



October 2018

**HOME ECONOMICS TECHNICIAN (temporary, part-time, term time)**

Thank you for your application for the post of HE Technician at Strathearn, which was recently advertised. The information given below is our proposed schedule for the appointment.

**Applications:** The closing date is 12 noon on Wednesday 24 October 2018

**Essential Criteria:**

- 5 GCSE (or equivalent) grades at A, B or C including English Language and Mathematics
- self reliance and ability to work to deadlines
- maturity and enthusiasm
- ability to show initiative and accept responsibility
- good organisational skills
- caring and sensitive attitude towards the needs of children
- good communication skills
- have a full current driving licence and access to the use of a car
- good understanding of the role of HE Technician

**Desirable:**

- recent experience in a Technician's role
- basic food hygiene certificate
- good ICT skills
- First Aid qualification
- recent practical experience in First Aid

**Interviews:** Shortlisted candidates will be informed as soon as possible after the closing date.

**Commencement of service:** The post is tenable as soon as is practicable.

**Hours of Work:** 25 hours per week - 8.45 am to 2.15 pm with a half hour lunch, term time.

**Salary:** NJC (points 10-15) £16,863-£17,972 per annum, pro-rata - £10,168-£10,837.  
The School operates the NILGOSC Superannuation Scheme.

Appointment will only be made upon evidence of medical fitness. The appointment will be subject to confirmation of a successfully completed probationary period of not less than six months.

This paper is intended for guidance only; full details of the conditions of service will be made available when an offer of employment is made.

I hope you will find this information helpful. Thank you for your interest in Strathearn.

## Information for Applications for the post of Home Economics Technician

Principal	Mrs Nicola Connery
School enrolment	773
Sixth form enrolment	211
School's admission number	110 (5 classes of 22)
Teaching staff FTE	48
Timetable Structure	45 periods per week (35 minutes each)
Head of HE Department	Mrs Angela Blayney
Teaching staff FTE	2 full time and 1 part time

**Strathearn school** is one of the top girls' grammar schools in Northern Ireland. It has a national reputation for academic success and is locally renowned for sport and drama. The overall size of the school and small class size allows each individual pupil to develop in a caring and supportive environment. The school is situated in extensive grounds and enjoys complete seclusion in very attractive surroundings with well equipped buildings and sporting facilities. Pupils are drawn from a wide ranging catchment area including East Belfast and North Down.

**Home Economics** is a very popular and successful subject in Strathearn. All pupils take Home Economics at Key Stage 3 with two sets each year in forms 4 and 5. There is a strong uptake at AS/A2 level with a number of pupils having achieved national awards in the subject. Home Economics is mainly taught in two well equipped classrooms with an adjacent room for the storage and preparation of materials.

### Child Protection

Strathearn treats with the utmost seriousness its responsibility to protect its pupils by preventing unsuitable people from working with them in paid or voluntary positions. Therefore applicants should be aware that any offer of employment will only be confirmed when the Principal has:

- viewed an original birth certificate and/or marriage certificate;
- received two written satisfactory references, one of which must be from the most recent employer;
- viewed originals of qualifications recorded on the application form, and
- viewed photographic proof of identity.

In addition, the outcomes of a Police Check and the pre-employment Health Check on the preferred applicant must be satisfactory.

### Process

Applicants called for interview will be required to bring with them

- an original birth certificate and/or marriage certificate and
- photographic proof of identity.

When an offer of employment is made, the preferred applicant will be required to

- an Access NI Form to allow the necessary Police Checks to be carried out
- complete a pre-employment Health Check and
- let the Principal view originals of qualifications recorded on the application form.

The appointment will only be confirmed after all pre-employment checks have been completed satisfactorily.