



ST PATRICK'S
— Roman Catholic High School —



THE ST PATRICK'S CENTRE
— of Educational Excellence —

Amazing things happen here

Job Application Pack

Design Technology and Art Technician (including Food Technology)



Helping every child to be the very best version of themselves

Headteacher: Mrs A Byrne



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56 NEW LANE, ECCLES, MANCHESTER M30 7JJ T-0161 921 2300 E1: enquiries@stpatricksrhigh.co.uk
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WELCOME

FROM THE HEADTEACHER

Thank you for taking the time to consider applying for the role of Design Technology and Art Technician (including Food Technology).

At St Patrick's it is our mission to ensure that children experience a truly great Catholic education that enables them to flourish academically and shine personally, preparing them for a happy and successful adult life. We are committed to helping every child become the very best version of themselves.

Our school motto is, 'amazing things happen here' and you only have to spend five minutes in our school to realise that this is absolutely true. We have a strong and dedicated team of professionals who challenge and support students to achieve amazing things and they work hard to create an environment, built on mutual respect, whereby students rise to the challenges set for them. Our strength comes from our drive for excellence in all that we do and our consistent and persistent approach.

We are committed to providing an inclusive workplace where staff feel valued and trusted and where collaborative working is at the heart of everything we do. We also recognise the importance of supporting our staff to continuously develop in order for them to achieve their own professional career goals.

If you meet the role criteria and are an excellent practitioner and believe that a great education can transform a child's life and future, we would love to hear from you!

Mrs Alison Byrne
Headteacher



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Why St Patrick's?

Our People Values

Our core people values are at the heart of every decision that we make as an employer. Our aims are:

- To fulfil our Catholic mission, to ensure our children and staff **live life to the full**
- To **attract, recruit, develop and retain** high performing staff, to ensure that we allow pupils to become the best version of themselves.
- To provide a workplace where staff feel **valued and trusted**.
- To develop and support the growth of **leadership and management**.
- To promote a culture focused on **diversity, inclusivity and wellbeing** by creating a healthy work environment to enable staff to perform at their best.
- To provide **strong and consistent HR services** for all staff, across all school areas.
- To serve the wider education system and **provide opportunities** for our staff to lead across other schools

Our Benefits

We have a range of employee benefits available to all our staff. We are always looking at ways in which we can improve our offering to ensure the benefits are valued by our staff.

CPD

We have a strong focus on CPD for our employees, ensuring that learning and development opportunities are offered throughout the academic year. This includes exciting career opportunities to work across other schools.

Pension

An employee earning more than £10,000 and who is more than 22 years of age will automatically be enrolled into one of our workplace pension schemes with excellent employer contributions.

Family Leave

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Enhanced family leave is available to support our staff with family commitments and emergencies.

Flexible working

Where possible, we support staff with the ability to work flexibly and recognise the need to work/life balance.

Subsidised Gym Membership

Via our payroll provider, Salford City Council, we are able to offer discount on Salford Council run leisure facilities.

Wellbeing strategy

We are focused on bringing staff wellbeing to the forefront of our people agenda. With an annual wellbeing calendar place, we run events throughout the year to celebrate staff and our school.

We also have an independent Employee Assistance Programme and Occupational health provider in place to support staff with any wellbeing needs.

We are always looking for ways to improve our offering and staff feedback is at the heart of this.

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Job Title: Design Technology and Art Technician (including Food Technology)

Contract Details: Full time, Permanent
Term time only

Pro Rata Salary: 2A point 7-9

Job Summary

The Governors of St Patricks RC High School are looking to appoint a suitably experienced, efficient and organised person to join our friendly Design and Technology and Art department.

Our technicians work with our teaching staff and play a crucial role in the support and improvement of pupils learning experience. You will be required to prepare equipment, materials and ensure the smooth sailing of practical lessons.

Some key duties include:

- Preparing setting up and checking equipment
- Preparing resources for lessons i.e. cutting wood and using the laser cutter
- Supporting teaching staff and students during lessons
- Putting away equipment after lessons ensuring a safe environment
- Organising and storing equipment and checking stock
- Administrative tasks

To arrange an informal visit, please contact **Cat Taylor, HR Assistant**, on **0161 921 2340** by email at **taylor.c@stpatricksrhigh.co.uk**.

All applications must be submitted via the Greater Jobs website.

This school 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 applicant will be required to complete an enhanced DBS check.

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Job Description

The job description below gives an insight into the responsibilities of the Design Technology and Art technician and while this is not an exhaustive list, it should allow candidates to have an understanding of what this role entails, and for what the successful candidate will be held accountable for. The person specification provides an indication of the skills and experience that we are seeking.

Purpose of the role

To assist in providing practical support to teaching and learning in the art, design and food technology department.

Duties and Responsibilities:

1. Core qualities

- Positive attitude to continuous improvement
- Leading by example
- Effective communication skills
- A willingness to embrace change
- Excellent organisational skills

2. Specific responsibilities

- To support the work of the art and design and technology department primarily by ensuring that the resource and materials requirements of the department are effectively met
- To support students and teaching staff when doing practical sessions with supervision, instruction and demonstration

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- Prepare materials, equipment and resources for lessons
- Keep all classrooms tidy and organised as well as free from hazards
- Administrative tasks including filing, photocopying and laminating
- To organise any repair and maintenance of equipment, including tool sharpening, ensuring all equipment is maintained in a good working order
- To prepare departmental resources where it is appropriate and cost-effective to do so
- To stock check, order stock, check deliveries and ensure suitable storage and maintain a record of departmental spending
- To ensure that equipment and working areas are kept in a clean, tidy order, specifically after lessons. This includes art rooms, workshops and a kitchen.
- To provide technical support during lessons, including individual or small group pupil support where appropriate
- To produce teaching aids and update displays and visual materials around the department and school
- Maintain health and safety records including work equipment checks, risk assessments, COSHH assessments and site audits
- Develop an infrastructure of facilities of the department
- Support catch-up sessions during lunch or after school
- To have particular regard to health and safety matters in accordance with school policy and statutory requirements

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- To check and empty extraction systems on a regular basis
- To undertake such other tasks relevant to the work of the department or the needs of the school as they may arise

General Information and Working Arrangements

- The above duties are not exhaustive and the postholder may be required to undertake tasks, roles and responsibilities as may be reasonably assigned to them by the Head of Department or a member of the Senior Leadership Team.
- To be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- To support the aims of the school and treat all members of the school community with respect and consideration.
- To set a good example to students in terms of appropriate dress, standards of punctuality and attendance.
- To take responsibility for professional development, participating in staff training, including INSET days where required, and the school's CPD and professional development procedures.
- To take responsibility for the implementation of, and compliance with, policies and procedures relating to child protection, health safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.

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Person Specification

- Previous experience working with power machining such as lathes, drills and millers in commercial or educational settings
- Confident use of ICT
- Ability to operate and maintain power machinery
- Suitability to work with children
- Proactive and able to work independently as well as a part of a team
- High level of practical and problem solving skills
- Flexible approach and ability to prioritise short and long term tasks
- Excellent organisational skills
- Self-motivated with the ability to multi-task

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