



RECRUITMENT PACK

Technician – Design & Technology

Salary Range: Grade 4



PROUD TO BE PART OF
ALL SAINTS
Multi Academy Trust



**“Teachers have high expectations of what pupils and students should achieve. They care about pupils and help them to do their best.”
Ofsted December 2022**



**“Pupils at this school, including those in the sixth form, benefit from a broad and ambitious curriculum”
Ofsted December 2022**

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LETTER FROM OUR CEO

Thank you for your interest in a position within the All Saints Multi Academy Trust.

All Saints Multi Academy Trust is at an exciting time in its development and is committed to its mission of ensuring that all young people achieve and are successful.

All Saints Multi Academy Trust is a joint Catholic and Church of England trust with our Christian values driving all decision making, always in the best interests of our children and young people.

You will be joining a values driven, inspirational and ambitious organisation, so we are looking for an Outstanding candidate who can provide the highest quality of service to the Academy of St. Nicholas and the Trust.

You will be committed to supporting our Christian and educational vision, providing strong leadership and supporting colleagues in ways which bring out their potential.

Ultimately you will ensure that the best possible outcomes for our people are achieved.

Yours faithfully



Heather Duggan
CEO

LETTER FROM THE HEADTEACHER

Thank you for your interest in a position within the Academy of St Nicholas. We have pleasure in enclosing this information pack, which we hope you will find useful in deciding whether to apply for a role within our Academy.

We are very much aware that a decision to apply for a position is a two-way process; if appointed you will want to ensure that you are happy coming to work every day, that you are professionally challenged in your role and that you are prepared for the next stage in your career.

At the Academy of St Nicholas, we are determined that all members of our community “flourish & thrive” guided by our values of respect, ambition, resilience and compassion. The aim of this pack is to provide you with the information you will need to make an informed decision and we welcome visits and conversations with applicants before the closing date.

As an academy, we have been on an incredible journey of improvement, and we are very much aware that the people within our establishment are a key ingredient for its continued success. We look forward to receiving your application.

Yours faithfully



Mr G Lloyd
Headteacher

ACADEMY INFORMATION

The Academy of St. Nicholas is a unique joint Catholic and Church of England Academy at the heart of our local community and we are proud to be part of the All Saints Multi-Academy Trust.

We are blessed with state-of-the-art facilities which enable us to illuminate all aspects of education to the young people we serve.

The Academy of St Nicholas is an ambitious and progressive 11-18 Academy in Liverpool with approximately 980 students on roll.

The Academy is focused upon driving standards of achievement rapidly and this makes it a dynamic and exciting place to work as evidenced by our recent Section 5 Ofsted inspection which can be found [here](#).

The Academy of St Nicholas is committed to ensuring that every student makes the most of their potential, ensuring that every person within our community can flourish & thrive.

The Academy concentrates on providing the highest quality of teaching, with bespoke CPD for all staff to support this, the best possible student support, and the most appropriate and innovative curriculum.

Our Academy is part of the All Saints Multi Academy Trust. There is a trust wide commitment to improve, accelerate and enable ambitious life goals amongst all young people in our academies living out the core values of **ASPIRATION, INCLUSION & SERVICE**.

The successful candidate must share these values and have the skills, expertise, and determination to translate them into reality.

You will join a school and trust committed to your personal development with access to 21st Century CPD opportunities so that you can continue to grow as a professional.



OUR MISSION AND VALUES

Our Mission

Our mission is that the The Academy of St Nicholas equips all members of its learning community with the values, skills and attributes they will need for personal success and well-being in a multi-cultural society and global economy.

Our Values

The Academy of St Nicholas is a welcoming, calm and purposeful Academy where everyone feels valued, supported and challenged. Our Academy is a place where students' desire for learning and achievement is met by the passionate commitment of all the staff to the The Academy of St Nicholas



Respect



Ambition



Resilience



Compassion

APPLICATION AND INTERVIEW PROCESS

After the closing date, shortlisting will be conducted by a panel. Please read the job description and person specification carefully before writing your application.

All candidates invited to interview must bring the following documents:

- Documentary evidence of right to work in the UK
- Documentary evidence of identity that will satisfy DBS requirements such as current driving licence including a photograph and/or passport and/or full birth certificate
- Documentary proof of current name and address (i.e utility bill, financial statement etc dated within the last three months)
- Where appropriate any documentation evidencing changes of name
- Documents confirming any educational or professional qualifications that are necessary or relevant for the post

Please note that originals of the above are necessary. Photocopies of certified copies are not sufficient.

References and Pre-Employment Checks

We will seek references for candidates who have been successful at shortlisting and have been invited for interview. We will seek references prior to attending for the interview. We may approach previous employers for information to verify experience or qualifications before interview. In addition to candidates' ability to perform the duties of the post, the interview will also explore issues relating to safeguarding and promoting the welfare of children, including:

- Motivation to work with children and young people
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people
- Emotional resilience in working with challenging behaviours
- Attitudes to use of authority and maintaining discipline

Conditional offer: Pre-employment Checks

Any offer to successful candidates will be conditional upon:

- Verification of right to work in the UK
- Receipt of at least two satisfactory references (if these have not already been received)
- Verification of identity checks and qualifications
- Section 128 check
- Prohibition order
- Satisfactory DBS Disclosure and Barred List Check
- Verification of professional status such as QTS status, NPQH (where required)
- Completion of Employee Health Declaration
- Where the successful candidate has worked or been resident overseas in the previous ten years, such checks and confirmations as may be required in accordance with statutory guidance.

“Leaders have taken the school on a journey of improvement and remain ambitious for it.”

Ofsted December 2022



JOB VACANCY

Role: Technician – Design & Technology

Salary Band: Grade 4

Contract: Term Time / Permanent / 37 hours per week / 8am to 3.30pm

Start Date: 1st January 2024

Applications are invited for an enthusiastic and ambitious Technician (Design & Technology) to join our team.

The post will provide technical support for the Design & Technology department.

Within KS3, this relates to the following disciplines:

Food

Fashion Design & Textiles

Systems & Materials

Within KS4 & KS5, this relates to the following disciplines:

Food, Preparation & Nutrition (GCSE)

Hospitality (Vocational)

We are determined that the successful candidate will have:

A passion for working with young people

A passion for making a difference for young people in the city of Liverpool.

Closing date for applications: Monday 12th February 2024

Interview date: TBC

Application packs are available on the Trust website at www.allsaintsmat.org/vacancies.

Completed application forms should be forwarded to recruitmentapplications@allsaintsmat.org

Our Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo safeguarding checks appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The post is exempt from the Rehabilitation of Offenders Act 1974 and the Trust is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with.

The Trust is an equal opportunities employer.

Main purpose of the Role

Co-ordinate the use and maintenance of practical resources and facilities and provide specialist support and advice to staff and students in a specific curriculum/resource area to meet the practical needs of the curriculum.

Core Responsibilities & Tasks

1. Co-ordinate the use of practical resources and facilities and provide assistance and advice in meeting the practical needs of the curriculum to ensure that the varied needs of the students are met.
1. Preparing apparatus, materials and solutions and setting up equipment and apparatus for use in practical classes, setting up and on occasion carrying out demonstrations. Retrieving and clearing away apparatus.
1. Actively contribute to the assessment, monitoring and review of health and safety procedures and make sure equipment and materials are used safely to maintain a healthy and safe working environment.
1. Contribute to the design, development and maintenance of specialist resources and to long-term projects to ensure that the widest curriculum possible can be offered to students.
1. Order equipment, arrange for repairs and liaise with suppliers and the finance department, suggesting economic alternatives, to maintain stock levels and ensure that classrooms are appropriately equipped.
1. Maintain up to date records of stocks and accurate financial records to ensure that the Academy's financial procedures are adhered to and supporting the Subject Leader in ensuring that expenditure is kept within budget.
1. Under the guidance of the Teacher make sure that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment is undertaken to ensure that the required standards are adhered to.
1. Organise and supervise the work and performance of other technicians in the department ensuring that their work is of the required standard, training and development needs are met and all policies and procedures are adhered to.
1. Give technical and health & safety advice to teachers, technicians and students/students and keep up-to-date with health & safety requirements.
1. Undertake exam invigilation, as required.

Corporate Responsibilities

The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

- To pursue and promote the achievement and integration of diversity and equality of opportunity throughout the Academy's activities.
- To plan, monitor and review health and safety within areas of personal control.
- To participate in the Trust's Performance Management process and engage in continuous professional development and networking to ensure that professional skills and knowledge are up to date.
- To maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents, and colleagues.

Additional Information

- The job purpose and key statements remain indicative and by no means exclusive. Given the evolving needs of the Academy, flexibility among staff is very important. All staff may be required to undertake other such reasonable duties as may be required from time to time in line with the grade of their post.
- An Enhanced DBS Check will be requested on successful application to a position at the Trust.
- The Trust operates a no smoking policy

PERSON SPECIFICATION

Qualifications and Professional Development	Essential	Desirable
5 GCSE passes A* - C or equivalent	✓	
Previous DT experience	✓	
Classroom support experience		✓
Knowledge and Understanding		
Knowledge of all the DT disciplines	✓	
Sound working knowledge of health & safety regulations including COSHH	✓	
Experience of working with secondary aged students	✓	
Able to manage classroom activities safely	✓	
Ability to organise classroom resources	✓	
Good organisational skills	✓	
Knowledge of confidentiality issues	✓	
Knowledge of classroom roles and responsibilities	✓	
Skills and Attributes		
Good interpersonal skills	✓	
Good team player	✓	
Commitment to students and staff	✓	
Able to be flexible and use initiative	✓	
Able to relate well to children	✓	
Good time management	✓	
Ability to stay calm under pressure	✓	
Willing to undertake training	✓	
Ability to relate to parents/carers	✓	
Patience and enthusiasm	✓	
Approach to Work		
Commitment to the Academy's Christian ethos	✓	



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The Academy of St Nicholas is proud to be a member of the All Saints Multi Academy Trust.
All Saints Multi Academy Trust is the operating name for the The Liverpool Joint Catholic and Church of
England Academies Trust (Company Number 07007398)
51 Horrocks Avenue, Liverpool, L19 5NY, England.



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