



*Saint Joseph's*  
CATHOLIC SCHOOL

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*Specialist Technician*

*Start date: ASAP - Salary Scale: Grade E*

[www.sjcs.org.uk](http://www.sjcs.org.uk)

# WELCOME FROM THE HEADTEACHER

Dear Applicant,

The Governors and I welcome your interest in the position of Specialist Technician at our school.

St Joseph's is a smaller than average school. The warm and welcoming atmosphere is matched by a strong focus on pupil progress and hence improving their life chances.

Our reputation within the community, following year on year improvements in results, has resulted in us becoming oversubscribed and a school of choice for many parents.

Following an extremely pleasing Ofsted inspection in November 2018 we have a clear focus on the areas we need to improve and hence achieve Outstanding grading in all sections. I am thrilled that the Inspectors recognised the tireless hard work, commitment and dedication that occur every day and how the school has improved over time because of the relentless drive for excellence. The school was judged to be Outstanding in the Behaviour and Safety category and Good in the other three, thus giving an overall judgement of Good.

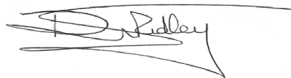
We are looking for an ambitious individual who can inspire pupils. The successful candidate will be a good team player, with a distinct sense of purpose and bring a strong intellectual commitment to their role.

## Dates

Application Deadline: Open to strong candidates

Interviews: TBC

I very much look forward to receiving your application. Should you have any queries, please do not hesitate to contact me.



Mrs RA Ridley  
Headteacher



# JOB DESCRIPTION

<b>Post:</b>	<b>Specialist Technician</b>
<b>School:</b>	<b>St Joseph's Catholic School</b>
<b>Salary Range:</b>	<b>Grade E</b>
<b>Responsible to:</b>	<b>Head of Faculty</b>
<b>Contract Type:</b>	<b>Permanent, 9am–3:35pm weekdays (negotiable)</b>

## **Job Purpose:**

To organise the provision of practical support for the relevant curriculum area for staff and pupils at all key stages in the school/college. To assist the respective head/s of department in securing an environment in which pupils can safely pursue investigative practical work.

## **Main Duties:**

1. Prepare materials, equipment and teaching aids for classroom use, at the direction of the head of department. To tidy up and clean materials and equipment, including breakages and spillages, so as to ensure a safe and hygienic working environment at all times.
2. Support teachers and students during practical work, to include setting up demonstrations and experiments, providing advice to pupils in the development of their tasks, including the safe operation and demonstration of equipment.
3. Oversee the work of small groups of students engaged in practical tasks, as requested by the head of department and under the supervision of the classroom teacher.
4. Assist with exhibitions, demonstrations and displays as requested.
5. Organise the weekly shopping in preparation for class cooking.
6. Monitor and achieve the efficient organisation of the work and storage areas and ensure the cleanliness, safety and security of these areas at all times.
7. Advise members of staff and pupils on particular hazards and requirements in the use of equipment/materials/experiments in line with COSHH/safety/CLEAPPS guidance. Keep abreast of current safety guidelines and legislation.
8. Issue and receive back materials and equipment. Check for missing and damaged equipment against inventories and inform the relevant teacher. Operate a system of stock control, ensuring sufficient replenishment of materials within the approved limits and recommending any additional equipment/material requirements to the head of department. Assist in ordering stock and checking deliveries of stock when received.
9. Check and test equipment routinely to ensure its good safe working order and undertake maintenance, repairs and servicing where needed and within the limits of the jobholder's skills and training. Recommend any necessary repairs or arrange further maintenance for equipment on the approval of the head of department. Ensure all equipment is compliant with Electrical Safety Regulations. Arrange for/complete (as trained) annual portable electrical equipment testing and ensure associated records are maintained.

# JOB DESCRIPTION

## **Additional Specialist Duties for Art and Design Technical Support:**

1. Prepare equipment, materials and rooms for lessons in design, ceramics, textiles, graphics and art to include cutting paper to size, pugging of clay, loading, unloading and setting the kiln. Issue and receive tools and materials and to supervise pupil's safe and appropriate use of specialist equipment.
2. Prepare glazes for pottery and chemical solutions for printmaking.
3. Ensure the safe operation of the kiln and the laser cutter, including undertaking all necessary risk assessments, arranging for regular services and ensuring the correct and safe operation of the kiln and laser cutter by students and staff.

## **Additional Specialist Duties for Audio Visual Aids Technical Support**

1. Support teachers and students during practical and project work, providing advice to pupils in the safe and appropriate use of audio visual equipment, including the safe operation and demonstration of equipment.
2. Enhance exhibitions, demonstrations and displays through the use of audio visual equipment as requested. Advise teaching staff and students on the use of audio visual aids with regard to demonstrations, displays and exhibitions.
3. Monitor all TV and radio programme recordings, ensuring adherence to copyright legislation. Advise staff and students on copyright legislation and ensure appropriate records are maintained.
4. Assist with technical aspects of school productions.
5. Ensure all audio and visual equipment and associated ICT equipment is packed up and locked away in the designated places after use so as to ensure the safety and security of audio visual equipment at all times.
6. Ensure the completion of all necessary administration relating to the storage, organisation, use, maintenance and inventory of all audio visual equipment and associated ICT equipment.
7. Liaise with County Educational Technical Services and other suppliers and service agents as required.

## **Supervision and Management:**

The jobholder does not have regular supervisory responsibility for staff but is required to assist with work familiarisation for new recruits and trainees.

## **Creativity and Innovation (i.e. Problem Solving)**

The jobholder resolves routine problems encountered, eg in delivering appropriate demonstrations, experiments, exhibitions, displays and activities to assist the teacher's lesson and deliver the curriculum; identifying the best types of experiments in relation to the teacher's lesson plans. The jobholder may encounter unusual or unexpected results during experiments or practical work which will require him/her to use his/her initiative to assist the pupil's learning from the experiment/practical work during the lesson.

# JOB DESCRIPTION

Key Contacts and Relationships	Reason for Contact
Senior Technician, Heads of Departments, Head Teacher, Trainee Technicians, Teachers, Teaching Assistants, Pupils	Routine information relating to their working agenda e.g. experiments, demonstrations and practical work plans.
Senior Technician, Heads of Departments, Trainee Technicians, Teaching Staff, Pupils.	Explanations relating to practical work, demonstrations, experiments, use of specialist equipment, health and safety precautions, any low stocks of materials etc.
Trainee Technicians and New Technicians	Providing assistance and work familiarisation to new staff and trainee staff in technical procedures, use of specialist equipment.
Teaching staff and pupils	Deliver practical demonstrations, experiments and impart specialist knowledge during the lesson to deliver the curriculum in accordance with the lesson plans.

## Decision Making

Examples of recommendations made by the jobholder include those relating to the purchase or acquisition of specialist equipment, stocks and supplies for scientific experiments and practical work, e.g. woodwork, art, pottery; those relating to display and exhibitions of work.

## Resources

The jobholder is required to use specialist equipment eg for scientific experiments, practical work (i.e. woodwork, pottery, arts and crafts, with care, and contributes to ordering and maintaining the stocks and materials necessary for undertaking scientific experiments, completing practical work such as wood work, art, pottery (e.g. wood, paints, chemicals etc).

## Working Environment

The work entails some manual handling, crouching and stretching. The work is undertaken in science laboratories, work shops, art/pottery rooms etc. The jobholder may use hazardous chemicals and/or equipment with some inherent risk eg in conducting demonstrations, practical wood work, metal work, art/pottery work (e.g. kiln). The jobholder will encounter members of the public, visitors to the school, contract staff, students etc. during the course of their duties.

## Knowledge and Skills

The jobholder requires the ability to undertake a range of involved tasks relating to technical support. Level 3 competence and knowledge in the specialist area is required. A good standard of practical control and organisation of the work processes is also required.

# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
QUALIFICATIONS	<ul style="list-style-type: none"> <li>• Good educational background including competence in English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>• First Aid qualification or willingness to obtain</li> <li>• Food hygiene certificate</li> </ul>
EXPERIENCE	<ul style="list-style-type: none"> <li>• Experience of working with young people</li> <li>• Experience of a catering and/or workshop environment</li> </ul>	<ul style="list-style-type: none"> <li>• Experience in a similar role</li> <li>• Previous school experience</li> </ul>
SKILLS & KNOWLEDGE	<ul style="list-style-type: none"> <li>• Good practical and organisational skills</li> <li>• Ability to work under pressure</li> <li>• Competent in the use of technology e.g. computers, photocopiers</li> <li>• Able to manage the physical demand of the role</li> </ul>	<ul style="list-style-type: none"> <li>• Familiar with COSHH regulations</li> </ul>
COMMITMENTS	<ul style="list-style-type: none"> <li>• Sympathetic to Catholic values</li> <li>• Committed to safeguarding and promoting the welfare of children</li> <li>• Commitment to health &amp; safety</li> </ul>	
PERSONAL QUALITIES & COMPETENCIES	<ul style="list-style-type: none"> <li>• Artistic and creative</li> <li>• Good organisational skills</li> <li>• Polite and cheerful when dealing with students and staff</li> <li>• Flexibility to work as part of a small team, helping out where required</li> <li>• Adaptable</li> <li>• Willing to attend training on use of technical equipment e.g. laser cutters</li> </ul>	

# OVERVIEW OF THE SCHOOL

Our school encourages and guides each of its pupils to develop their own unique gifts and talents. By providing a broad range of learning experiences and a supportive and nurturing environment, our pupils enter the world as confident, rounded individuals, with high expectations of themselves and the self-belief, skills and attributes to achieve their true potential. Everyone in school is here for a purpose, to learn each day, and to widen their knowledge, experience and imaginative understanding. At both Key Stage 3 and 4, opportunities within the curriculum enable pupils to enjoy, achieve and grow in their learning. Pupils follow a curriculum that is appropriate to their needs, provides challenge and enables them to achieve. There is a positive atmosphere for learning in lessons at St Joseph's, as teachers and subject leaders are constantly finding innovative and engaging learning experiences for pupils.

## SCHOOL ETHOS

St Joseph's Catholic School is a small 11-16 school located in the beautiful city of Salisbury, Wiltshire. It is a vibrant, exciting and caring school where our Catholic ethos is at the heart of everything we do. Our values and ethos permeates everyday life as a community, each child and every adult is treated with the utmost dignity and respect. Consequently, pupils leave us as well-rounded individuals and staff turnover is exceptionally low.

Our school is committed to be a centre of excellence for all faiths and abilities and we are very proud of our successes and our outstanding reputation within the local community.



## STAFF WELFARE AND CAREER PROFESSIONAL LEARNING

As a school that values Career Professional Learning for all our staff, we have an extensive range of courses and opportunities on offer which enables our staff to flourish. We offer the NPQML and NPQSL national qualification to all those staff who show leadership potential and wish to move into Senior Leadership in the coming years. Recently, we have supported four staff to become qualified teachers via SUPA Salisbury and the Assessment Only route.

## SAFEGUARDING AND CHILD PROTECTION

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. All new staff within the school will be subject to an enhanced DBS check.

The school has a designated senior member of the leadership team who is responsible for referring and monitoring any suspected case of abuse. All members of staff will receive training in line with our Child Protection policies.

## ACADEMIC SUCCESS

Over the past five years, St Joseph's Catholic School has exceeded challenging targets by over 11%, securely placing us, yet again, as one of the best schools in the country and in Salisbury for the progress of pupils. We have received local and national recognition for our GCSE results which placed our school as one of the top performing similar schools in the country.



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ST JOSEPH'S CATHOLIC SCHOOL

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