



June 2018

**Technology and Art Technician (Full-time term time) *Temporary for one year***

Thank you for your interest in the above post at Strathearn, which was recently advertised. The job will be available from 22 August 2018 to 4 July 2019. The information given below includes our proposed schedule for the appointment.

**Applications:** The closing date is 12 noon on Wednesday 27 June 2018

**Interviews:** Interviews are planned to be held in early July.

- Essential Criteria:**
1. Good general educational background – minimum of 5 GCSEs (grades A\*-C) or equivalent, including English and Mathematics.
  2. A commitment to young people and their development.
  3. Self-motivation and the capacity to work on own initiative
  4. Good ICT skills
  5. Strong interpersonal and organisational skills and the ability to work as an effective member of a team.
  6. Good oral and written communication skills.
  7. Ability to gain the confidence of staff and pupils.
  8. Good attendance record and good time keeping.

- Desirable**
- Hold an approved qualification in a manufacturing and/or engineering related area through a recognised awarding body.
  - Hold a qualification in the use of workshop machinery.
  - First Aid or Health and Safety at work qualification.
  - Experience of working with electronics.
  - Experience in the use of CNC and CAM equipment.
  - Experience of working as a Technology / Art technician.

The above criteria may be enhanced to produce a manageable shortlist.

**Hours of Work:** 8:30 am to 4:15 pm Monday to Thursday and 8:30 am to 4:00 pm on Friday. This is a term time post (plus 4 days during the summer, 3 training days in August and Open Morning).

**Salary:** Salary is prorata and will be set on a 4 point scale within the range NJC Pts 10 – 15 (£8.32 - £9.09 per hour) and which is equivalent to £13,559 - £14,826 per annum paid equally over 12 months. The School operates the NILGOSC Superannuation Scheme.

Appointment will only be made upon evidence of medical fitness and a satisfactory police check. 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.

## Information for Applications for the post of Technology Technician

Principal	Mrs Nicola Connery
Vice Principal (Teaching & Learning)	Mrs Karen Quinn
Vice Principal (Pastoral)	Mrs Lynn Myers
School enrolment	773
Sixth form enrolment	210
School's admission number	110 (5 classes of 22)
Head of Art Department	Miss Susan Whitla
Department Teaching staff	2 teachers
Head of Technology Department	Mr Andrew Atkinson
Department Teaching staff	2 teachers with a full time equivalent of 1.6 teachers

**Strathearn School** is one of the top girls' grammar schools in Northern Ireland.

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.

### **Technology Department**

The department has a modern suite of six rooms including an ICT suite and two fully equipped workshops. Two members of staff teach the girls throughout to A-level following the CCEA specification. The department strives to encourage pupils to explore the nature of the technological world. We try to encourage independent and creative design thinking to help pupils not only understand, but also create the technology of the future.

### **Art Department**

The accommodation for Art & Design is extensive and comprises one large studio, two classrooms, a small studio for advanced level, a ceramics area, a kiln and an ICT suite as well as areas for working with textiles and screen painting.

From years 8-10 all pupils study Art and Design for three/two periods per week. In years 11 and 12 there are two GCSE classes and at AS and A2 level there is one class in each year.

The highlight of the Art year is the Art Exhibition of GCSE, AS and A2 work held in May. The event celebrates the talents and skills of the pupils and is well supported by family and friends from other schools.

The School is seeking to appoint an enthusiastic and committed person who would wish to apply him/herself to this important role. He/she will be working directly with pupils and staff and will have the necessary skills to make a significant contribution to teaching and learning in Strathearn.

# STRATHEARN SCHOOL

---

## ROLE DESCRIPTION

### Art and Technology and Design Technician

#### KEY PURPOSE:

To provide a range of technical support and assistance to teaching staff in the implementation of the Art and Technology & Design Department's educational programme and to support effective and efficient learning in the Technology Department.

#### RESPONSIBLE TO:

The Principal through the Vice-Principal (Teaching & Learning) and for day-day operations the Head of Departments.

#### MAIN DUTIES AND RESPONSIBILITIES

##### 1. Provision and maintenance of facilities and practical resources

- 1.1. Assist teaching staff in the development and manufacture of teaching aids and models.
- 1.2. Prepare resources and materials for all classes including the setting up, testing, demonstration and dismantling of suitable resources as per schemes of work.
- 1.3. Assist teachers with practical work providing classroom support as required.
- 1.4. Supervise individuals and groups of pupils under the direction/instruction of teaching staff.
- 1.5. Carry out first line servicing of machines and equipment to ensure safety and reliability. This will include cleaning, oiling, sharpening, removing dust and minor repairs.
- 1.6. Collect, clean and store all equipment and materials securely in designated storage areas.
- 1.7. Keeping all teaching areas and stores in a clean and tidy condition. Within the Art Department this will involve cleaning all work surfaces, clay equipment, ledges and chairs after ceramics classes, to minimise dust in the rooms. Within the Technology Department this will involve and organisation of the Technology workshops and storage facilities.
- 1.8. Dispose of used materials in a safe and approved manner.
- 1.9. Ensure that mandatory and or statutory checks of materials and equipment are carried out by qualified personnel and that equipment is serviced as necessary.
- 1.10. Inform the Head of Department of materials and equipment found to be in an unsatisfactory or unsafe condition and arrange for repair or disposal of such items.
- 1.11. To ensure no unauthorised person has unsupervised access to equipment and materials when not in use.

- 1.12. To prepare and demonstrate projects to pupils and assist pupils (as directed) with practical work and coursework assignments.
- 1.13. To prepare display materials and equipment for teaching staff and to assist at open days and other events where the public and or outside agencies are involved.

## **2 Administration**

- 2.1 Develop, maintain and operate manual, and/or computerised systems in relation to administrative tasks associated with the Department.
- 2.2 Maintain an up to date inventory of all equipment and resources within the Departments.
- 2.3 Maintain all necessary safety signs and a record of all equipment checks.
- 2.4 To assist in the ordering / purchasing, receiving, checking, storing and distribution of resources.

## **3 General**

- 3.1 Support staff in ensuring that Health and Safety regulations are observed in accordance with the School's and the Department's Health and Safety Policy.
- 3.2 Assist with evacuation in emergencies.
- 3.3 Manage and maintain all of the audio-visual, sound and lighting systems in place within the College and operate such systems at whole school events such as Prize Day, the School Play and the Spring Concert.
- 3.4 Prepare electronic presentations and displays for School activities and events. Take digital photographs and collate and manipulate digital images as and when requested.
- 3.5 Contribute to the development of the School website and to the preparation of content for the website, social media and communication platforms.
- 3.6 To assist as technician in other Departments when required.
- 3.7 Implement all school policies and procedures.

## **4. Technical staff may be required to undertake any of the following duties:**

- 4.1. Handling cash in relation to the purchase of practical materials.
- 4.2. To assist at meetings and school functions.
- 4.3. To carry out minor maintenance repairs throughout the school within the competence of the employee.
- 4.4. To undertake additional training in areas relating to areas of the post and to be committed to continued professional development.
- 4.5. To undertake any other duties as directed by the Principal and or Head of Departments.
- 4.6. Undertake photocopying as required.
- 4.7. Carry out PAT testing and minor maintenance repairs throughout the school within the competence of the employee;
- 4.8. Act as a school first aider.

**This job description will be reviewed regularly and may be subject to amendment or modification at any time after consultation with the post holder.**

### **General Information**

The school offers a wide range of extra-curricular activities, and the contribution of staff to this programme is greatly valued.

Strathearn is a voluntary grammar school for girls, managed by its Board of Governors in accordance with the scheme of management drawn up by the Governors and approved by the Department of Education (NI).

### **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. Posts involving work with children and young people in educational institutions are subject to the provisions of the Safeguarding Vulnerable Groups (NI) Order 2007.

The process whereby applicants are vetted for employment is set out by AccessNI as an Enhanced Disclosure; see [www.nidirect.gov.uk/accessni](http://www.nidirect.gov.uk/accessni) Hence, applicants should be aware that any offer of employment will only be confirmed when the Principal has:

- received two written satisfactory references, one of which must be from the most recent employer;
- verified proof of identity as specified by AccessNI;
- received an Enhanced Disclosure Certificate from AccessNI confirming the eligibility of the applicant to work in the School;
- viewed originals of qualifications recorded on the application form.

AccessNI regulations do not allow for individuals to apply directly to AccessNI for an Enhanced Disclosure Certificate therefore the application will be made through Strathearn School.

### **Process**

Applicants called for interview will be required to bring with them

- photographic proof of identity.

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

- complete an AccessNI application by the following process
  - register with AccessNI for an Enhanced Disclosure Certificate and complete the 'Pin Notification and ID Validation Form' as provided by the School
  - complete the AccessNI document 'Appendix C' as provided by the School
  - return these two documents to the School and produce for the Principal valid identification documents as specified in the application
  - enclose a cheque for £33 made payable to Strathearn School
  - furnish the Principal with a copy of the return from AccessNI;
- complete a 'Health Declaration' questionnaire which you should complete and return and
- let the Principal view originals of qualifications recorded on the Employment application form.

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