



Curriculum Support Technician: Design & Technology, Engineering and Construction

Recruitment Pack

Hawkley Hall High School



MAXIMISING POTENTIAL



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Welcome

Dear Applicant,

Thank you for your interest in the Curriculum Support Technician position at Hawkley Hall High School.

We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic to join our team as soon as possible.

Hawkley Hall is a school with a very positive outlook and a “can-do” approach amongst staff and students. A strong learning culture is evident because there is an acknowledgement that we are all learners and we can all improve.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what Hawkley Hall High School and The Rowan Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

Visits to our school are welcome and can be arranged by contacting my PA, Rebecca Lister on 01942 204640 or email r.lister@hhhs.net

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

Mr Matt Klinck
Headteacher
Hawkley Hall High School



Hawkey Hall High School

Hawkey Hall is a high performing, heavily oversubscribed, mixed comprehensive school of around 1160 students.

We see successful education as a partnership between parents, students and ourselves. Links with parents are of paramount importance, with regular and frequent contact via parents' evenings, reports, newsletters and the school planner contributing to a continuing dialogue about the education we provide for our children.

The school is situated in the south western part of Wigan, close to the M6 motorway, in an area of substantial private development. A wild fowl nature reserve borders the school grounds providing an open attractive outlook to the site.

Hawkey Hall is a growing school and over recent years have invested heavily in developing the school site: a purpose built Maths Block, two state of the art Food Technology rooms, additional science labs and 2 new dedicated ICT suites.

We also have an on-site training suite facility that underpins the significant annual investment we make in staff CPD.

In our most recent key stage 4 results, 75% of pupils achieved 5 GCSEs at grade of 4 or above including Maths and English. 58% achieved a 5 or above.

The Rowan Learning Trust

The Rowan Learning Trust (RLT) is a growing Multi-academy Trust, established in 2012 to maximise potential of all children, students and adults in our schools and to support them in their journey to become outstanding.

Currently the RLT family comprises six schools: three high schools, an all-through alternative provision academy and two primary school. Together we share a set of common values:

- Mutual respect
- Fairness
- Equality of opportunity
- Individual growth
- Kindness

We believe in an inclusive workplace – one that is built on fairness, merit and respect to help our employees perform to their greatest potential.



Job Description

Design & Technology Technician

Reports to: Head of Faculty/Department

Location: Hawkley Hall High School, Carr Lane, Wigan, WN3 5NY

Salary: NJC scp 3-5 (£13,340.50 - £13,879.52 actual salary)

Hours: 32.5 per week, term time only

Support for the Teacher

- Create and maintain a purposeful, orderly and productive working environment
- Timely and accurate preparation and use of specialist equipment/resources/materials as required by staff.
- To arrange the healthy, safe and accessible storage of equipment and materials
- Provide clerical/admin support, for example, basic word processing, photocopying, printing, display, maintaining department data bases for stock and student assessment results.
- Assist in and adhere to the observance of a healthy and safe working environment.
- To ensure the team is resourced and organised to meet the performance standards required by the Head of Faculty.

Support for Students and Curriculum

- Monitor and manage stock and supplies, cataloguing as required including the compilation of orders.
- Organise the maintenance of specialist equipment, check for quality/safety and report any damages.
- To assist students with practical work when required.
- Organise resources for staff and students in preparation for practical lessons.
- Keep the practical rooms clean and tidy by washing and clearing away equipment and cleaning surfaces.
- To provide cover supervision for teaching staff when required.

Support for the School

- Be aware of and comply with policies and procedures relating to safeguarding, health and safety, security and confidentiality.
- Be aware of and support difference to ensure all students have equal access to opportunities to learn and develop
- Contribute to the overall ethos/work/aims of the school and faculty
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as may be reasonably directed.
- Participate in training and other learning activities and performance management.
- To be a designated First Aider
- The successful candidate must hold a full UK driving license.
- To assist the Head of Department in the ordering of materials and equipment
- Establish constructive relationships and communicate with other agencies/professionals, in liaison with the teacher, to support achievement and progress of students
- Attend regular team meetings and briefings with department and whole staff

School Ethos

- Play a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and students to follow this example.
- Promote actively the school's corporate policies.
- Comply with the school's health and safety policy and undertake risk assessments as appropriate.



Person Specification

Essential

- GCSE Mathematics and English at C or above (or equivalent)
- Working knowledge of IT packages Microsoft Excel and Word
- Good communication skills that meet our expectations both orally and written.
- Ability to work accurately and to deadlines
- A professional approach that meets our expectations.
- Excellent organisational skills
- Flexibility in the day to day working pattern
- Ability to develop and implement new procedures.
- Willingness and ability to undertake further qualification (where necessary) and training.
- The ability to work as a member of a team or to work independently without direct supervision.
- An empathy with children

Desirable

- Previous experience of working in a school or with young people
- Technical knowledge of materials and how products function
- Be able to use CAD software or have the ability/ willingness to learn new software
- Have a general understanding of workshop health and safety
- Experience of working in the Technology industry and the use and maintenance of machinery such as drills, saws and lathes and other hand tools
- Ability and enthusiasm to work jointly with colleagues
- Personal attributes: reliable and punctual, a good sense of humour, can follow instructions, efficient, friendly and flexible

How to Apply

Please submit the enclosed application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

Applications should be returned electronically to jobs@hhhs.net

Alternatively, send a hard copy to:

Mr M Klinck
Headteacher
Hawkley Hall High School
Carr Lane
Wigan
WN3 5NY

Closing Date: Wednesday 20th October 2021 at 3pm

Interview Date: To be confirmed





The Trust will 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.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.



The Rowan Learning Trust

Registered Office: Carr Lane, Wigan, WN3 5NY

Company Number 8010464



HAWKLEY HALL HIGH SCHOOL

JOB APPLICATION FORM FOR TEACHING STAFF IN SCHOOLS

The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.

CARR LANE,

WIGAN, WN3 5NY

TELEPHONE: 01942 204640

FACSIMILE: 01942 403570

EMAIL: jobs@hhhs.net

1. POST APPLIED FOR

Post Applied For:			
School:	Hawley Hall High School		
As advertised in:		On date:	

2. PERSONAL DETAILS

SURNAME:		FORENAME:	
TITLE: (Optional)		Date of Birth: (Optional)	
Address:			
POSTCODE:		Email:	
Telephone No:		Mobile No:	
Email:		DfE No:	



3. CURRENT POST

SCHOOL/SERVICE:			
LOCAL EDUCATION AUTHORITY:			
JOB TITLE:			
DATE OF APPOINTMENT:		SALARY:	
TLR/ Recruitment and Retention Allowance (please specify as applicable)			
MAIN DUTIES AND RESPONSIBILITIES			
Reason for this application			

4. PREVIOUS TEACHING EXPERIENCE

Name of school, type of school and number on roll	Dates of employment		Post(s) held indicating salary points / allowances	Reasons for leaving
	From	To		



5. OTHER RELEVANT WORK EXPERIENCE

Post	Dates		Employer	Grade/Salary	Reason for Leaving
	From	To			

6. GENERAL EDUCATION

School	From	To	Qualifications – Grades, awarding bodies and dates



7. FURTHER AND HIGHER EDUCATION

Name of College/ University	From	To	Qualifications – Grades, awarding bodies & dates

8. ANY OTHER RELEVANT QUALIFICATIONS

Please give details of any other relevant qualifications you have for this post.

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9. ADDITIONAL INFORMATION

Are you related to, or a close friend of, any member of the Trust or of the Governing Body of the school? <i>(If yes, please state relationship)</i>	Yes / No
Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension? <i>(If yes, please give details)</i>	Yes / No
Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? <i>(If yes, please give details)</i>	Yes / No
Do you hold a current and valid driving licence? <i>(if yes, please state the category)</i>	Yes / No
Please indicate if you have any special requirements to allow you to participate fully in an interview.	



10. Criminal convictions or cautions

You should note that the disclosure of any offence will not necessarily prevent the Rowan Learning Trust from employing you, but we reserve the right to consider its significance in relation to working with children.

Work at the school is exempt under the Rehabilitation of Offender Act 1974. Any offer of appointment will be dependent upon the successful completion of the Disclosure and Barring Service (DBS) check at the Enhanced level.

Where serious concerns as to an individual's suitability to work with children are expressed, the facts will be reported to the relevant authorities.

<p>Do you have any unspent criminal convictions, cautions or bind-overs?</p> <p>If yes, please forward details (date, offence and sentence) with a covering letter, in a sealed envelope marked "Addressee Only – Headteacher".</p>	<p>Yes / No</p>
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11. REFERENCES

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer.** In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

REFEREE 1				REFEREE 2			
TELEPHONE NO:				TELEPHONE NO:			
EMAIL:				EMAIL:			
Reference Type: (Please circle)	Employer	Education	Character	Reference Type: (Please circle)	Employer	Education	Character
<p>Please note that we will contact these referees if you are short-listed for this post and seek reference before interview.</p>							



12. FURTHER INFORMATION FOR CANDIDATES

- * You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.
- * Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.
- * To comply with the Asylum and Immigration Act 1996 (as amended by S.147 of the Nationality, Immigration and Asylum Act 2002), all prospective employees will be required to supply evidence of eligibility to work in the UK. If you are appointed to the post you will be provided with further information detailing what documents will be required.

THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT

13. DECLARATION

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and to satisfactory medical clearance and the provision of documentary evidence (e.g. NI Number) that shows I am entitled to work in the U.K.

Signature:.....Date:.....

