



Hope High School



04 November 2024

HOPE HIGH SCHOOL

CANDIDATE INFORMATION PACK

SCHOOL TECHNICIAN

DOCUMENT CONTROL

Information

Creation date	04/11/2024
Recruitment Lead for post	Andy Argile
Recruitment Lead contact email	sbm@hope.lancs.sch.uk
Template version	Candidate Information pack Support Staff – V1
Category	Recruitment
Role	School Technician
Closing Date	15/11/2024 (The Job listing will close as soon as sufficient applications have been received).
Interview Date	TBC
Start Date	TBC ASAP
Salary Grade	Grade 5 or 6 depending on experience

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Introduction to the role

Do you want to work in a unique SEN school where your support will make a real difference to pupils' lives and ambitions for their future?

We currently have an exciting opportunity for a school technician with the relevant skills and energy to join our amazing school. The post will be assisting in the preparation and clean-up of practical subjects at Hope high; Design Technology (DT), Art, Science and food technology. The primary focus will be around setup of DT and food Tech resources for lessons as directed by the teacher, which will involve the use of specialist equipment.

We are ideally looking for a person with experience as a School technician working as part of a team and independently. Experience in using power tools is essential and candidates need to be able to demonstrate competence and safe operation. Additional training will be provided as and when required. Supporting pupils and staff in the safe operation of equipment and resources will also be required.

For more information about the school please visit our website www.hope.lancs.sch.uk

Please read the job description and person specification contained within this document carefully.

For more information on the role, informal chat or arrange a visit to look around please contact the recruitment lead for this post Andy Argile on 01695 721066 or email sbm@hope.lancs.sch.uk

Hope High School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to an enhanced DBS check. The post you are applying for is covered by the Rehabilitation of Offenders (Exceptions) Act 1975. If successful you will be required to apply to the Disclosure and Barring Service for a 'disclosure'.

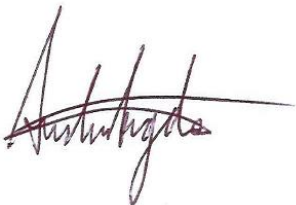
Applications must be accompanied by a supporting letter and be a maximum of 2 side of A4 and in font size 12.

Rehabilitation of offenders Act 1974 - details of any criminal record spent or unspent should be sent to the Chair of Governors at the school address by the closing date.

Completed applications must be submitted electronically to: trencherk@hope.lancs.sch.uk

Thank you for your interest in the role and we look forward to hearing from you soon.

Andy Argile

A handwritten signature in black ink, appearing to read 'Andy Argile'.

School Business Manager

About the school

Hope High School in Skelmersdale is a relatively small SEN school for young people aged 11 to 16 who have individual needs based on Social, Emotional and Mental Health difficulties.

The school has created a culture for learning and behaviour, which enables pupils with additional needs to succeed. The approach that all staff share is both nurturing and innovative. The modern setting and high levels of quality provision ensures pupils learn in a calm and constructive environment. In January 2020, the school was judged by Ofsted as being good in all areas and the school intends to build on this success.

We are a purpose-built school with facilities designed to support our learners towards success. Our facilities include a fully equipped cookery room, design technology workshop, an art studio, a forest school area, a sports hall with gymnasium and climbing wall and of course classrooms each having the latest learning technology. All pupils provided with their own dedicated Windows 10 laptops utilising MS teams to enhance learning through technology.

Our school boasts a fantastic staff team committed to improving the life chances of our young people. Our expectations are high. We aspire for pupils to flourish and succeed – socially, emotionally and academically. We personalise the curriculum and strive for every learner to make accelerated levels of academic progress. We build upon their interests, their strengths and learning styles whilst acknowledging what motivates them to learn.

Our experienced and skilled staff use their expertise to tailor individual strategies to improve pupils' self-esteem and confidence, which we understand is a foundation for success. Young people develop their ability to build relationships, develop positive behaviour and become motivated and enthusiastic learners.

At Hope High we understand the importance of home-school partnerships and we keenly encourage active participation from all parents and carers. This includes regular communication via each pupil's key worker, regular coffee mornings and barbeques. All parents and carers are also encouraged to play an active part in the target setting and review process which is in place for all pupils.



Hope High is a place where no two days are ever the same and is filled with vibrant, talented and driven learners who never fail to amaze and inspire us.

Helen Dunbavin

A handwritten signature in cursive that reads 'H. Dunbavin'.

Headteacher

Personal Specification

Post Title	School Technician	
Grade	Grade 5 or 6 depending on experience	
Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (eg application form (AF), interview (I), reference (R) etc)
Qualifications GCSE grade 5 /C English and Maths (or equivalent L2-L3 qual) Relevant Technical Certificate	E D	AF AF
Experience Experience working as a school technician Experience working as a Senior school technician Experience in a school setting Experience in a SEND school setting Experience as a DT Technician Experience as a Science Technician Experience handling lab equipment and chemicals <i>The school acknowledges that candidates are unlikely to have experience in all areas and encourage applications from those with two or more "Experiences" listed above.</i>	D D D D D D D	AF/I AF/I AF/I AF/I AF/I AF/I AF/I
Personal Qualities Ability to relate well to children Ability to work as part of a team Flexible attitude to work Good communication skills (oral and written) Willing to learn how to operate safely school equipment with the proper training in Science and Design Technology	E E E E E	AF/I/R AF/I/R AF/I/R AF/I/R AF/I/R
Other 1. Commitment to safeguarding and protecting the welfare of children and young people 2. Commitment to equality and diversity 3. Commitment to health and safety 4. Commitment to undertake professional development / INSET	E E E E	I I I I

Job Description

Post Title	School Technician
Grade/Salary	Grade 5 or 6 depending on experience
Location	Hope High School
Responsible to	SLT/Teachers
Staff Responsible For:	N/A
Purpose of the role (job statement)	
To work with limited instruction or guidance, work with teachers, assist teachers or support staff in the preparation and maintenance of teaching resources and equipment for pupils.	
Main Activities	
Key duties	
<ol style="list-style-type: none"> 1. Prepare and set up specific curriculum resources / materials / equipment for lessons, as directed by the class teacher 2. Ensure the safe and secure storage of allocated resources / materials / equipment to prevent unauthorised access / misuse 3. Clean and undertake routine maintenance of equipment as needed to ensure it is clean and in good working order 4. Ensure the adherence to health and safety regulations by technical support staff within the school 5. Provide clerical and administrative support to the classroom teacher as directed 6. Order resources as instructed 7. Ensure the safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards. 	
Subject Areas	
Initially the role will be focused around the 4 subject areas below. Additional practical subjects maybe added to areas of responsibility in due course.	
<ol style="list-style-type: none"> 1. Design Technology 2. Science 3. Food Technology 4. Art 	
Design Technology (DT)	
DT specific duties but not limited to: -	
<ul style="list-style-type: none"> ▪ Cutting materials to be used as resources ▪ Preparing resources for lessons ▪ Stock management – replenishment and organisation ▪ Maintenance of equipment/tools ▪ Assisting with post lesson clean-up 	
Science	
Science specific duties but not limited to: -	
<ul style="list-style-type: none"> ▪ Setting up science equipment for lessons ▪ Measuring out of materials for lessons ▪ Assisting with post lesson clean-up 	

Food Technology

Food Technology specific duties but not limited to: -

- Weighing out of ingredients for lessons
- Stock management – replenishment and organisation
- Assisting with post lesson clean-up

Other areas

- To support the site supervisor with general maintenance tasks

Grade and Hours

Post Title	School Technician
Grade/Salary	Grade 5 or 6 depending on experience
Hours	<p>Term time only – 45weeks 32.5 hours per week – Mon-Fri</p> <p>Will consider more or less weekly hours than the suggested 32.5hours.</p> <p>**Potential overtime in school holidays**</p>
Working day pattern	<p>32.5hours per week an agreed shift pattern to be agreed.</p> <p>Flexibility to work late/early on occasion to carry out maintenance tasks.</p>
<p>The school encourage applications with varying amounts of experience. The applicants demonstrating previous experience in a similar role and strong skills as per the person specification will be able to command a higher grade.</p> <p>The school would also consider applicants from those looking for slightly less hours, e.g., 4 day per week, please indicate in applicant form. This would be discussed at interview or please email Andy Argile sbm@hope.lancs.sch.uk to discuss prior to application. 30hours per week minimum.</p> <p>Successful applicants will have grade confirmed prior to appointment.</p>	

Additional Information

The above document sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. PLEASE NOTE that this is for guidance only. Postholders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must co-operate with us to apply our general statement of health and safety policy.

Safeguarding Commitment

We are committed to protecting and promoting the welfare of children, young people and vulnerable adults.

"Learning for Life"

Customer Focus

We put our customers' needs and expectations at the heart of all that we do. We expect our employees to have a full understanding of those needs and expectations so that we can provide high quality, appropriate services at all times.

Skills Pledge

We are committed to developing the skills of our workforce. All employees will be supported to work towards a level 2 qualification in literacy and /or numeracy if they do not have one already.

Disclosure and Barring Service (DBS)

Hope High School is an equal opportunities employer and is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be subject to an enhanced DBS check. The post you are applying for is covered by the Rehabilitation of Offenders (Exceptions) Act 1975. If successful you will be required to apply to the Disclosure and Barring Service for a 'disclosure'.

References

At least two references are requested for each shortlisted applicant, one of which must be the current or most recent employer. If the applicant is not currently working with children, but has done so in the past, a third reference maybe sought from the employer for whom the candidate was most recently employed to work with children. We will always consider your references before confirming a job offer in writing.

Applying

Completed applications must be submitted electronically to: trencherk@hope.lancs.sch.uk