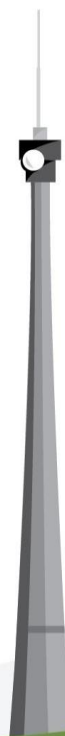


# Information Booklet

Technician - Design and Technology



# A warm welcome from the Mast Academy Trust

Thank you for considering applying for this post within The Mast Academy Trust.

We genuinely believe that any of the schools within our Trust are wonderful places to work and develop your career.

We are a community of schools where relationships are positive, respectful and friendly. We consist of Birdsedge First School, Grange Moor Primary School, Kirkburton Middle School, Scholes Junior and Infant School, Scissett Middle School, and Shelley First School. We are an incredibly busy community of schools with lots going on all year round.

We are fortunate in having exceptional staff teams in all our schools who enthusiastically provide an engaging curriculum and a wealth of extra-curricular activities and experiences for our pupils to enjoy. Our schools, and the Trust, are supported by our dedicated and committed teams of Trustees and Governors.

As a community, we all work hard to ensure that pupils get the very best learning experience which supports them to achieve the very best outcomes.

We have a well-established passion for collaboration; working in partnership throughout the Trust and with a range of other alliances and as part of the Shelley pyramid of schools.

We would hope that what you read in the information pack and your wider research about the Trust and schools will encourage you to apply.



CEO – The Mast Academy Trust

## About the Trust

The MAST Academy Trust was established in December 2016 to build upon strong, existing partnerships around the pupils and families in our locality through academy status. The Trust currently comprises of six schools across the 4-13 years age range. We are a collaborative Trust, with all leaders supporting the development of MAST within the context of an Executive Leadership Team. Working strategically together, within our Pyramid of schools and with other services, we aim to transform provision and outcomes for pupils and their families.

*We want to support everyone to be the change they wish to see in the world. We understand that this is not about grand gestures, it's about helping individuals. Through a constant drive to enrich and develop our people, we can create a group of schools capable of achieving this goal. We remember this in everything we do, everything we say, every action we take, everything we promote. By keeping this focus, we aim to be an influential contributor to the world of education and an example to others.*

Our vision for our pupils, staff and schools at the Mast Academy Trust is not defined by a statement but a set of key principles; principles that when united reveals our overarching vision. As individual schools and a Trust:

- We celebrate **individuality**
- We **collaborate** for the good of our children and staff
- We **inspire** our children, and our employees to **achieve** their ambitions
- We all **learn** from our experiences
- We ensure a **safe** and **caring** environment for everyone

We commit to:

- Put the **children** at the heart
- Value all our **people** and respect their well-being
- Serve the **community** around us
- **Respect** different opinions and then unite together
- Be willing to **challenge** and accept challenge
- **Support** all areas within the MAST Academy Trust
- Adhere to the Nolan Principles

The Mast Academy Trust

c/o Scissett Middle School, Wakefield Road, Scissett, Huddersfield, HD8 9JX  
[www.themast.co.uk](http://www.themast.co.uk) | 01484 865444

# Joining the Trust

## Career Progression

The Trust is committed to developing all staff within their roles and creating opportunities for further career progression.

## Pension

Every employee of the trust and the schools part of The Mast Academy Trust has access to the Teacher's Pension Scheme or the Local Government Pension Scheme.

## Health and Wellbeing

As an employer we are committed to promoting and protecting the physical and mental health of all our staff. All employees in the Trust have access to a mental health and wellbeing service provided by Group Buy Scheme. The service provides counselling, medical and wellbeing support.

## Supportive Colleagues

Wherever you work within the Trust, in our school teams or collaborative teams, in a teaching or support role, there are leaders and colleagues there to offer support and guidance throughout your career at the Mast Academy Trust.

Our new colleagues receive a comprehensive induction; all our colleagues receive ongoing Continual Professional Development provided by the Trust or from external providers.

One benefit of being part of a trust is you can learn and share knowledge and experiences with colleagues from the other schools within the Trust.

## Equality

The Mast Academy Trust's aim is to attract people from diverse backgrounds to build on our inclusive culture and represent the communities we serve. We welcome applications from everyone regardless of sex, race, disability, age, sexual orientation, transgender status, religion or belief, marital status, or pregnancy and maternity.

We are committed to inclusivity and will consider requests for flexible working including part time and job share arrangements, where the role allows. We are committed to promoting and protecting the physical and mental health of all our staff.

# Technician - Design and Technology

## Scissett Middle School

Organisation	Scissett Middle School
Job Scale	Grade 5 £26,427.24 (pro rata to £17,065.14 for the 27.5 hours term time plus 5 days)
Hours	27.5 hours per week term time only plus 5 days. This role does require occasional evening work at specific times during the academic year.
Type	Permanent
Job share	Not applicable
Location	The primary place of work shall be Scissett Middle School, however you may be required to work at any school within the Trust.
Responsible to	Strategic Lead for Art, Design & Technology

JOB CODE	SMSDTT2026
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**The Mast Academy Trust and its members, trustees, governors, executive leaders and Headteachers are committed to safeguarding, promoting the welfare of children and young people and ensuring that safer recruiting procedures are in place; it expects all staff and volunteers to share the commitment.**

**Appointments will be subject to an Enhanced DBS check.**



## Overview

Schools are providers of education, and extended learning services, all of which benefit pupils, parents and the local community. Scissett Middle School is part of The Mast Academy trust who is a diverse employer that encourages the development of its staff who in turn deliver quality services to pupils and parents whose expectations are constantly rising both in terms of better services and access to them. Employees feel that they are contributing to the local community and making a difference to people's lives whilst working in a dynamic, fair and flexible environment.

This job is part of our Education Support job family which plays a key role in supporting schools to deliver high quality services.

In your role you will be part of a team within the school. You will support the delivery of an effective education and curriculum function in line with schools policies and procedures.

## Basic Job Purpose

Under the direction and guidance of the Strategic Lead for Art, Design & Technology, to co-ordinate the use of the practical resources and facilities and provide assistance and advice in meeting the practical needs of the Design and Technology curriculum, including liaising with teaching staff and support staff outside the department.

### The key areas for the role are:

1. Workshop Servicing
2. Construction and Repair
3. Health and Safety
4. Advisory
5. Administration
6. General

## Main Responsibilities - Technician - Design and Technology

### Workshop Servicing

- To assist in the maintenance of materials, stock and equipment required for demonstration and for practical work in all workshops.
- Under the supervision of the Strategic Lead for Art, Design & Technology, set up demonstration practical's as requested, ensuring they work effectively and are cleared away.
- To assist in the general maintenance of the workshop ensuring that all surfaces and equipment are clean and safe to use.
- To deliver equipment and resources to workshops or classrooms as requested.

- To collect, clean, check and return materials, tools and equipment to stores.
- To set up ICT and multi-media equipment.

### **Construction & Repair**

- To maintain and repair workshop tools and equipment to required standards, including obtaining estimates for more complex repair work.
- In consultation with the Senior Technician to test new equipment and devise new practical work.
- To construct and/or modify of workshop resources for use and display.

### **Health & Safety**

- To assist in the safe storage of and/or disposal of equipment, materials, chemicals and waste materials in line with recognised procedures and contribute to the production of appropriate risk assessment (to include appropriate labelling of chemicals/materials used in the workshop).
- In liaison with the Strategic Lead for Art, Design & Technology inspect, maintain and ensure correct use of safety equipment.
- To keep up-to-date with health and safety requirements and with developments in Design and Technology.. (Attending courses and reading publications.)
- To give health and safety information to technical staff, teachers and pupils/students.

### **Advisory**

- To operate a loan system for equipment internally and with other schools, advising on suitability of materials, tools and equipment and practical work.
- In consultation with the Strategic Lead for Art, Design & Technology, maintain awareness of current developments through appropriate training.

### **Administration**

- To assist in the operation of an efficient system for ordering, stocking, storing and distributing of items used in the Design and Technology Department, including any associated record keeping.
- To operate all relevant information and recording systems including cataloguing, filing and inventories, and legal records as they relate to Health and Safety and equipment/appliance testing.
- To receive and check deliveries and associated invoices.
- To obtain materials by local purchase.

### **Further Duties**

- To carry out additional tasks deemed reasonable by your line manager
- To undertake performance management and to contribute to the programme as required / agreed.
- To undertake and commit to your continued professional development

### **General**

- Show a commitment to diversity, equal opportunities and anti-discriminatory practices.
- Show a commitment to ensuring that children and young people learn in a safe environment.
- Participate in relevant and appropriate training and development as required.
- Carry out your duties with due regard to current and future school / Trust policies, procedures and relevant legislation. These will be drawn to your attention as part of your induction and ongoing performance development and through school communications
- Promote and actively support the Trust's responsibilities towards safeguarding.

## Person Specification - Technician - Design and Technology

<b>E</b> Essential	<b>A</b> Application Form
<b>D</b> Desirable	<b>T</b> Test/Exercise
	<b>I</b> Interview
	<b>R</b> References

### Qualifications & Experience

<b>E</b>	Experience of preparation of material required for demonstrations/practical work and of assisting with demonstrations.	<b>AI</b>
<b>E</b>	Experience of providing assistance with general maintenance.	<b>AI</b>
<b>E</b>	Design and Technology qualification at GCSE level or equivalent, or ability to work at least to this standard.	<b>AI</b>
<b>E</b>	Numeracy and Literacy skills to level necessary to undertake basic calculations, cash transactions and to produce basic reports and written correspondence.	<b>AI</b>
<b>D</b>	Previous experience of working in a school environment.	<b>A</b>

### Knowledge & Understanding

<b>E</b>	General knowledge of Design and Technology equipment and resources.	<b>AI</b>
<b>E</b>	Knowledge of COSHH regulations as they apply to school science laboratories.	<b>AI</b>
<b>E</b>	Knowledge of Health and Safety.	<b>AI</b>
<b>D</b>	Knowledge of and commitment to the Trust's Equality Policy and how it relates to the duties of the job.	<b>AI</b>
<b>D</b>	Basic knowledge of ICT software and packages.	

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**Skills & abilities**

<b>E</b>	Practical skills and ability to carry out basic repairs/maintenance.	<b>AI</b>
<b>E</b>	Ability to work on own initiative and as part of a team.	<b>AIR</b>
<b>E</b>	Ability to communicate effectively with staff and pupils.	<b>AI</b>
<b>D</b>	Ability to provide relevant advice and support to teachers.	<b>AI</b>

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**Personal Qualities**

<b>E</b>	Commitment to undertake continued training and development	<b>I</b>
<b>E</b>	Willingness to undertake an enhanced Disclosure and Barring Service check.	<b>I</b>
<b>E</b>	Be approachable, flexible and have a sense of humour	<b>I</b>

The post-holder may be required to take on additional responsibilities when necessary to ensure the effective running of the school.

# Application Details

Thank you for taking the time to read this pack.

## **Applying for the role of Technician - Design and Technology**

If you wish to apply for the post of Technician - Design and Technology then please complete the application forms found on <https://www.themast.co.uk/job-vacancies>

Application is via the Trust's online application form only, separate submissions or supporting documentation will not be accepted; all information should be provided within the relevant sections of the application form. You have the option to save and edit your application prior to submission **ONCE** you have populated each section. As the application form is hosted on Microsoft Forms, you may wish to copy and paste any larger sections of text into the form.

The application form requires you to provide in addition to personal details, educational achievements and employment history clear and concise examples of how you meet the following areas:

- Relevant Experience
- Education and training attainments
- General and specialist knowledge
- Skills and Abilities
- Additional factors in continual professional development

If you require support to complete the application please contact [recruitment@themast.co.uk](mailto:recruitment@themast.co.uk) or telephone 01484 598898 to speak to the HR department.

**The job code for this role is SMSDTT20626**

If you would like an informal discussion with regards to the role prior to applying please contact **Mrs C Dobson, Strategic Lead for Art, Design & Technology on 01484 865444.**

## **Dates**

The closing date for applications is **4pm Friday 19 June 2026.**

The interview date is expected to take place **week commencing 29 June 2026.**

If we have not contacted, you by **Friday 26 June 2026** please assume that on this occasion your application has been unsuccessful.

The expected start date for the successful candidate would be 1 September 2026.

## **Shortlisting**

As part of our safer recruitment process, references will be requested prior to interview. Only in exceptional circumstances will the school interview without references prior, where the candidate does not wish to notify their current employer; applicants must make this clear when submitting an application. Job offers will always be on condition of satisfactory references.

Online searches will be carried out for all shortlisted candidates therefore it is essential that your 'handles' are accurate to comply with these checks. The information will be treated as strictly confidential and shared with the recruitment panel to validate your suitability for the role that you have applied for. The scope includes relevant qualifications, whether a candidate poses a potential safeguarding risk or reputational damage for the school or trust. The information found may be explored at the interview stage. Data gathered will be recorded as appropriate and destroyed in line with the data protection policy.

Shortlisted candidates will be asked to provide details of unspent convictions and those that would not be filtered, prior to the date of the interview.

### **Equality Opportunity Monitoring**

The Mast Academy Trust wants to meet the aims and commitments set out in its equality policy and statement. This includes not discriminating under the Equality Act 2010 and building an accurate picture of the make-up of the workforce in encouraging equality and diversity.

**Please accept this as acknowledgement of the time and interest you have shown.**

