



St Simon Stock Catholic School

LABORA CUM AMORE

DT TECHNICIAN

APPLICATION PACK

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Kent
Catholic
Schools'
Partnership



'Academies in Christ'
Part of the Archdiocese of Southwark



Oakwood Park, Maidstone, Kent ME16 OJP 01622 754551

Letter from the Executive Principal

Dear Candidate,

Thank you for your interest in this exciting role within in our ambitious partnership of two secondary schools in the West Kent Cluster of Kent Catholic Schools' Partnership.

We are a collaborative partnership of proudly Catholic, world class schools connected by our ambitious extended curriculum and passion to nurture the young people in our care into confident, well-rounded individuals who make the world a better place.

We have extremely high expectations of what we do for the students in our schools and are keen to recruit like-minded, passionate colleagues who have the potential to redefine what is possible in the education landscape.

If you are passionate about making a better world through the power of education and have the skills to help us showcase the work we do, we would love to hear from you.

Mike Wilson

Executive Principal - St Gregory's Catholic School & St Simon Stock Catholic School



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About St Simon Stock Catholic School

St Simon Stock Catholic School is a Catholic secondary school located in Maidstone, Kent and part of the Kent Catholic Schools' Partnership (KCSP). This multi-academy trust (MAT), established by the Archdiocese of Southwark for Catholic education across Kent, currently comprises of 25 academies (20 primary and 5 secondary schools).

St Simon Stock is an over-subscribed, co-educational, high achieving school with a long tradition of academic success. We have over 1100 students on roll, including over 200 in Sixth Form and a staff of almost 100.

We value all our students equally and welcome the wide variety of cultures and experiences they bring to our school.

By modelling exemplary behaviour towards each other, carrying out service to others in school, at home and in the wider community, students develop a strong work ethic and sense of personal achievement helping them to take their place in the wider world.

We are rated by Ofsted as a Good Provider and in our last denominational inspection we were graded as Outstanding.



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Role description

An exciting opportunity has arisen for a knowledgeable and enthusiastic individual to join our school as a technician in our Design and Technology department. We seek to appoint an enthusiastic and hardworking person to join our small but busy department. The Design & Technology departments comprises of the teaching of Design & Technology to A-Level and Food Preparation and Nutrition to GSCE. The role of a technician is to support the department in functioning within all aspects of Health & Safety, preparation of materials, working with small groups of students and maintenance of equipment.

The technician is responsible to the Subject Leader of Design & Technology for:

- The safe and correct preparation of materials as specified by the teaching staff.
- The safe and correct storage of all tools, equipment and materials.
- Monitoring and maintaining all safety equipment.
- Routine cleaning, maintenance and repair of equipment.
- Manufacturing pieces of work for classroom use.
- Specialist cleaning and supervision of the machine areas and the Design & Technology teaching rooms.
- Maintaining an accurate inventory of department equipment.
- Manage stock control of consumables.
- Co-ordinating departmental stock re-ordering, utilising appropriate computer programmes (MS Office).
- Receiving and checking stock deliveries and signing off receipt of goods.
- Providing technical advice to staff and assist students where appropriate.

In addition, it would be beneficial if the technician could also:

- Assisting and instructing pupils in basic 2D and 3D skills, including the use of CAD/CAM
- Preparing and putting up display work.
- Organising/setting up exhibitions.
- Provide Health and Safety advice in relation to the Design Technology equipment.

Ideally, the candidate would have experience in some or all areas of D&T but full on the job training will be provided. You will need to be organised and be able to take your own initiative, you will need to be able to follow instructions and work flexibly across all the areas of the department.



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Job description

Job Title:	DT Technician
Salary Grade:	KR4 (£19,389-£20,493) Pro rata: KR4 (approximately £8,822 - £9,325)
Hours/week:	20
Weeks/year:	38

Purpose of Job: The primary aim of the DT technician role is to support the running of our successful department, and contribute to the practical aspect of teaching and learning our students receive as part of their Design and Technology education, and the wider needs of the department that feed into this. At times, this may also include small contributions at a wider school level, as part of the over-arching expectations of support staff within our school.

Key duties and responsibilities:

1	Coordinate Practical resources
<ul style="list-style-type: none"> Co-ordinate the use of practical resources and facilities. Provide advice and assistance in meeting the needs of the science curriculum. 	Preparation, purchasing and monitoring of departmental resources and equipment.
	Timely preparation, arrival and clearing away of all clean practical equipment and resources.
	Liaising with relevant departmental and whole school staff to facilitate practical provision and high-quality education in Science lessons.
	Continuous mitigation of risk when carrying out technician activities related to practical preparation.
	As needed by department staff, supporting with practical activities with students (e.g demonstrations).
	Support with provision of paper-based resources learning resources (e.g small games or photocopying), as needed on a non-regular basis.
	Support the provision of student practical assessments where linked to formal qualifications (e.g Currently GCSE and A-level for Design Technology, and GCSE for Food Preparation and Nutrition
2	Maintenance of health and safety in working environment
<ul style="list-style-type: none"> Actively contributing to assessment, monitoring and review of risk procedures and resources. Engage with co-ordinating bodies to keep up to date with risk and procedural developments. Safe handling and disposal of relevant materials, including hazardous substance and their relevant response. Safe monitoring and storage of equipment and materials 	Regular engagement with relevant publications, Continuing Professional Development (CPD) and advisory bodies for practical Science.
	Working with and providing information to departmental staff, Health and Safety representatives and students to maintain high standards of Health and Safety.
	Meeting expected advisory standards of health and safety checks, disposal organisation and storage updates.
	Actively participating in relevant meetings to keep standards of Health and Safety high.
	To liaise with site management staff concerning maintenance and repairs to DT fixtures and fittings.
	To take an overall responsibility for the organisation of equipment and general tidiness of the workshop and preparation rooms.
	Trial running of novel practical activities to ensure their success, and that Health and Safety standards are maintained.
	Reporting of Health and Safety incidents to Subject Leader, and active role in mitigating repeat future incidents of a similar nature.
	As guided by Department leaders, contribute to the development and maintenance of wider department spaces such as classrooms and corridors (e.g updating of displays, posters and signage).
	As required at a whole school level, support the First Aid provision of the school (under guidance from Health and Safety school lead)



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3	Stock maintenance and ordering
<ul style="list-style-type: none">To ensure that all routine and non-routine monitoring and high-quality maintenance relating to practical provision and safety is conducted in a timely, cost effective and efficient manner.	<p>Take initiative to provide regular, high quality stock take, monitoring, sourcing and ordering of required items (with guidance from budget holder) to ensure good availability of suitable materials and resources and keep regular written stock records that are well organised and detailed.</p> <p>Active participation in the effective spending of departmental budget, to provide the highest quality practical provision for all students.</p> <p>Regular evaluation of suppliers to maintain high quality of practical equipment and consumables.</p> <p>Collaborative working with wider school bodies such as the Finance department.</p>
4	Working collaboratively
<ul style="list-style-type: none">To assist the Subject Leader, and other leaders, in the development of teaching and support staff.	<p>Proactive participation in the provision and organisation of new staff training.</p> <p>Proactive participation in the support of trainee teachers or similar placements.</p> <p>Contribution to the preparation, execution and deconstruction of open evening and similar activities and associated materials.</p> <p>To proactively engage with the performance management system as directed by Line Manager and relevant staff.</p> <p>Other reasonable tasks related to the job as may be requested by the Subject Leader from time to time.</p> <p>Meaningful team-working with wider department staff to develop practical provision in Design and Technology lessons and improve the quality of education received by students.</p> <p>Collaborate with other staff on wider departmental initiatives that contain a practical element, and use own initiative to develop a role and contribution within these.</p>



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Person specification

	Criteria	Essential / Desirable
Faith Commitment	Understanding of the distinctive nature of a faith school	D
	A practising Catholic	D
Qualifications	5 GCSE (A*- C) including English Maths and Science (or equivalent)	E
	Accreditation in Basic First Aid	D
Knowledge & Experience	Knowledge and experience of Health and Safety and COSHH regulations	E
	Practical knowledge and experience of DT in a workshop environment	E
	Ability to use relevant technology, e.g. computer, video, photocopier	E
	Ability to relate well to children and adults	E
	Basic first aid knowledge as appropriate	E
	Good level of ICT skills	E
	Working knowledge of Trust and school policies and procedures	D
	Minimum of 1 full years' experience of working in a relevant technical field at NVQ level 2	D
Skills, Qualities & Abilities	Experience of setting up of equipment for KS4 and KS5 practicals	D
	Empathy with students	E
	Ability to use ICT effectively	E
	A commitment and understanding of the use of ICT within the curriculum	E
	Excellent communication skills	E
	Excellent interpersonal skills	E
	Excellent organisation skills	E
	Ability to work constructively as part of a team, understanding school roles and responsibilities and your own position within these	E
	Ability to remain positive and enthusiastic when working under pressure	E
	Ability to organise work, prioritise tasks, make decisions and manage time effectively	E
	Ability to apply an adaptable and flexible approach to achieving objectives, without direct supervision	E
	Willingness to participate in further training and development opportunities	E
	Willingness to expand the capabilities and possibilities of the technician job role, and use empowerment from Subject Leader to have initiative in developing the role	E
	Flexibility with working expectations and responsibilities when reasonable adjustments are needed (e.g staff absences).	E
	Ability to communicate complex material, orally and in writing, with colleagues and students so that the message is understood and acted upon	D
Ability to work on own initiative, including knowing when and why items for decision need to be referred upwards	D	
Health and Safety	Ensure that all workshops and storerooms are maintained at a level compliant with the Health & Safety at Work Act.	E
	Ensure that all chemicals are stored safely, securely and in appropriate locations.	E

Application process

Please contact the school at HR@ssscs.co.uk to obtain an application form or download it from our website [here](#).

If you wish to visit the school before applying or require any support with your application, please contact HR@ssscs.co.uk

**Please send your application form and related documents to the HR Hub
HR@ssscs.co.uk**

Closing date for applications: Monday 30 January 2023

This vacancy will close on or before the specified closing date depending on the volume of suitable applicants. If you have not heard from us within 21 days of the closing date, please assume that you have not been shortlisted on this occasion. We wish to stress that no discourtesy is intended in following such a procedure, and you should not let this deter you from future applications.

Safer Recruitment

St Simon Stock Catholic School is committed to safeguarding and promoting the welfare of children and this position is subject to satisfactory enhanced disclosure from the Disclosure and Barring Service. We are an equal opportunities employer.

