

# Bedford High School

A Specialist Business and Enterprise College



To Care - To Learn - To Achieve

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## Combined Technician in Design Technology (DT) and Science

Vacancy Information booklet



# Combined Technician in Design Technology (DT) and Science at Bedford High School

Bedford High School offers a vibrant and supportive environment for both staff and students. As a Design and Technology Technician, you will play a crucial role in fostering creativity and innovation among our students, working alongside a dedicated team of 3 Design and Technology members of staff. Our school is committed to excellence. We have fantastic facilities which include, 3 computer suites, 2 fully equip workshops, which have recently been refurbished, and resources that empower students to excel in their studies. In your role you will have the opportunity to work with cutting edge technology and equipment supporting various design and technology projects that inspire students to explore their potential. Your expertise will be invaluable in maintaining the smooth operation of our workshops and ensuring health and safety standards are met. At Bedford High School we pride ourselves on our inclusive and collaborative culture, where professional development and continuous learning are encouraged. Join us at Bedford High School and contribute to shaping the future of young minds in a dynamic and inspiring setting and make a lasting impact on the next generation of designers and innovators.

The science department at Bedford High School caters for students from years 7 to 11, through KS3 then AQA Combined and Separate Sciences. We have 7 labs in the science block, with two prep rooms and a staffroom and small computer suite; there are also 2 labs in the main school building with associated prep rooms.

The team are extremely warm and welcoming and we look forward to recruiting another technician at the heart of the faculty.

Dear Colleague

Thank you for your interest in working at Bedford High School.

At Bedford High School we are dedicated to offering our students a high-quality education in a well ordered and purposeful school environment. Our values are: To Care, To Learn, To Achieve. We seek to develop happy and successful citizens who will make a valuable contribution to their community. We were judged to be a 'Good' school in October 2023. We are proud of what we have achieved but we are far from complacent and we are acutely aware that there is more to do to achieve our ambition to become an 'outstanding school'. To support our aim, we have extremely challenging data targets, underpinned by strong development planning and rigorous accountability. In return we offer you a committed staff and student body enjoying excellent relationships as well as dedicated, professional, hard-working Governors; you will be well supported.

If you feel you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application. Please complete the application form (we do not accept CV's) which is available on our website at [www.bedfordhighschool.co.uk](http://www.bedfordhighschool.co.uk). Please return completed application forms to [recruitment@bedford.wigan.sch.uk](mailto:recruitment@bedford.wigan.sch.uk) or by post to Mrs Claire Taylor, HR Facilities & Communications Manager at the school address.

I very much look forward to receiving your application.

Yours faithfully

A handwritten signature in black ink, appearing to read 'P. McCaffery', written in a cursive style.

Mr P McCaffery  
Headteacher

## Our School

Bedford High School was established in 1976 when it was formed by merging Leigh Boys' Grammar School and Manchester Road Secondary Modern School, which were located next to each other. The former grammar school buildings now form the U Block and the secondary modern buildings form the L Block.

## Our School Values

To Care, To Learn, To Achieve.

## Our School Vision

We relentlessly strive to help our students to discover, develop and demonstrate their potential. This is our core purpose. Our aim is for every 16-year-old student to leave us as a rounded individual, who feels excited about the opportunities the world has to offer and is equipped with the qualities, virtues, skills and knowledge to be happy and excel in life.

At Bedford High School we put staff first by developing, nurturing and retaining a high-quality workforce, where there is a high-quality teacher in every classroom delivering high quality lessons every hour, every day. There are many opportunities for staff across all departments to make an invaluable contribution to the success of the school, getting involved in different aspects of school life.

## Staff Wellbeing

Our fabulous surroundings provide an excellent working environment, which in turn can have a positive impact on our employees' well-being. However, this isn't the only benefit to working with us.

- Membership to Greater Manchester Pension Fund or Teachers' Pension fund
- Employee Assistant Programme confidential advice and support service available by telephone, website and App supporting you and immediate family members 24/7 with legal information for issues that can cause anxiety and distress including debt management, consumer, property or neighbour disputes, bereavement support, medical information, online CBT and counselling sessions along with a Wellbeing portal which offers a virtual library of wellbeing information
- Committed Wellbeing Team with fully trained Mental Wellbeing First Aiders
- Dedicated off site wellbeing hour for all staff
- Cycle to work scheme
- Family friendly policies
- Staff rewards
- Gym facilities
- Continued professional development

Feedback from our staff wellbeing survey tell us that our staff...

All the wellbeing initiatives make for a good work life balance and make you feel appreciated in the work place

There are many, many things that this school does better than many others that I have worked in.

I'm very happy here and feel respected and looked after.

Bedford is a great place to work.

Since arriving at Bedford I have found the staff to be friendly, welcoming, supportive and are a credit to the school.

## Job Description

<b>Role title:</b>	<b>Combined Technician in Design Technology (DT) and Science</b>		
<b>Job purpose:</b>	To provide support and technical assistance to teachers, other school staff, other technicians and students in meeting the practical needs of the curriculum within the Design Technology and Science departments.		
<b>Reporting to:</b>	Director of Learning/T&L Leader Science and T&L Coordinator DT Work schedule to be produced for forward planning to meet curriculum needs		
<b>Responsible for - Staff</b>	None		
<b>Liaising with:</b>	Headteacher, Manager of Finance and Health and Safety, Senior Leadership Team, School Governors, other members of staff – teaching and non-teaching, LA, parent/guardians, external agencies		
<b>Grade of post:</b>	G4 pro rata, term time only Starting salary approx. £20,210 pa	<b>Gauge ref:</b>	A23322
<b>Hours:</b>	37 hours per week, term time only, core working hours 8.00 am – 4.00 pm		
<b>Contract:</b>	Permanent		
<b>Disclosure level:</b>	<p>All offers of employment are conditional subject to an enhanced disclosure with child barred list, appropriate overseas checks, medical clearance, relevant qualification certificates and references satisfactory to the school. In line with recommendations from Keeping Children Safe in Education Guidance we will carry out an online search as part of our due diligence for all shortlisted candidates, you will be required to complete a self-declaration of any criminal records or information that would make you unsuitable to work with children. At Bedford High School safeguarding is everyone's responsibility. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and to adhere to the school's safeguarding policies and procedures.</p> <p>This post involves working with children, young people or vulnerable adults and is therefore exempt from the Rehabilitation of Offenders Act.</p>		
<b>Base:</b>	Bedford High School		
<b>Date:</b>	May 2024		

**Main duties:** There will also be an element of administrative support in the role

- The scope of duties involves technical and administrative support in Design Technology and Science faculties.

## Specific responsibilities:

### Design Technology

- To order equipment, materials and consumables as requested and in line with financial procedures.
- To assist in producing resources for agreed activities as directed and under the guidance of the teacher to support individuals or groups of students during practical aspects of the course.
- To regularly check and empty dust extractors.
- To regularly check sanding belts and replace when necessary.
- To regularly check sewing machines and rethread the machines.
- To support the general housekeeping of the workshops making sure the workspaces are tidy and clean.
- To maintain and clean the lazer cutter.
- Organise and store equipment and tools safely.
- Support setting up lessons and extra curricular lessons.
- To check first aid kits and replenish when required.
- To prepare equipment for electronics and test components.
- To ensure the health and safety of students at all times.
- To be aware of and undertake ongoing daily maintenance of workshop equipment, tools, work surfaces & industrial machinery
- To prepare, set up equipment/materials and tools required for demonstrations & practical work lessons ensuring their correct and safe storage for all KS3 & KS4.
- To cut ALL resources for academic cutting list - agreed projects & activities as directed by the teacher for ALL
- KS3 & KS4 for a full academic year and maintain ongoing stock movement.
- To store ALL stock in order to support ALL students practically throughout the academic year.
- To source ALL resources from within school e.g. cardboard, recycle cut down to size and acquire enough for ALL KS4 GCSE prototype projects
- To have safe knowledge and competency in working with the relevant machinery, i.e. laser/vinyl cutters, printers,
- Circular saws, chop saw, soldering irons, pewter casting tools, mitre saws, pillar drills, printers etc.
- To prepare/maintain/ order electrical equipment- soldering irons/pewter casting and electrical components
- To test all electrical equipment and prepare prior to practical lessons
- To Rack, tidy & store tools away throughout each day and at the end of each lesson
- To clean & maintain safety equipment – chip guards, chuck guards, chuck keys, jigs, goggles, safety wear
- To sharpen tools and replace blades
- To stock, repair and replenish DT aprons
- To safely dispose of all redundant/broken/obsolete equipment, used consumables and waste materials in line with recognised procedures and legal requirements
- DT Support:
  - To cut & make jigs as a when required for new projects using CAD/CAM and all machinery
  - To support and assist students when required 1-1 in the use of DT drawing programmes such as CAD Tec soft & Sketch Up in order for them to be proficient to a level in the programmes to utilise in GCSE KS4
  - To support and assist students when required 1-1 in Year 10 and Year 11 during their practical construction phase

- To complete all faculty photocopying/printing as & when required.
- To understand & bring together timetabling/class-lists/email addresses/class photofits for all classes for an academic year to enable the smooth running, thus supporting the faculty through the academic year.
- To scan & email all GCSE year 11 theory work to students throughout their year 10 & 11 work
- To save and store all scanned theory work on the school network.
- To photograph work in dt as required in KS3 and throughout KS4 for students as and when it is required
- To create folders, file away, label, store and maintain theory work for KS3 & KS4 classes
- To report behaviours which aren't compliant with Design & Technology workshop agreement signed by the students in Year 7
- To work successfully under your own initiative and prioritise workload as you see fit
- To be a responsible key holder for all safety locks/emergency stops/machines/rooms and storerooms
- To be professional & compliant in running a safe Design & Technology school environment following BSI 4163:2021 + A1:2022 via The Design & Technology Association
- Keep up to date with DATA training.
- Maintain service logs for machinery.
- Keep records of maintenance completed in the department.

## **Science**

- Preparation of apparatus and materials required for laboratory practical lessons, and recording of same.
- Preparation of chemical solutions to specific concentrations, following appropriate measures for Health and Safety.
- Removal, cleaning and storage of equipment as and when necessary.
- To carry out regular risk assessments and manage the organisation of maintenance and repair of equipment and report any building defects to the Premises Manager.
- Ensuring that technical and teaching staff keep up-to-date with health and safety requirements and developments.
- Maintenance of an inventory of equipment and consumables including safe-keeping of chemicals. Advising science teachers of potential problems.
- Delegated responsibility for ordering, receipt and checking of material, including stationery, equipment, and chemicals.
- Assisting staff in the use and storage of materials in order to comply with Health and Safety regulations.
- Be familiar with the needs of courses within the Faculty.
- Care of plants within the Science Faculty.
- Safe disposal of chemical and biological waste.
- Responsibility for the day to day management and monitoring the performance and training needs of the Laboratory Assistant.
- Advising staff on suitability of practical projects, and advising staff and students on safety aspects of practicals.
- Reporting the non-arrival of cover teachers to the office staff and the short term supervision of students until cover teacher's arrival. Organisation and delivery of work required as indicated by absent teacher.
- Monitoring of Science Faculty budget and ensuring the Head of Faculty is kept informed.
- Photocopying and filing as and when circumstances permit.
- To liaise with the I.C.T. manager to organise setting up I.C.T. equipment, and ensuring the

maintenance of same.

- To liaise with the Faculty Head and department heads within the Science Faculty.
- To report all matters of an administrative/clerical nature including absence through sickness/leave of absence etc. to the School Administrative Officer.
- Stock control of chemicals and equipment.
- Accompanying school parties on educational trips.
- Such other duties as the Headteacher and Head of Faculty may from time to time determine.

### **Other Specific Duties**

- Positively participate in the continuing professional development programme including the training of staff on new systems and procedures.
- Participate in the school development planning processes, and attend relevant internal/external meetings.
- Positively participate in the continuing professional development programme.
- To carry out the duties in the most effective, efficient and economic manner available
- To continue personal development in the relevant area
- To have due regard and comply with all school policies
- To supervise students as required
- To undertake training as required
- To participate in personal and team reviews/meetings
- To participate in annual appraisal and implement agreed targets
- Review and develop own professional practice, undertaking training as required.
- Develop good working relations with other colleagues and students and promote a positive impression of the school
- To contribute to the overall ethos/work/aims of the school
- To work flexibly in the interest of the school and to undertake such additional duties as are reasonably commensurate with the post and level of responsibility.
- Assist in supporting whole school administration / projects where required.
- To have due regard for data protection, confidentiality, child protection and health & safety policies.
- To undertake first aid training.
- Any other duties as the Headteacher may from time to time determine commensurate with the grade.
- To implement the examination system in the event of the absence of the Exams, Data and Assessment Manager.

### **Health and Safety Training**

- Effectively and proactively implement Health and Safety legislation and good practice, including office, individual and DSE risk assessments, taking into consideration disabilities and specialist equipment required to enable staff to undertake their daily duties.
- To undertake Health and Safety Training on areas within your remit.

Whilst every effort has been made to explain the duties and responsibilities of the post each individual task undertaken may not be identified.

Employees are expected to comply with any reasonable request from the Headteacher to undertake work of a similar level that is not specified in this job description.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date above but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

All staff at Bedford High School, teaching and support, have a crucial role to play in setting standards. Through a professional, caring and sensitive approach based on mutual respect, we achieve a great deal.

## Person Specification

### A. Experience

	Essential	Desirable	Source A = Application I = Interview R = References T = Task/Observation P = Presentation
Basic experience of working in ICT or general technician/resource support	E		A, I,
Previous experience of working in a school environment		D	A, I
Previous experience of working with children of a relevant age		D	A, I

### B. Training and Qualifications

	Essential	Desirable	Source
NVQ Level 2 in ICT/technical discipline or willingness to work towards within an agreed timescale	E		A, I
Basic Health & Safety Certificate or willingness to work toward within an agreed timescale	E		A, I
Willingness to undertake basic first aid	E		I

### C. Knowledge and Understanding

Applicants should be able to demonstrate knowledge and understanding of the following areas relevant to the post.

	Essential	Desirable	Source
Understanding of responsibilities of school technicians	E		A, I
Knowledge of computer/ICT systems	E		A, I
Understanding of the national/foundation stage curriculum and other basic learning programmes.		D	A, I
Ability to use initiative to respond to and resolve routine problems	E		A, I
Understanding of relevant policies, codes of practice and awareness of relevant legislation		D	A, I
Understanding of COSSH requirements		D	
Knowledge of Health and Safety requirements	E		A, I

### D. Personal Skills, Abilities and Competencies

Applicants should be able to provide evidence that they have the necessary skills and abilities required.

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Good presentation skills	E		A, I
Good communication skills in order to relate well to students and adults.	E		A, I
Ability to work under supervision and as a team member	E		A, I
Ability to work in accordance with the schools health and safety policies	E		A, I
Ability to recognise own learning needs and seek further opportunities	E		A, I
Ability to deal with minor injuries		D	A, I
Ability to work in accordance with the school's health and safety policies	E		A, I
Ability to recognise own learning needs and seek further opportunities	E		A, I
Ability to support and motivate other team members		D	A, I
Very good communication skills to deal with both children and adults	E		I
Ability to constantly improve own practice/knowledge through self-evaluation and learning from others	E		A, I
Ability to organise self and others	E		A, I
Professional appearance and conduct	E		A, I
A committed lifelong learner willing to undertake further training to suit the needs of the role	E		A, I
Flexibility working outside of normal school hours may be required	E		A, I
The willingness to be generous in time and spirit	E		A, I
A sense of humour and positive outlook	E		A, I
A determination to succeed	E		A, I
Energy, enthusiasm, adaptability and flexibility	E		A, I
A willingness to support the schools aim of strengthening links with the community	E		A, I
The ability to build and maintain effective relationships	E		A, I
The ability to develop effective teamwork	E		A, I
The ability to anticipate and solve problems creatively	E		A, I
The ability to demonstrate loyalty and confidentiality	E		A, I
The ability to prioritise and manage time effectively	E		A, I

## **E. Legal Issues**

	<b>Essential</b>	<b>Desirable</b>	<b>Source</b>
Legally entitled to work in the UK	E		A, I

## What to expect

If you feel you have the necessary skills and qualities to undertake this role, we will be delighted to receive your application form. Please complete the application form, we do not accept CV's and return to Mrs Claire Taylor, HR Facilities & Communication Manager at the school address or by email to [recruitment@bedford.wigan.sch.uk](mailto:recruitment@bedford.wigan.sch.uk).

It is important that you tell us about your skills and experience relevant to the role. Please ensure you answer all the questions on the application form and explain any gaps in employment or educational history, as the information you provide will be used in our shortlisting process.

Once we have received your application it will be reviewed and evaluated. If we feel that you may be suitable for the vacancy that you have applied for you may be invited to attend an interview, the format of which will be confirmed as part of the invitation.

Due to the high volume of applications we receive, if you do not hear from us within 4 weeks of the closing date then on this particular occasion your application will have been unsuccessful. We are not able to provide feedback on applications that have not been shortlisted for interview.

Should you wish to visit school please email us at [recruitment@bedford.wigan.sch.uk](mailto:recruitment@bedford.wigan.sch.uk) and we will arrange a suitable time.

For more information on our school and to take our virtual tour please visit our website [www.bedfordhighschool.co.uk](http://www.bedfordhighschool.co.uk)

## The interview process

**Deadline: Wednesday 19<sup>th</sup> June 2024 at 9.00 am**

**Interviews: To be confirmed, or earlier for the right candidate.** Early applications are encouraged and we reserve the right to close the vacancy early and interview before the closing date if a suitable candidate is found.

**Start date: September 2024**

Due to the nature of different roles within Bedford High School, we operate two separate streams for selecting the very best candidates.

For support staff positions the interview process will consist of a formal interview with senior staff members, written and/or verbal tasks and tour of school.

For teaching positions, the interview process will consist of teaching an observed lesson, interacting with students, a formal interview with students, formal interview with senior staff members and tour of school.

All interviews at Bedford High School involve a member of staff appropriately trained in Safer Recruitment.

If you are successful in securing a position at Bedford High School, you will receive your conditional offer letter and relevant documents and information about the new starter process from our Human Resources team. All offers of employment are conditional upon all pre-employment checks satisfactory to the school. A start date will be confirmed in writing on completion of our safer recruitment process.

### **Our commitment to safeguarding**

All offers of employment are conditional subject to all satisfactory pre-employment checks which include an enhanced criminal record with child barred list through the Disclosure and Barring Service (DBS), appropriate overseas checks, medical clearance, references and verification of your qualifications satisfactory to the school. When completing application forms all candidates must provide a full employment history and any gaps to be clearly identified. At Bedford High School safeguarding is everyone's responsibility. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment and adhere to the school's child protection policies and procedures. All candidates must be legally entitled to work in the UK and comply with the Immigrations, Asylum and Nationality Act regulations. Applications from all sections of the community are welcome.

This post involves working with children, young people or vulnerable adults and is therefore Exempt from the Rehabilitation of Offenders Act.

Shortlisted candidates will be notified by email of the interview arrangements. Please ensure your correct email address is provided on your application form.

In line with recommendations from Keeping Children Safe in Education Guidance we will carry out an online search as part of our due diligence for all shortlisted candidates. Shortlisted candidates are also required to complete a self-declaration of any criminal records or information that would make you unsuitable to work with children.

As we receive many applications for posts, we regret that we will only be able to contact those applicants who are shortlisted for interview. Therefore, if you have not heard from us within four weeks of the closing date, please assume you have not been shortlisted for interview on this particular occasion.