b>Marketing and Liaison:</b>	<ul style="list-style-type: none"> <li>• Contribute to the development of effective relevant links with external agencies.</li> </ul>

<b>Management of Resources:</b>	<ul style="list-style-type: none"> <li>• To be fully aware of the school Best Value Statement.</li> <li>• To contribute to the process of the ordering and allocation of equipment and materials.</li> <li>• To contribute with other staff to ensure a sharing and effective use of resources to the benefit of the School and its pupils.</li> <li>• To advise management of resource needs as and when appropriate.</li> </ul>
<p><b>Other Specific Duties</b></p> <p>Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.</p> <p>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.</p> <p>The school 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.</p> <p>All staff at Fred Longworth High School, teaching and support, have a crucial role to play in setting standards. Through a professional, caring and sensitive approach based on mutual respect, we achieve a great deal. In particular, we expect all staff to be committed to our Arts College aims and to play an active part in our initiative.</p> <p><b>This job description is current at the date shown but, in consultation with you, may be changed by the Headteacher, to reflect or anticipate changes in the job commensurate with the salary and job title.</b></p>	

Date: September 2022

**PERSON SPECIFICATION: Design Technology Technician**

<b>CRITERIA</b>	<b>ESSENTIAL</b>	<b>DESIRABLE</b>	<b>EVIDENCE</b>
<b>Qualifications</b>	<ul style="list-style-type: none"> <li>• Good standard of education including English and Maths (GCSE grade C) or equivalent</li> <li>• Good written and oral communication skills</li> </ul>	<ul style="list-style-type: none"> <li>• Additional qualification or experience in an appropriate discipline</li> <li>• Training in working with cutting machines</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working in a workshop or technical industrial setting</li> </ul>	<ul style="list-style-type: none"> <li>• Working with children in any setting</li> <li>• Experience of working in a school or related workplace</li> <li>• Working with laser cutting equipment</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Selection process</li> <li>• References</li> </ul>
<b>Developing Self and Working with Others</b>	<ul style="list-style-type: none"> <li>• Prepared to work independently and as part of a team</li> <li>• Ability to contribute to decision making</li> <li>• Ability to evaluate own practice</li> </ul>	<ul style="list-style-type: none"> <li>• Experience of independent working and leading projects</li> <li>• Commitment to undertake training for personal development</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Selection process</li> <li>• References</li> </ul>
<b>Personal Qualities &amp; Attributes</b>	<ul style="list-style-type: none"> <li>• Effective communicator</li> <li>• Ability to form good relationships with adults and children</li> <li>• Proactive rather than reactive</li> </ul>	<ul style="list-style-type: none"> <li>• High level of emotional intelligence</li> <li>• Effective time manager with the ability to prioritise and work under pressure</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Selection process</li> <li>• References</li> </ul>
<b>Safeguarding Children</b>	<ul style="list-style-type: none"> <li>• Commitment to safeguarding and promoting the welfare of children and young people</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of safeguarding legislation.</li> <li>• Health and safety knowledge related to a workshop setting</li> </ul>	<ul style="list-style-type: none"> <li>• Application form</li> <li>• Selection process</li> <li>• References</li> </ul>