



Simon Langton Girls' Grammar School

Design Engineering Technician

June 2024



Candidate Information Pack



Welcome

Thank you for your interest in applying for a position at our school.

We were founded in 1881, with a history that can be traced back as far as 1248, and the provision Simon Langton left for the 'perfection' of support for poor priests. Jump forwards nearly 800 years to a school that is striving to create the perfect environment for students and staff to work and learn together.

Today we are an exciting, vibrant, home to over 1300 students and staff. Set on a 14-acre site on the edge of Canterbury, and having completed a major rebuilding programme in 2021, we boast a modern campus to match our expectation and aspirations. From Years 7-11 we welcome girls, with external students competing to join our thriving mixed-sex sixth form. Together we strive for academic and pastoral excellence, supporting all students and staff to be:

- *ambitious in their dreams and thinking: driven to achieve their very best; focused on academic and personal self-improvement; achieving outstanding outcomes in any field*
- *confident in themselves and their abilities: stepping outside of their 'comfort zone'; demonstrating a willingness to show their capabilities to others; approaching difficult situations with careful planning and positivity*
- *independent in their mind and actions: original thinking; giving a voice and action to personal beliefs; making a positive difference to the lives of others*
- *creative in their problem-solving and imagination: producing work that demonstrates strong artistic accomplishment; navigating difficult problems or situations through preparation and planning; inventive and/or original in achieving outcomes*

If your drive and ambition matches ours, and you aspire to be a part of something very special, I invite you to apply to join the Langton Family.

Paul Pollard
Headteacher





Safeguarding

Simon Langton Girls' Grammar School recognises our statutory responsibility to safeguard and promote the welfare of all children. Safeguarding is everybody's responsibility and all those directly connected (staff, volunteers, governors, leaders, parents, families, and learners) are an important part of the wider safeguarding system for children and have an essential role to play in making this community safe and secure.

Simon Langton Girls' Grammar School believe that the best interests of children always come first. All children (defined as those up to the age of 18) have a right to be heard and to have their wishes and feelings taken into account and all children regardless of age, gender, ability, culture, race, language, religion or sexual identity, have equal rights to protection.

Simon Langton Girls' Grammar School recognises the importance of providing an ethos and environment within school that will help children to be safe and to feel safe. In our school children are respected and are encouraged to talk openly. We will ensure children's wishes and feelings are taken into account when determining what safeguarding action to take and what services to provide.

Please also be aware that all candidates invited for interview will be subject to online recruitment checks, in line with 'Keeping Children Safe in Education' recommendations.

We are looking to appoint an experienced full-time Design Engineering Technician to support teaching and learning within our Design Engineering Department. The role requires a well organised person with good subject knowledge and practical experience, to ensure a smooth and efficient service for both staff and students.

The post holder will support teachers in the department in preparing for lessons, maintenance of teaching resources and equipment for students. The technician may also be required to support within lessons where specialist equipment is being used, or when additional supervision / instruction is required.

Experience with CAD, metalwork / woodworking machinery would be an advantage; the job role will require the use of 3D printers and laser cutters on a regular basis.

The successful candidate will be required to work 37 hours per week, term time (currently 38 weeks per year), plus 37 hours in the Summer holidays. The starting annual salary will be paid at KR5 - £20,861.18 p.a. pro rata (FTE £24,040 p.a.). (KR5 goes up to £21,695.97 p.a. pro rata / £25,002 FTE).

If you are interested in this position, please complete the application form on the Kent-Teach.com website, please note C.V.'s will not be accepted.

We reserve the right to interview and appoint suitable candidates before the published closing date.



Job Information



Job Specification

Job Title: Design Engineering Technician

Job Purpose: To support teaching and learning within the Design Engineering (DE) Department. The role requires a well organised person with good working knowledge of machines, tools and process and practical experience. The post holder will support the Design Engineering Department in preparing for lessons and will assist in the general organisation of the departments stock and resources whilst also offering technical assistance to ensure the smooth operation of the department. The role involves working directly with students in supporting the manufacture of products and coursework. You will also be responsible for the weekly Health and Safety checks and routine maintenance where required.

Responsible to: Subject Leader for DE

Salary: KCC Kent Range 5

Hours of Work: 37 hours per week. 39 weeks per year, currently term time plus 37 hours in the Summer holidays.

Specific Accountabilities:

General Organisation of DE Rooms:

- Set up resources / materials / equipment for lessons
- Support structured and practical activities for groups or on a one-to-one basis
- Clean and undertake maintenance of equipment as needed and as directed to ensure that it is clean and in good working order and to undertake general tidying duties

Manage Stock/Resources:

- To keep a record of stock, replenish and maintain resources and order materials when necessary
- Safely and securely store allocated equipment and materials to prevent unauthorised access / misuse

- To update the asset register
- To divide resources which are required (according to numbers being taught)
- To organise / keep all stock organised

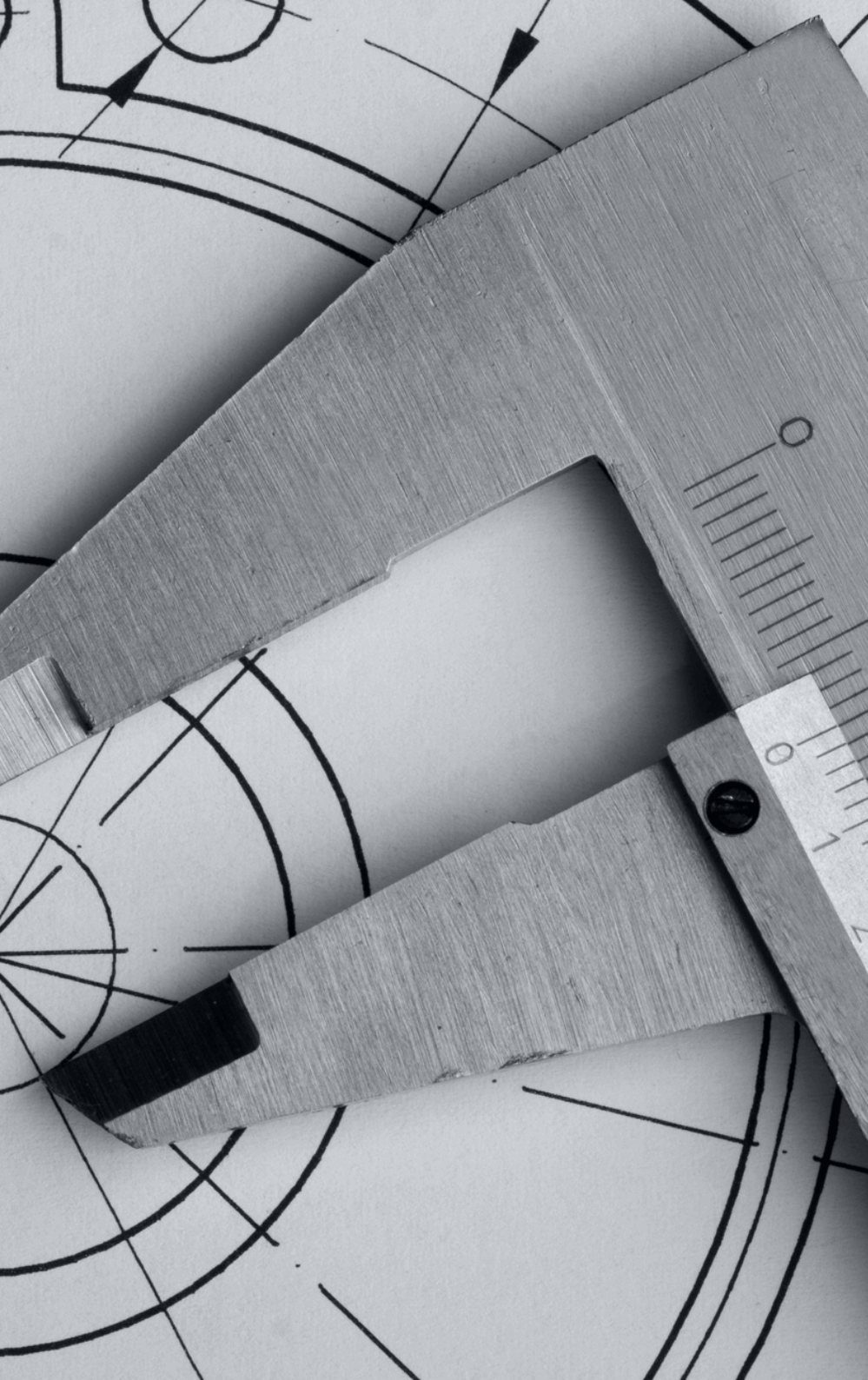
Technical Assistance:

- To prepare resources including cutting down
- To organise and oversee work being handed in with a checklist and storage areas
- To put up work and hang exhibitions for exam groups and maintain DE displays
- To help prepare competition and exam work for submission
- Supporting the use of 3D printing and laser cutting

Health and Safety within the Department:

- Completion of a H+S Certificate appropriate to the job role
- To complete the weekly H+S machine checks and logs
- Emptying of dust extraction bins on a weekly basis
- To organise the yearly H+S machine checks by an external contractor
- To organise safe storage and routine maintenance of tools
- Ensure the safe treatment and disposal of used materials, including hazardous substances and respond to actual or potential hazards
- Undertake record keeping, as directed





General Accountabilities for all support staff:

- To undertake other support duties such as may be agreed from time to time
- Evaluate and improve own practice and take responsibility for personal professional development, maintain and update personal IT expertise to exploit the capabilities of the administration IT network
- Be committed to safeguarding and promoting the welfare of children and young people and follow the safeguarding policy
- To undertake first aid and administering medicines training, if required
- To be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality, reporting all concerns to an appropriate person
- To contribute to overall ethos, work and vision statement of the school
- To undertake broadly similar duties commensurate with the level of the post as required by the Headteacher

- Appropriate training will be provided including a D&TA Health and Safety Course. An awareness of CAD would be desirable
- Good general education, i.e. GCSE or equivalent in English and Maths
- Good organisational skills; ability to prioritise
- Practical experience of tools and materials
- Good awareness of Health and safety
- IT skills including CAD (Onshape, Coreldraw, Fusion 360 etc)
- Ability to complete tasks without immediate supervision and to work under pressure when required
- Appreciation and understanding of DE as taught in schools
- Positive attitude towards working in a large community and support of the school ethos
- Sensitive to matters of confidentiality
- Punctuality, a sound work ethic and a good attendance record
- Ability to relate to adolescents and adults
- Sense of humour
- A flexible approach with a commitment to teamwork

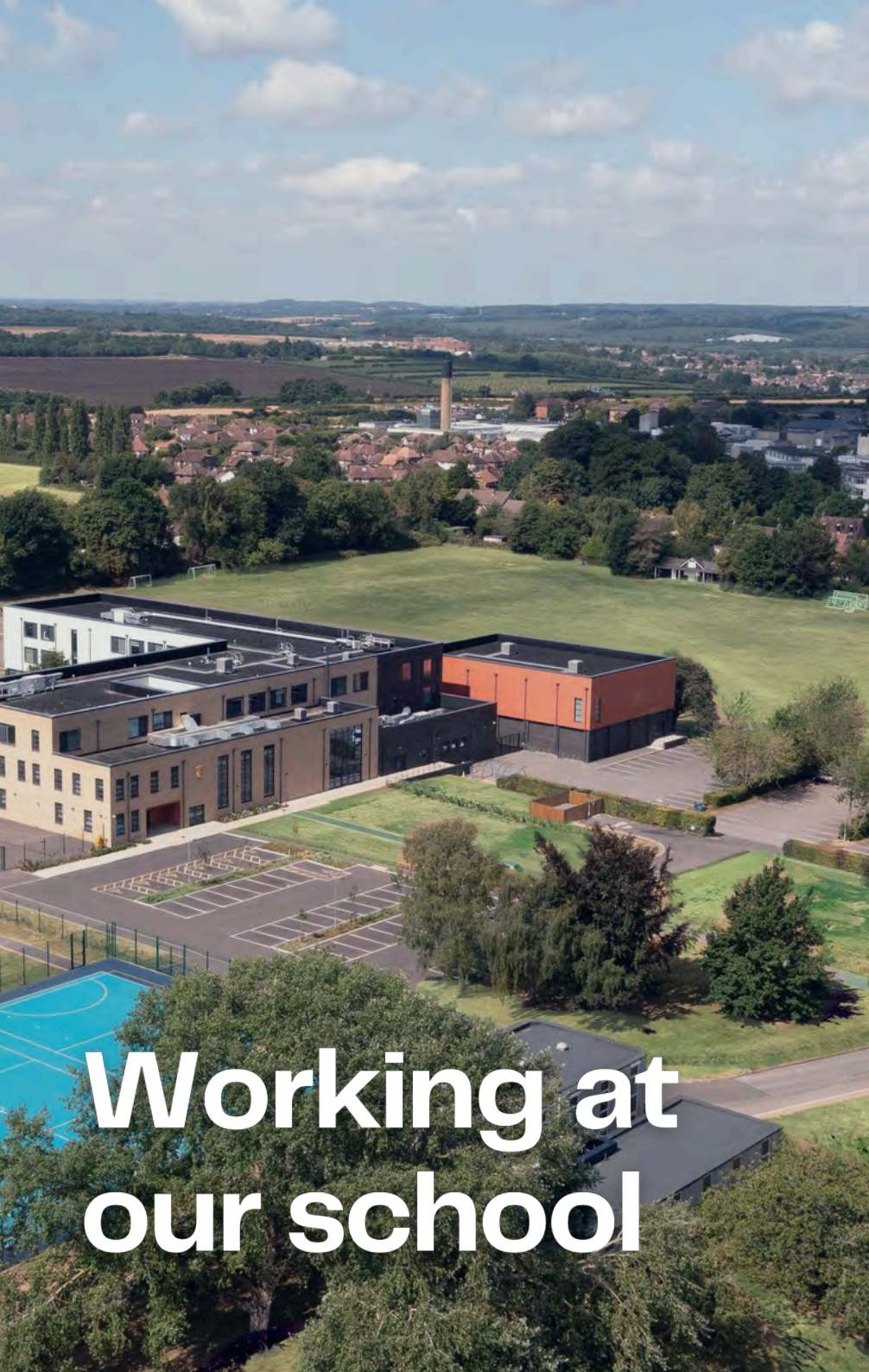
The purpose of this job and person specification is to indicate the general level of responsibility of the post. It is pointed out that the detailed duties may vary from time to time without changing the general character or level of responsibility entailed. There may be the need to provide assistance or undertake such other duties as may be reasonably assigned by the Headteacher or designated deputy.

We reserve the right to appoint and interview suitable candidates before the published closing date.

- Applications for this post must be made via Kent-Teach
- Applications must be made by midday on Wednesday 26th June 2024
- Interview date Monday 8th July 2024
- For further details please visit the school website or e-mail Mrs Elaine Wall (H.R. Manager) ewall@langton.kent.sch.uk



Person Specification



Working at our school

Working at our school

Simon Langton Girls' Grammar School holds a deep-seated belief in education and lifelong learning. Effective collaboration, mutual support and professional challenge will underpin our ethos, to ensure that all children and adults are given every opportunity to fulfil their potential and succeed in life.

At Simon Langton Girls' Grammar School we have pledged our commitment to the DfE Wellbeing Charter, declaring our support for and to a set of commitments, to protect, promote and enhance the wellbeing and mental health of everyone.

We can offer you:

- Local Government Pension Scheme for support staff – with a generous employer contribution
- Teachers Pension Scheme for teaching staff – with a generous employer contribution
- Commitment to the School Teachers Pay terms and conditions for teaching staff (STPCD) and the KCC Blue Book terms and conditions for support staff
- Access to the Educational Support Line – offering practical and emotional support
- Access to a Cycle to Work Scheme
- Kent Rewards Scheme – local and national retailer discounts
- Additional holiday entitlement for 5 years + service (for support staff)
- Access to annual flu vaccination programme
- Ample onsite parking
- Friendly, supportive colleagues
- A supportive induction programme
- Continuous professional development and training to support the development of your skills
- To be part of a team that is passionate about delivering expertise and best practice to empower all our students

Equal Opportunities:

We are committed to equality of opportunity. We welcome applications from all suitable candidates, regardless of any protected characteristic for example race, gender, sexual orientation, disability or age. All applications are treated on merit. This includes applications from individuals wishing to work part-time positions.

Our recruitment process:

Applications will only be accepted from candidates completing the appropriate application form via Kent-Teach.com., or where used, other platforms. Please ensure you complete all sections of the form which are applicable to you as clearly and fully as possible.

Once the post has closed an interview panel will conduct the shortlisting process. Candidates are selected for interview based entirely on the contents of their application form; it is therefore important that you read all documentation provided alongside the advert prior to completing the form.

Once the shorting process has been completed, candidates who have been selected for interview will be informed. Once they have accepted the invitation to interview, they will be provided with full details of the interview programme. Candidates not selected for interview will be informed via email.

All candidates invited to interview will be required to complete a self-disclosure form and will be subject to an online search check. Please note the online search check will not form part of the shortlisting process and all candidates will be provided the opportunity to address any issues of concern that are identified when at interview.

All candidates who are invited to interview must bring the following original documents on the day of interview:

- Documentary evidence of right to work in the UK
- Visual identification which includes a photograph, usually a passport or photo driving licence
- Documentary proof of current name and address





- Where appropriate, documentation evidencing change of name
- Certificates of educational or professional qualifications that are necessary or relevant for the post

Offer of post will be made to the successful candidate as soon as possible, all unsuccessful candidate will be informed by email as soon as possible. All offers of employment will be conditional upon a number of formalities, including, but not restricted to:

- Verification of right to work in the UK
- Receipt of two satisfactory references
- Verification of identity checks
- Verification of 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