



WATFORD GRAMMAR SCHOOL FOR GIRLS

Headmistress: Miss Sylvia Tai BA (Hons)

INFORMATION PACK FOR APPLICANTS

Name of Post: Design & Technology Technician

Required from: September 2022

Location: Watford, Hertfordshire

Closing Date: noon 27th May 2022

Interviews: Monday 6th June 2022

Thank you for requesting details of the above post. The following documents form part of this pack: this applicant letter, job description and person specification. In order to apply please use the teaching staff application form on our website, and make yourself familiar with our child protection and safer recruitment policies, also on the website. Please also complete the Equalities Monitoring form via the link.

You are welcome to send a copy of your CV however it must be accompanied by a fully completed and signed application form. A CV alone will not be considered. The application form can be completed and returned electronically however if this is the case it will need to be signed in person if you are called for interview.

Completed application forms will not be acknowledged. Successful applicants will be notified within two days of the closing date. Applicants who are not called for interview will not be informed that they have been unsuccessful.

Applicants invited for interview will be required to bring with them original copies of relevant qualifications for verification, including for teachers evidence of their degree certificates and teaching qualifications, as well as documentation to comply with the provisions of the Immigration, Asylum and Nationality Act 2006. Details of documents required will be specified in letters to those called for interview.

Please note that applications will be reviewed upon receipt and applicants may be contacted prior to the closing date.

Contact details for Return of Completed Application forms and other enquiries:

Sue Granville
EA to Headmistress
HR Manager

s.granville@watfordgirls.herts.sch.uk



01923 223403



admin@watfordgirls.herts.sch.uk



watfordgrammarschoolforgirls.org.uk

Registered in England & Wales Company No: 07348254 Registered name and address as detailed

Watford Grammar School for Girls
Lady's Close,
Watford, Hertfordshire
WD18 0AE

Watford Grammar School for Girls

Job Description: Support Staff



Job Title: Senior IT Technician

| | |
|------------------------|---|
| Contract Type: | Permanent |
| Responsible to: | Subject Leader for Design and Technology |
| Work Pattern | 37 Hours Per Week / Full Time Mondays-Thursdays – 8.30am-4.30pm Fridays – 8.30 am-4pm |
| Salary Scale | H4 |

Context of the Post

In all matters the foremost will be the supporting of the aims of the School and the policies laid down by the Governing Body. The spirit of all the school policies is summed up by our Ethos:

“The Ethos of the school is based firmly on our record of academic success. We encourage all girls to strive for academic excellence. We value hard work, scholarship and reading and believe that these should remain part of each girl’s life as she develops a life-long love of learning. We strongly encourage girls to achieve their highest potential and to participate actively in all areas of school life, such as music, sport, community service and enrichment opportunities. We exhort girls to aim for the highest standards in everything they do and we recognise each girl’s individual talents. We build the confidence, resilience and personal responsibility of the girls by taking every opportunity to develop these in lessons and extra-curricular activities, and by encouraging girls to participate in opportunities that will enrich and enhance their school experience. As a community, we respect our traditions and promote care, consideration, toleration and trust.

It is the responsibility of every member of staff to ensure at all times the safety of the children in their care. All adults working in the school should know about the school’s child protection procedures and the identity of the Designated Senior Person for child protection.

1. Job Purpose

The role of the technician is to assist the department in providing an effective design and technology experience ensuring high level of achievement. The nature of the job demands a great deal of flexibility. The role is under constant review and the ‘day to day’ work planned and co-ordinated by the Head of Department. A key role is to monitor the Health and Safety aspects of the department.

2. Main Duties

Lesson Duties

- Provide supervision for pupils in the workshop/PC area.
- Support the delivery of CAD/CAM lessons to each class.
- Assist with the creation of resources for CAD/CAM lessons, e.g. tutorials and worksheets.

Preparation for lesson and Lesson Support:

- Preparation and cutting of materials (by hand and machine methods).
- Preparation of equipment.
- Making tools, jigs and teaching materials.

- Prepare and demonstrate of the workshop processes (such as vacuum forming).
- Putting out kits and equipment, testing them and checking them back in again.
- Setting up of machines.

Health & Safety

- Maintain H&S Practice in the workshops.
- Assist with H&S documentation, e.g. completing risk assessments, completion of appropriate logs and other tasks as requested.
- Assist with the annual H&S checks are undertaken in a timely and professional manner.
- Ensure a safe learning environment in accordance with Health and Safety and COSHH requirements.

Maintenance of Tools and Equipment:

- Safety checks to be carried out on all fixed and portable machinery, including the logging of faults.
- Installation, cleaning and maintenance of all equipment, which may include: repairs, trouble shooting and sharpening of tools.
- Liaise with HOD, Site H&S Officer and necessary agencies regarding repairs and maintenance.

Maintenance of Rooms, Furniture and Fittings:

- Make daily checks of all rooms and keep all rooms clean for teaching.
- Carry out minor repairs.
- Assist in minor refurbishment as necessary.
- Assist with displays/shows and exhibitions.
- Organise and keep tidy all storage areas.

Store Keeping

- Maintaining and monitoring stock control.
- Safe storing in accordance with H&S regulations.
- Issuing tools and materials to both pupils and staff.
- Maintain inventories of tools and equipment.
- Monitor the use of materials, sundries and damage of tools.

Admin

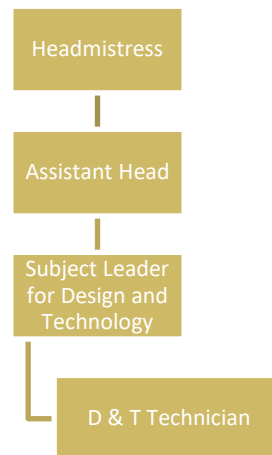
- Carry out admin duties as necessary.
- Place orders for materials as and when necessary.

Other responsibilities

- To be prepared to attend training courses as appropriate.
- Assist with the production of signage in the school.
- Assist with promoting the D&T subject.
- Assist with the setup of exhibitions and departmental events.
- Supporting D&T clubs and evening lessons. This will require some flexibility with times worked during the day.

Any other task as may be reasonably requested by the Line Manager and Leadership Team.

3. Organisation structure



4. Notes

- a. All staff are expected to demonstrate consistently high standards of personal and professional conduct. The following statements define the behaviour and attitudes which set the required standard for conduct.
- b. Staff uphold public trust in Watford Grammar School for Girls therefore staff are expected to maintain high standards of ethics and behaviour, within and outside school, by:
 - i. Treating pupils and colleagues with dignity, building relationships rooted in mutual respect and at all times observing proper boundaries appropriate to their position.
 - ii. Having regard for the need to safeguard pupils' wellbeing, in accordance with statutory provisions as appropriate.
 - iii. Showing tolerance of and respect for the rights of others
 - iv. Not undermining fundamental British values, including democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs
 - v. Ensuring that personal beliefs are not expressed in ways which exploit pupils' vulnerability or might lead them to break the law.
 - vi. All staff must have proper and professional regard for the ethos, policies and practices of Watford Grammar School for Girls and maintain high standards in their own attendance and punctuality.
- c. The post holder will take part in an annual performance Review at which objectives will be set and development needs identified.
- d. It is a statutory requirement that all public sector workers in customer facing roles must be able to speak English fluently and you will be expected to demonstrate at interview and in the classroom the ability to converse at ease and at an appropriate level in accurate English with pupils, parents, and visitors to the school.
- e. The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- f. This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part may be so construed.
- g. This job description is not necessarily a comprehensive definition of the post.
- h. The duties and responsibilities listed describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be deemed necessary by the Headmistress.
- i. The job description will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the post holder.



Watford Grammar School for Girls

Person Specification

Position (Non Teaching) : Design and Technology Technician

Department: D&T

| | Requirement | If ticked this is essential | How this will be assessed |
|---------------------------------------|---|-----------------------------|----------------------------------|
| Qualifications | <i>GCSE English and Mathematics or equivalent</i> | <i>Essential</i> | <i>Application</i> |
| Specific Training Requirements | <i>Ability to or willingness to be trained to use and maintain Design and Technology machinery and equipment.</i> | <i>Essential</i> | <i>Application</i> |
| Experience | <i>Experience of working within a classroom and workshop setting.</i> | <i>Essential</i> | <i>Application</i> |
| | <i>Experience of Health and Safety systems</i> | <i>Desirable</i> | <i>Application</i> |
| Knowledge | <i>Microsoft products and services, such as Office, Windows 10 and Office 365</i> | <i>Desirable</i> | <i>Application and Task</i> |
| Skills and Competencies | <i>Ability to, or willingness to be trained to use CAD/CAM software and equipment.</i> | <i>Desirable</i> | <i>Application and Task</i> |
| | <i>Excellent organisational and administrative skills.</i> | <i>Essential</i> | <i>Application and Task</i> |
| Communication skills | <i>Excellent communication skills, written and oral</i> | <i>Essential</i> | <i>Application and interview</i> |
| Personal Attributes | <i>Ability to work independently, but also as part of a wider team</i> | <i>Essential</i> | <i>Application and interview</i> |
| Other | <i>In sympathy with the aims of the school.</i> | <i>Essential</i> | <i>Application and interview</i> |

Applicants called for interview should note that the interview itself (and/or any additional tasks to be performed, if applicable) will, as appropriate to the role:

- (i) Focus on the requirements to carry out the duties of the job, as described
- (ii) Explore issues relating to the 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.
- (iii) Be used to explore any relevant issues arising from references received.

BENEFITS

- Generous sickness and maternity pay schemes (after a qualifying period)
- Employer contributions of in excess of 20% to the Local Government Pension Scheme (if not opted out).
- Currently permanent staff, after a qualifying period two years, benefit from preferential admission criteria for their daughters.
<https://www.watfordgrammarschoolforgirls.org.uk/admissions/year-7-entry-forms/>
- Subsidised rates for membership of the school's vibrant leisure facility, "Fuller Life", including use of a swimming pool.<https://www.fullerlifefitness.co.uk/>
- Free on-site parking
- Proximity to Watford Town Centre