Abbey Grange C of E Academy

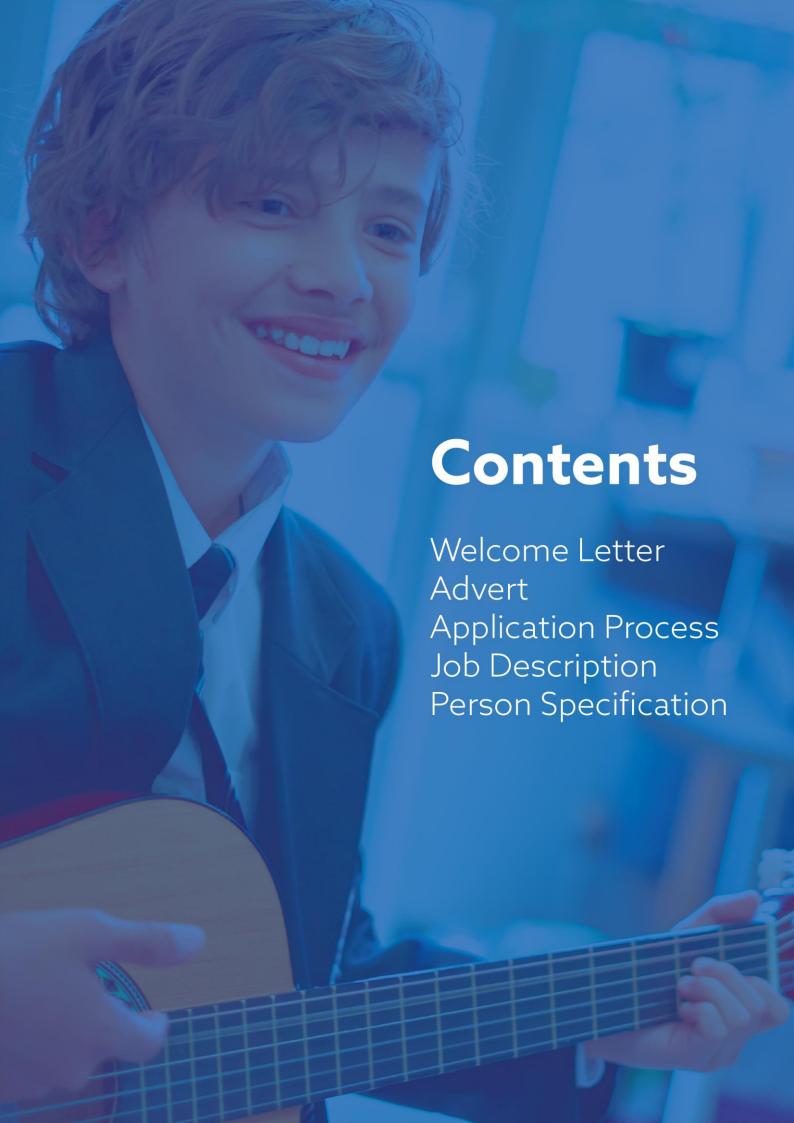
Recruitment Application Pack

Design & Technology and Art Technician



A member of





Welcome

Dear Colleague,

Thank you for your interest in this vacancy at Abbey Grange Church of England Academy.

We hope you will find all the information you need to inspire you to join our team. This pack contains information about the role, from which we hope you will gain an understanding of our ethos and approach and the high aspirations we have for ourselves and our pupils.

To work in partnership to Educate, Nurture & Empower

Our vision is that each of our academies, supported by Abbey MAT, will provide an environment which is welcoming, caring, calm, disciplined and purposeful and will stretch our young people academically, support them pastorally and help them develop socially and spiritually.

We are committed to raising the skills base across our communities by ensuring a focus on quality, encouraging innovation and strengthening the ethos of the academies as distinctive schools. The framework will strive to maintain academies which will retain their own independent culture and ethos whilst operating within a strategic partnership to improve quality, share best practice and operate effectively and efficiently.

If you are seeking a truly distinctive role within a unique environment, please come and visit us and see what Abbey MAT has to offer.

We look forward to meeting you and reading your application.





Helen Pratten & Catherine Garrett
Co-Chief Executive Officers

Abbey Grange has given me the tools to dream big and believe that I can achieve anything in life.

Student



Abbey Grange C of E Academy Butcher Hill, Leeds, LS16 5EA

Design & Technology and Art Technician

Salary: B1 Point 4 – 6 (37 hours a week, Term Time Only)

Actual Salary - £15,886 - £16,528

Reference: AGA 90

To start: ASAP

Abbey Grange is a thriving, highly successful and over-subscribed 11-18 Church of England convertor Academy which serves communities right across the city of Leeds. Our students come from all over the city to receive an education in which we all work together to challenge them academically, support them pastorally and help them develop socially and spiritually. Abbey Grange is part of the Abbey Multi Academy Trust.

Our goal is to become an outstanding Academy that delivers on our mission - In Partnership to 'Educate, Nurture and Empower' and we are well on our way to achieving this. Ofsted graded us a 'good' school in February 2017 and we celebrated our GCSE results in 2019 with 72% of our students achieving 9-4 in English and Maths, and an above average Progress 8 score of +0.26.

We wish to appoint a highly motivated Design & Technology and Art Technician to provide assistance and support in meeting the practical needs of the both the Design & Technology and Art curriculum in the teaching and learning of the Academy. This role will co-ordinate the use of the practical resources and facilities and will support staff and students, including the preparation of materials and maintenance of equipment as necessary. Relevant qualifications to the post would be desirable. The successful candidate must be able to communicate well with staff and students, have good organisational skills and an eye for details. Some knowledge and or experience of Health and Safety procedures and qualified as a First Aider or willingness to train are desirable.

The successful candidate will be required to work 37hours a week term time only therefore the salary has been pro-rata'd. There may be a requirement to work outside of the designated hours and off Academy premises as required. We are able to offer staff a secure and supportive environment with continuous professional development.

This is a genuinely exciting time to join our Academy. If you are looking to join an Academy with happy positive and polite students and staff, then we want to hear from you.

Whilst we would normally welcome visits to the Academy, given the current situation we are facing regarding COVID-19 we are unable to accommodate this at present, however if you would like to ask any question please contact the Recruitment Team via Recruitment@abbeygrangeacademy.co.uk

Abbey Grange C of E Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share

this commitment. The successful candidate will be subject to a Disclosure and Barring Service check.

Equality and Diversity

Abbey Multi Academy Trust promote diversity and want a workforce which reflects the population of Leeds and Calderdale. We are committed to creating and sustaining a positive and supportive working environment for our staff, and an excellent teaching and learning experience for our students. We aspire that staff are equally valued and respected, and students are encouraged to thrive academically.

As a provider of employment and education, we value the diversity of our staff and students. We are committed to providing a fair, equitable and mutually supportive learning and working environment for our students and staff.

We acknowledge the following basic rights for all members and prospective members of our community:

- to be treated with respect and dignity
- to be treated fairly with regard to all procedures, assessments and choices
- to be encouraged to reach one's full potential

These rights carry responsibilities and we require all members of our community to recognise these rights and act in accordance with them. In addition, we will comply with all relevant legislation and good practice.

No individual will be unjustly discriminated against. This includes, but is not limited to, discrimination because of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion and belief, sex and sexual orientation.

The closing date for applications is **Monday 8th March 2021 at 9am**.

To apply please download recruitment pack and email completed application form to:

Recruitment Team Recruitment@abbeygrangeacademy.co.uk

Interview date: TBC - please note that interviews may need to be conducted via 700m

All applications will be acknowledged within 24 hours. Should you fail to receive confirmation of receipt please call 0113 2757877.

We will contact successful candidates after the closing date with details of the interview process.

Abbey Multi-Academy Trust is robust in promoting the safeguarding of children and is rigorous in its recruitment checks. An enhanced disclosure from the DBS will be required for this post.

Queries

If you have any queries on any aspect of the application process or need any further information please contact us at Recruitment@abbeytrust.org

Job Title: Design & Technology and Art Technician

Salary Scale: B1

Reporting to: Subject Leader of Design & Technology and Subject Leader Art

Overall purpose of the post:

To provide a general practical support service for all aspects of teaching and learning in the Design & Technology and Art Departments

Key responsibilities:

The provision of efficient and timely practical and technical support to Technology and Art teachers in the execution of their duties.

Key Tasks:

- Collect, assemble, prepare, issue, clear away, clean, maintain and store apparatus, equipment and other materials required for practical and nonpractical Technology and Art classes and demonstrations in response to requests from teaching staff
- Assist with the collection of materials from external sources
- Prepare drawings
- Make suitable models/items for classroom work
- Initial checking and maintenance of all ICT equipment in room 50
- Setting up and operating the CAD/CAM equipment, working with students as and when required
- Providing demonstrations of certain processes such as brazing
- To give appropriate assistance to students in the classroom
- Provide admin support to Design & Technology and Art staff when required, including updating records
- Maintain work areas and store rooms
- Monitor resources, carry out stock controls and maintain records
- Assist in the ordering of materials and equipment
- Ensure all materials, tools equipment etc. are left in a safe and secure manner at the end of the school day
- Deal with delivery of goods, check, log and store away items received
- First aid trained or willing to attain qualification
- Team Player
- Flexible and adaptable
- Willing and able to drive the school mini bus
- Able to perform manual handling tasks
- Assist the site team

- Undertake, as requested, work in Design & Technology and Art or any other Department of the school appropriate to the skills of a technician and commensurate with the general nature of the post
- To check equipment on a regular basis and record condition, and to rectify or bring to the attention of the subject teacher and Head of Department/Site Manager any problems following Health & Safety Guidelines
- To undertake any other duties that are commensurate with the post
- To carry out supervisory duties in accordance with published schedules, including before and after school and at break/lunch time.

Note:

This Job Description provides the overall strategy and remit of the post holder. This Job Description will be reviewed annually and may be subject to amendment or notification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the Trust in relation to the post holder's professional responsibilities and duties. Elements of this Job Description, and changes to it, may be agreed at the request of the Co-CEOs/Executive Principal or the incumbent of the post. The above must be viewed in conjunction with the relevant sections of the School Teachers' Pay and Conditions of Service document which is published annually.

I have read the Job Description and agree to all the terms and conditions set out therein. I also agree to comply with all Abbey Multi Academy Trust Policies, Child Protection and Health & Safety regulations. I understand that this Job Description is not an exhaustive list and I agree, when required, to undertake any reasonable request made by the Co-CEOs/Executive Principal.

Name (Please Print):	
Signature:	
Date:	

	Qualifications	Essential		Desirable			
1	Good general level of education to GCSE, or equivalent including Maths and English GCSE Grades A* - C or equivalent	Α	R				
2	Willing to participate in development and training opportunities	А		I			
	Professional knowledge, skills and abilities	Essential		Desirable			
1	Ability to work as part of a team	Α	R	П			
2	Ability to relate to people both in person and on the telephone	Α	R	1			
3	Ability to deal with day to day issues on own initiative	Α	R	-			
4	Ability to move heavy furniture	Α	R				
5	To possess good DIY skills	Α	R				
6	Awareness and understanding of basic safety and security measures	А	R	1			
7	Working knowledge of relevant policies/codes of practice/procedures				А		_
8	Knowledge of Health and Safety procedures and precautions				Α		I
9	Knowledge of basic fire regulation requirements				Α		I
10	Knowledge of COSHH regulations				Α		1
11	Awareness of health and hygiene procedures				Α		
12	Knowledge of moving and handling procedures				Α		
13	Knowledge of Textile equipment e.g. sewing machines				Α		
	Experience	Essential		Desirable			
1	Previous experience working as part of a team	Α		-			
2	Previous experience of working within a cleaning environment				Α		
3	Handyperson experience				Α		
4	Technician/Manufacturing experience in school or similar environment				А		
	Professional Attributes, Qualities and Values	Es	Essential Desir		siral	ple	
1	Excellent communication skills with both staff and students	Α	R	Ι			
2	Ability to work unsupervised or part of a team						
3	First Aid trained or willing to undergo First Aid training	Α					
4	Current UK driving License with the ability to drive the school mini bus	Α		I			
5	Ability to articulate, communicate and support the Christian ethos and values of Abbey Grange			I			

The criteria will be evidenced as indicated below:

'A' refers to the candidate's Application form and covering letter 'I' to interview 'R' to reference

Candidates should address at least all items marked 'A' Referees are asked to comment on items marked 'R'

Where many candidates meet the essential criteria, the desirable criteria will be used to shortlist for interview.

Abbey Grange C of E Academy

Butcher Hill Leeds LS16 5EA

Tel: 0113 275 7877 **Fax:** 0113 275 4784

Website: www.abbeygrangeacademy.co.uk **Email:** info@abbeygrangeacademy.co.uk

Abbey Multi Academy Trust

c/o Chapter House Abbey Grange C of E Academy Butcher Hill Leeds LS16 5EA

Website: www.abbeymat.co.uk **Email:** enquiries@abbeytrust.org

Registered Company Number: 07705552



