

Design Technology Technician

Cornwallis Academy



Cornwallis Academy
Ambitions for All



Build your Career, Shape your Future, Apply today

Cornwallis Academy is a Good school with over 1300 students educating the next generation of young people aged between 11 and 18.

Cornwallis Academy is part of Future Schools Trust, a dynamic and inclusive multi-academy trust, founded in 2007.

Future
Schools
Trust

A great place to be



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Welcome from the Executive Headteacher

Samantha McMahon

BA (Hons) | NPQH



Cornwallis Academy are seeking a Design Technology Technician to provide practical and administrative support for the teaching of Design & Technology.

Cornwallis is a fully inclusive school, enabling all students to be the best they can be by having 'ambitions for all'. In line with our 'SMILE' ethos, our aim is to motivate, inspire, excite and engage all students so that they can be successful.

We place students' wellbeing at the heart of everything we do. A strong community ethos permeates, throughout the school, focusing on learning and progress as well as the whole child. Our popularity continues to grow with record student numbers at an all-time high.

Our aim is to ensure that all students achieve their full potential within a safe and nurturing environment. We also aim for all our students to develop as confident, courteous and capable young people.

We have an excellent team of teaching and support staff, who are committed to ensuring lessons are engaging and challenging. We offer support where support is needed and stretch and challenge each child to do the best they can. It is important for us to deliver a broad and balanced curriculum to allow students to discover their interests.

We offer a number of prestigious scholarship programmes, in Art, Football (in partnership with Maidstone United Football Club) and Dance (in partnership with Maidstone Dance Studios).

We are also proud of the pastoral care we provide for our students and do everything in our power to make them feel valued and part of a community.

We look forward to welcoming you to Cornwallis Academy.

Samantha McMahon

Post:	Design Technology Technician
School:	Cornwallis Academy
Department:	Design Technology
Responsible to:	Head of Department
Salary:	£12.71 per hour

Purpose

To provide practical and administrative support for the teaching of Design & Technology.

To organise and manage the use of practical resources, undertaking basic maintenance of equipment and stock control.

Main duties and responsibilities

- To provide materials and equipment for lessons and projects, including the stocking of classrooms with required materials.
- To assist teachers and students during technology lessons. To take charge of a group of students to carry out the practical lesson as directed by technology staff. To prepare display materials and equipment for parents' evenings, and to clear away. To assist with whole school events.
- To keep worktops clean: keep stock rooms and equipment clean, tidy and in good order.
- Under the supervision of the Head of Department, maintain stock cupboards by raising orders, receiving equipment and materials and purchasing of items for practical lessons.
- To assist the form tutor during registration time, take electronic register and provide students with school notices and information.
- To control and store safely all chemicals, flammables and specialised solutions, ensuring that current Health & Safety, Manual Handling, COSHH and ESCC regulations are adhered to. To be a trained Risk Assessor and assist with the risk assessments, and review annually risk assessments already in place.
- To be responsible for organising the maintenance and repair for any equipment. To be responsible for the annual inventory check for technology departmental equipment.
- To assist cover staff with the theory or practical lesson. To help ensure the cover work is completed during the lesson.
- To be available to assist other members of staff within the department, time allowing.
- To carry out the above duties in accordance with Safeguarding Policies and Procedures.

Person Specification

Essential Criteria

- Good level of general education.
- Good numeracy and literacy skills
- Thorough understanding of Health & Safety procedures, especially as they relate to work in a Technology room.
- Knowledge of appropriate use of equipment and ability to communicate this knowledge to staff and students.
- Good working knowledge of MS Office programmes.

Desirable Criteria

- Experience of using SIMS database.
- Working knowledge of policies and procedures relating to safeguarding and Health & Safety .
- First Aid qualification.
- Experience of working in a school environment.

Welcome from the Chief Executive Officer

Isabelle Linney-Drouet
BA (Hons) | NPQH



Welcome to Future Schools Trust: **Relentless Ambition for Young People.**

We aim to achieve our vision by bringing together our family of schools to create a cohesive and aspirational community which enables every child and member of staff to exceed their expectations.

Our values are:

- Integrity
- Respect
- Resilience
- Strong Work Ethic
- Collaboration
- Equality

The best interests of young people guide every ambition and decision we take. We are passionate in our belief that schools are stronger when they work together whilst being proud and protective of the unique identity of each of our schools in the Trust. Maintaining a strong moral purpose and supportive but challenging culture is central to everything we aim to achieve.

I hope this introductory letter provides a sense of our culture and ethos and our direction of travel. If you decide to apply, we appreciate how long it takes to apply for jobs, but please do not send a general application; we are looking for someone prepared to respond to us, respecting where we are at on our journey as a Trust. You can be sure that we will take time and care in reading your personal application.

Electronic application forms should be completed on the Every Portal which you can access at www.cornwallisacademy.com/vacancies.

Best wishes

A handwritten signature in black ink, appearing to read 'Isabelle', written over a light blue abstract background shape.

Isabelle Linney-Drouet
Chief Executive Officer

Application:

We welcome applications from all qualified candidates, including neurodivergent individuals. If you are excited about this opportunity and believe you are a great fit for our team, please complete our School Application Form, we are unable to accept CVs. Electronic application forms should be completed on the Every Portal which you can access at www.cornwallisacademy.com/vacancies.

If you would like to take a look around our fantastic facilities and meet the staff that you could be working alongside, please email recruitment@futureschoolstrust.com to arrange a visit.

Health & Safety:

So far as is reasonably practicable, the postholder must ensure that safe working practices are adopted by employees, and in premises/work areas for which the postholder is responsible, to maintain a safe working environment for employees and students/pupils.

Safeguarding:

Future Schools Trust is an equal opportunity employer. We celebrate diversity and are committed to creating an inclusive environment for all employees. Future Schools Trust is committed to safeguarding and promoting the welfare of children, young people and vulnerable adults and expects all staff and volunteers to share this commitment. All successful candidates will have to meet the person specification and will be subject to an Enhanced DBS check.

Future Schools Trust is dedicated to attracting the right teachers and support staff who are committed to developing and nurturing our students and we must provide the rewards for that to happen.

Alongside providing a competitive pay and benefits package, we offer lifestyle discounts for retail purchases and tax-efficient schemes for childcare and cycle-to-work purchases.

Pension Scheme:

From your start date you can join either the Teachers Pension Scheme or the Kent County Council Pension Scheme. Contributions are made based on your salary scale.

Annual Leave:

For support staff annual leave starts at 25 days a year plus Bank Holidays and increases after 5 years' service.

Cycle to work scheme:

We offer a cycle to work scheme, this tax beneficial scheme encourages employees to cycle to work or take advantage of the scheme to purchase a bicycle for leisure.

Retail, Health & Social Offers through Kent Rewards:

With Kent Rewards you can also get great discounts on pretty much everything you can imagine! Whether it's a meal at a restaurant, a trip to the cinema, or even a visit to a theme park there are plenty of ways that you can save.

Other offers:

- Benenden Private Healthcare Scheme – Optional to Join
- Specsavers Vouchers
- Full access to our Employee Assistance Programme, 24/7

[Click here to view all our employee benefits.](#)





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