



# Design & Technology Technician (Food & Textiles) Candidate Information

March 2022



**CHELTENHAM  
BOURNSIDE  
SCHOOL**

Empowering lives  
through learning



# CHELTENHAM BOURNSIDE SCHOOL



## Welcome to Bournside

### People are at the heart of Bournside.

Our staff and students are **Ambitious, Purposeful, Proud, Respectful, Curious, and Supportive**. These are our values and whilst you'll see them written on our website and on our corridor walls, where you'll really see them is in the way we work together, the way we talk to one another, the way teachers teach and students learn, and the way we ensure that every day, in and out of lessons we are living our vision: **empowering lives through learning**.

Bournside is a large school with over 200 staff and 1,700 students. That means we have the resources to provide a wealth of opportunities: a sports centre and 4G sports pitches; a fully equipped Drama studio, a large library, specialised English and Maths blocks, 12 science labs and specialist design, technology, computing and media rooms. Our highly successful sixth formers have their own large base with numerous study rooms.

No one gets lost in the crowd, however. The size of our school means that whatever your role, you'll benefit from having a dedicated, specialist team around you. Everyone is a member of one of our six houses; coupled with our vertical tutor group model, for students, the house system aims to nurture and enhance a sense of family and community, strengthen home/school communication, and provide opportunities for older students to act as role models for younger students, enabling them to have meaningful conversations about school life and their future aspirations.



# CHELTENHAM BOURNSIDE SCHOOL

It's not at all unusual for several generations from the same family to have been part of Bournside School. We've been part of the community of Cheltenham for many years having moved to our present site in Warden Hill in the early 1970s. Our value to the local community is developed in many ways: working closely with our neighbouring schools, taking the arts into the community, being the central hub for very many sports local sports teams, and, of course, being the school of choice for families in our part of Cheltenham and beyond.

If you have any questions regarding the position please contact Ben Gibbons, Head of Design and Technology [bgg@bournside.gloucs.sch.uk](mailto:bgg@bournside.gloucs.sch.uk). I would also very much encourage you to visit our school so you can see for yourself why it is a wonderful place to work.

There is a wealth of information about our school on our website, along with an application form should you wish to apply. We also ask for a supporting statement (maximum 2 sides of A4) outlining how you feel your experience, skills, and attributes would enable you to make a significant impact in the role. The deadline for applications is Monday 28<sup>th</sup> March 2022, 3.30pm.

I look forward to receiving your application to join us in **empowering lives through learning**.

**Steve Jefferies**  
Headteacher

# Design and Technology Technician (Food & Textiles)

**Start date: April or May 2022**  
**Salary: Grade E4-E8 (£13,344 - £14,444)**

**Contract: 30 hours per week, term time only, Permanent**

An outstanding opportunity has arisen to work in Gloucestershire's largest comprehensive school.

We are an established 11-18 single academy trust with a good reputation (Ofsted 'Good' rating 2016), wide catchment, and a strong presence in our community. Our school is consistently oversubscribed with a PAN of 300, and most of our students choose to stay with us for their post-16 study.

We are looking to appoint a Design and Technology Technician to support the smooth and safe operation of the Design and Technology Department.



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**Applications by:  
3.30pm 28<sup>th</sup> March 2022**

You will support the provision of a positive learning environment by maintaining a high standard of technical support under the leadership of the Head of Department.

The Design and Technology department is housed in a well-resourced suite of three workshops, two Food rooms, two textiles rooms, a graphics room and a CAD studio, including a specialist area for Computer-Aided Manufacture.

We are an equal opportunities employer and value and respect diversity across our whole school community. Bournside is committed to safeguarding and promoting the welfare of children and young people. All posts are subject to an enhanced DBS check. We reserve the right to interview and appoint prior to the closing date.

## **Application pack:**

[www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/](http://www.bournside.gloucs.sch.uk/school-information/careers-at-bournside/)

**Warden Hill Road, Cheltenham, GL51 3EF | [hr@bournside.gloucs.sch.uk](mailto:hr@bournside.gloucs.sch.uk) | 01242 235555**

# Job Description

## Design and Technology Technician (Food & Textiles)

**Post title:** Design and Technology Technician

**Responsible to:** Head of Department

**Hours per week:** 30 hours per week

**Working days and hours:** Monday to Friday 8.30am to 3.00pm

**Working Weeks:** 39 weeks per year

**Contract Type:** Permanent

**Salary:** E4-E8 £13,344 - £14,444 (Based on £19,264-£20,852)

This school is committed to safeguarding and promoting the welfare of children and young people according to child protection and safeguarding guidelines and expects all staff to share this commitment. A satisfactory enhanced DBS check is required for all Employees.

### Purpose

- To support the smooth and safe operation of the Design and Technology Department.
- To support the provision of a positive learning environment by maintaining a high standard of technical support, under the leadership of the Head of Design and Technology.

### Specific responsibilities

- The organisation and maintenance of the D&T rooms, resources, equipment and consumables.
- Support teaching and learning by preparing tools, materials, ingredients and equipment for use in practical lessons.
- Maintain hygienic standards of Food preparation areas and equipment on a day-to-day basis.
- The maintenance of the departmental displays in collaboration with the Head of Design and Technology.
- The organisation of the departmental digital equipment including: cameras, laptops, scanners, photocopiers and printers.
- Undertake photocopying, general administration and correspondence for department.
- Collecting and accounting for money for materials.
- Support the department with any additional administrative needs.
- Collaboration with IT support as necessary.
- Preparation and tracking of orders for the department.
- Collection of deliveries, liaising with suppliers, school finance office and school reception.
- Support for teachers during specific lessons including working with small groups of students.
- Support for teachers in creating learning resources.
- Ensuring Health and Safety/Fire safety compliance in the Design and Technology department and maintaining the department safety and maintenance record and audits.
- Advising the Head of Design and Technology on all matters relating to the role.
- Handle routine telephone calls and face-to-face enquiries.
- Meeting with visitors, staff and students.
- Set up teaching spaces and meetings spaces. Reconfiguring furniture layout and equipment as necessary.
- Any other duties commensurate with the grade and level of responsibility of this post, for

which the post holder has the necessary experience and/or training.

### **Health and Safety**

To ensure that all health and safety instructions are followed and that all reasonable care is taken not to do anything that might endanger the post holder or others; to report to the line manager any dangerous situations in the workplace or any perceived shortcomings in health and safety arrangements.

### **Special conditions**

This job description sets out the main duties of the post at the date it was drawn up. However, it is not intended to be an exhaustive or definitive list. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot themselves justify a reconsideration of the grading of the post. You may be required to carry out other duties commensurate with your role.



## Person Specification

### Design and Technology Technician (Food & Textiles)

Bournside School will use this person specification as the selection criteria for the post, gained from applications, references, and interviews.

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>Level 2 qualifications including literacy and numeracy (ideally GCSE or equivalent Maths and English Language)</li> </ul>	<ul style="list-style-type: none"> <li>Evidence of further professional development</li> <li>First-Aid Certificate</li> <li>Food Hygiene training</li> <li>Knowledge of safeguarding procedures</li> </ul>
Experience, understanding, and knowledge	<ul style="list-style-type: none"> <li>Experience of preparing food</li> <li>Experience of preparing fabrics and textiles</li> <li>Experience of using ICT</li> <li>A commitment to professional development</li> <li>An excellent standard of practical knowledge</li> <li>A working knowledge of relevant equipment.</li> <li>Ability to work constructively as part of a team, understanding academy roles and responsibilities and your own position within these</li> </ul>	<ul style="list-style-type: none"> <li>Good knowledge of the National Curriculum in the subject (Food Preparation and Nutrition, Textiles and Product Design)</li> <li>Experience working with sewing machines</li> </ul>
Personal qualities	<ul style="list-style-type: none"> <li>A positive, can-do attitude</li> <li>Willing to learn new skills</li> <li>Enjoy working with young people</li> <li>Be able to work calmly under pressure</li> <li>Be flexible and able to manage time effectively</li> <li>Good communication skills, oral and written</li> <li>The ability to work well as part of a team, and to build trust and openness</li> <li>Discretion, courtesy, honesty and integrity</li> <li>Reliability, punctuality, diligence and good organisation</li> <li>Attention to detail</li> <li>Self-motivated and enthusiastic</li> <li>Ability to work independently</li> <li>Evidence of commitment to professional development</li> </ul>	



## Settling in at Bournside

We will fully support you with your transition to Bournside. The HR department oversees the provision for new staff, including your induction, to support you in understanding and coping with your new role.

### Induction day

Depending on your start date, you may be invited to an induction day prior to joining us. Alternatively, this will typically be your first day. This full day of training provides information about the aspects of Bournside school life which will be needed as soon as you start, such as:

- School Leadership Structure – who to see for what
- School communication and meeting systems
- Induction procedures, performance management, and professional development
- ICT
- Health and safety procedures
- Safeguarding training
- Key policies
- Introduction to basic training requirements.

### Your mentor

You will also be allocated a mentor – probably your line manager – who will meet with you regularly to ensure you have the support you need.



### Continuing Professional Development

Bournside is forward-thinking in its approach to Continuing Professional Development (CPD). We use a variety of activities to engage staff with sharing best practice including whole staff training options, departmental development time, focused workshops, and time for performance management and review.



## Employee Benefits

### Support Staff

#### General

- Provision of all necessary IT equipment.

#### Lifestyle and wellbeing

- Attractive salary and pension
- Generous annual leave entitlement
- Free one-to-one wellbeing support
- Family friendly policies
- Onsite parking facilities and cycle storage
- Free access to the school's Gym
- Cycle to work scheme
- Discounted gift cards via Voucher Store
- Techscheme – save money on the latest tech from Apple and Currys PC World
- A comprehensive range of staff social events throughout the year
- Our dining centre and Pit Stop Cafe are open between 8:00am and 1:30pm every day.

#### Professional development

- Support to complete further academic study and professional qualifications.

#### Statutory and other benefits

- A wide range of statutory benefits including sick pay, maternity, parental, and adoption leave
- Enhanced Paternity Leave Policy
- We will honour your continuity of service in other state funded schools in relation to sick pay and pension rights.





# Our Values

## We are...

### **PURPOSEFUL**

We persevere to achieve our goals and aspirations

### **PROUD**

We celebrate everyone's effort and achievements

### **RESPECTFUL**

We care about each other and believe in equality and kindness

### **CURIOUS**

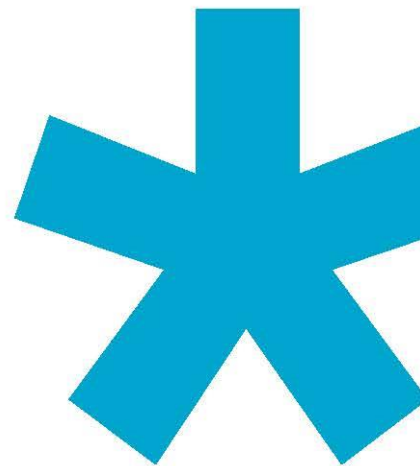
We have enquiring minds and are not afraid of challenge

### **SUPPORTIVE**

We make a positive difference to each other's lives

### **AMBITIOUS**

We aim for the very best in all we do



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