



TheNorth
school

DT Technician
INFORMATION



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Dear Applicant

Thank you for showing an interest in the full-time post of Design Technology Technician at The North School. This vacancy is suitable for both early career teachers and experienced teachers.

The North School is currently undergoing an expansion so this is an extremely exciting time to join us on our journey to be outstanding. Our aim is to ensure that every single member of the school community is putting achievement first, fostering resilient, independent, happy and confident learners who leave school with the right skills and qualifications for the world they are growing into.

The North School achieved excellent exam results in 2022 and as part of Swale Academies Trust we continue to be focused on school improvement and continuous learning for both our students and staff. We are particularly proud of the recent advances in oracy and students' leadership.

We look for talented and committed people and work hard to keep them, helping them reach as high as they can. We are looking for somebody that has high expectations of themselves and of others to join our staff team. In return we offer access to our outstanding teacher programmes; outstanding leadership programme and out shadow leadership scheme.

We are looking to recruit a teacher with an excellent grasp on good and outstanding teaching, confident in their ability and able to consistently deliver effective lessons and learning with a positive approach.

You should possess excellent communication and organisational skills, be hard working, flexible and professional. Have high expectations of students, colleagues and yourself, displaying energy and enthusiasm in and out of the classroom, contributing to the school's overall success. A willingness to contribute to other areas of school life would be welcome.

I want The North School to be outstanding and a strong part of the local community. If you share our commitment to educational excellence, we want to hear from you.

Yours sincerely

MRS CLAIR ELLERBY
Headteacher



JOB DESCRIPTION



Job Title: Technician
Grade: SAT 4
Responsible to: Line Manager

Purpose of the Job:

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

Key duties and responsibilities:

- Set up resources / materials / equipment for lessons.
- Support structured and practical activities for groups or on a one-to-one basis.
- Order and 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.

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



CRITERIA		ESSENTIAL/ DESIRABLE
Qualifications	Level 2 Diploma (or equivalent) and proficient technical, practical and/or computer skills.	D
	Willing to take internal or external training as directed.	E
Experience	Previous experience of similar work	D
Skills and Abilities	Assembly, disassembly and cleaning of equipment.	D
	Ability to exchange information both verbally and in writing with staff and suppliers.	D
Knowledge	Thorough understanding of Health and Safety procedures especially as they relate to work in the specific environment (e.g. Laboratory).	E
	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.	E
	Use of basic technology (computer, video/DVD, photocopier etc.)	E
	measure accurately, calculate material amounts based on stock materials and numbers of students, and source and order materials from suppliers.	E
	experience in using woodworking tools and machines safely and accurately to prepare pieces and parts from stock materials.	E
	carry out safety checks on tools and machines, replacing blades and keep hand tools and electric tools sharp and safe; maintain workshop facilities.	E
	Knowledge of policies and procedures relating to child protection, health, safety, security, equal opportunities and confidentiality.	E
managing risk assessments for equipment and processes, including COSHH requirements.	D	

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. 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.

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.

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, Eastbourne
- 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 (based at Trust Head Office), Ashdown House, Sittingbourne

- Human Resource Team
- Finance Team
- ICT Team
- Building / Estate Management

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.

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

Application forms can be found on the Kent-Teach website and all electronic applications should be made via this route. Alternatively, completed forms can be sent by post to the following address:

Mrs Jo Manning
The North School
Essella Road
Ashford
Kent
TN24 8AL

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.

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>



SWALE ACADEMIES TRUST
ASHDOWN HOUSE
JOHNSON ROAD
SITTINGBOURNE, KENT
ME10 1JS
COMPANY NUMBER: 7344732