

# MAESTEG SCHOOL

Ffordd Dysgu  
MAESTEG  
Bridgend  
CF34 0LQ



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**Headteacher / Pennaeth: H. Jones B.A. (Hons) N.P.Q.H.**

June 2021

Dear Applicant

## **Design & Technology Technician**

### **Required for September 2021**

Thank you for the interest you have shown in the above post at Maesteg School.

Maesteg School is a thriving 11-18 community comprehensive school, situated within easy access to the M4 motorway, in a brand new 'state of the art' building.

We are seeking to appoint a knowledgeable, skilled and enthusiastic technician to support our strong, successful Design and Technology faculty. The successful candidate will be required to assist in the maintenance and provision of classroom resources to support teaching and learning in a safe, efficient environment.

This is an excellent opportunity to join a successful and innovative 11-18 community comprehensive school in a brand new 'State of the Art' building with large, well equipped D&T rooms in a strong and welcoming Faculty of 6 staff.

I look forward to receiving your application by **Friday 25<sup>th</sup> June 2021 – 9am.** Should you require any further information please do not hesitate to contact the school.

Yours sincerely

Helen Jones  
Headteacher

*(The school will contact Applicants short-listed for the above post as soon as possible after the closing date. Should you not be contacted, you have been unsuccessful in your application on this occasion. However, your interest in the post and Maesteg School is much appreciated. Thank you.)* **Please note:** Due to the current economic climate, the school is unable to offer any re-imbursement for travelling expenses).

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*Motivated to Strive / Ysgogi i Ymdrechu*





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# MAESTEG SCHOOL

**Required for September 2021**

## **Design & Technology Technician**

**Grade 6**

(£20,903 - £21,907 – pro rata) 79.64%

**35 hpw - Term Time Only**

We are seeking to appoint a knowledgeable, skilled and enthusiastic technician to support our strong, successful Design and Technology faculty. The successful candidate will be required to assist in the maintenance and provision of classroom resources to support teaching and learning in a safe, efficient environment.

This is an excellent opportunity to join a successful and innovative 11-18 community comprehensive school in a brand new 'State of the Art' building with large, well equipped D&T rooms in a strong and welcoming Faculty of 6 staff.

We offer a support programme for new staff plus continuing professional development for experienced staff.

Ideally, applicant for this post should have experience of working in a secondary school, a workshop or similar environment and have manufacturing skills in wood, plastic, metal along with their manufacturing processes. They should have relevant practical experience and/or qualifications relating to Design Technology. Good communication and ICT skills are essential as well as an ability to use your initiative within a dynamic, ever changing working environment.

Information via:

**Email:** [maestegschool.maesteg@bridgend.gov.uk](mailto:maestegschool.maesteg@bridgend.gov.uk)  
*Application pack (including application form) are in Word format and will be forwarded to applicant via email, **please return via email.***

***Closing date for applications: Friday 25<sup>th</sup> June 2021 – 9am***

*Applicants are requested to note that the successful candidate will be required to agree to an enhanced criminal record clearance being undertaken*



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## YSGOL MAESTEG - SCHOOL INFORMATION

The school is situated in the Llynfi Valley, in a very pleasant rural setting, yet conveniently situated for access to the M4, Bridgend, Swansea and Cardiff. The school's catchment area serves the town of Maesteg and surrounding villages in the Llynfi Valley. The school enjoys close links with its main partner primary schools and benefits from a supportive close knit community. We are co-educational, with a pupil age range of 11-18 years. The present roll is 1120 pupils, including approximately 200 in the Sixth Form. The pupil population has a balance of boys and girls and a truly comprehensive intake. A total of 26.5 % of pupils are entitled to free school meals. This is above the national average of 17.4% for secondary school in Wales. Around 55% of the population live in the most deprived areas in Wales. Fundamental to the way we work here is in removing barriers to learning. The school currently has 67 teaching staff and a further 38 support staff that include administrators, technicians and learning support. The school is cohesive, safe and highly inclusive. We always look to recruit staff who have high expectations of all learners with a total commitment to the education and welfare of young people and who are able to provide an outstanding level of personal support. We believe outstanding teachers and outstanding support staff really do make the transformational difference in a child's life.

We currently operate mixed ability grouping in Year 7. The school has a 25 period/hour teaching week and setting throughout the curriculum. The curriculum covers the requirements of the National Curriculum and there is a clear emphasis on teaching and learning in a supportive environment. In Key stage 4, the school offers a good range of general and vocational courses, including successful provision for reducing the number of pupils leaving school with no qualifications and meeting the needs of our more able and talented pupils. The school is a member of the Bridgend Learning Network for 14-19 Pathways.

Maesteg School is committed to the concept of skills development. We have developed a 'Pioneer' curriculum in Year 7 that is focused on developing skills alongside the four purposes through cross-curricular challenges. We are committed to the vision of ensuring that this work becomes integral to the work of all faculties and underpins our approach to learning at Maesteg. With a greater understanding of the learning process and what it means to be a powerful learner, we are seeing increased self-efficacy in our pupils which will result in them maximising their potential.

The school is committed to helping everyone who works here to do their best possible work in raising standards. Colleagues are consulted on all major policy decisions and are encouraged to raise openly any matters concerned with the school's effective operations. Pupils also make a positive and significant contribution, which influences all aspects of school life.

In terms of curriculum, the school is organised into Faculties, with Directors of Learning responsible for their leadership and management. The pupil guidance system is managed by Progress leaders. Most teaching staff are also Form Tutors. The work of the school is monitored and evaluated by the Governors, the Headteacher, Senior Managers, Directors of Learning and Progress Leaders.



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The review process is used to inform development planning and to maintain the school's progress. Staff provide a range of enrichment programmes and pupils participate in a wide range of community activities.

The school has a clear focus on the development of Literacy, Numeracy and ICT and has committed a substantial part of its budget to all these areas. It is expected that staff will be ICT literate and innovative with ICT in their lessons.

We want all our pupils to have the opportunity to maximise their potential. Each pupil is of equal value and has equal access to the curriculum and all 'benefits, facilities or services' offered by the school. At Maesteg School we pride ourselves on knowing and supporting every pupil. We attach great importance to educating about equal opportunities. The school curriculum covers issues of equality and challenges prejudice and stereotyping in schools and in the wider community. We foster a culture where diversity is valued and equality of opportunity is a reality.

Maesteg celebrates its 'Welshness' and identity in many ways. We are proud of our language and heritage and this commitment is to be seen in much of our work. Pupils are exposed to the Welsh language and many events are held to celebrate our history and tradition. All subjects are taught through the medium of English, apart from the subject of Welsh. All subjects use basic greetings and instructions in Welsh to develop pupils' competency. All pupils study Welsh in KS3 and KS4 unless an exemption has been implemented. English is the day to day language of communication in the school. However, staff and pupils are encouraged to use Welsh as much as possible.

Partnership is a common thread running through the school, based on mutual respect and the sharing of good practice. We are very fortunate to serve a close knit community. The school prides itself in achieving a number of externally accredited quality marks including 'Investors in Families', 'ICT Mark', 'Careers Wales Mark', 'Active Marc Cymru' and International School. The school has a strong commitment to being community focused.

This is a great opportunity to be part of a school with a moral purpose of raising self-esteem and improving wellbeing. There is a real sense of excitement and confidence in what we can achieve together.

The school is a pioneer school both in terms of professional learning and curriculum development. Our aim is to develop Maesteg School as an innovative learning organisation.

As part of our professional development leadership programme, there are opportunities for all staff to participate in leadership opportunities that lead to whole school improvement

‘Motivated to Strive’

H Jones  
Headteacher

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# Job Description

<b>SCHOOL:</b>	Maesteg School
<b>POST:</b>	Technician (Non ICT)
<b>GRADE OF POST:</b>	Grade 6 (£20,903 - £21,907 pro rata) – 79.64%
<b>RESPONSIBLE TO:</b>	Head of Faculty

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## **JOB PURPOSE:**

Under the guidance of senior staff deliver curriculum requirements by providing a range of specialist support including the preparation and maintenance of Design & Technology machinery and equipment.

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## **PRINCIPAL RESPONSIBILITIES AND ACTIVITIES:**

- Assist teachers and pupils in the direct delivery of practical work.
- Arrange displays of pupils work where appropriate.
- Support pupils and staff in using basic equipment, machinery and resources as directed.
- An understanding of COSHH Regulations and their application in a school setting.
- Assist the teacher with the health and safety of others ensuring good behaviour of pupils during practical and learning activities when requested.
- Support pupils in accessing learning activities under the overall guidance of senior staff.
- Support the administration of routine tests and agree revisions to instruction and planned activities from others to ensure effective and safe practices.
- Work with senior staff to interpret and implement required coursework.
- Plan to work to agreed timetables to ensure equipment materials and resources are available.
- Prepare equipment, materials and food for use in practical lessons, in line with current COSHH regulations.
- Dispose of waste according to HSE regulations
- Clerical & admin support where required including, photocopying, printing, displays, etc
- Responsible for the maintenance/quality/safety and security of specialist equipment and resources.
- Maintain inventories of stock and equipment, including monitoring stock levels & equipment.

- Ensure the maintenance of a clean and orderly working environment, including Workshops, Food Technology classrooms, prep rooms & equipment (including disposing of waste materials).
- Undertake risk assessments where required.

### **GENERAL DUTIES**

To understand the Health and Safety responsibilities which fall within a manager's role and the personal Health and Safety responsibilities within the HASAWA 1974.

To ensure that all activities are operated in accordance with Equal Opportunities legislation and Best Practice.

### **REVIEW DATE/RIGHT TO VARY**

This Job Description is as currently applies and will be reviewed regularly. You may be required to undertake other tasks that can be reasonably assigned to you, including development activities, which are within your capability and grade.

### **CRIMINAL RECORDS CHECK (WHERE APPLICABLE)**

This post requires a criminal records check through the Disclosure & Barring Service (DBS)

**PERSON SPECIFICATION  
TECHNICIAN (NON ICT)**

Attributes	Requirements	Essential	Method of Evaluation / Testing
<b>Qualifications, Education &amp; Training</b>	<ul style="list-style-type: none"> <li>• NVQ 3 or equivalent qualification or experience in relevant discipline.</li> </ul>	Yes	Production of original Qualification Certificates and application form.
<b>Knowledge &amp; Experience</b>	<ul style="list-style-type: none"> <li>• Knowledge &amp; understanding of technical and theoretical work and procedures appropriate to the role.</li> <li>• Experience in specialist area of work within an educational setting.</li> <li>• An understanding of COSHH Regulations and their application in a school setting.</li> </ul>	<p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p>	Interview, application form, reference and selection process.
<b>Skills &amp; Personal Qualities</b>	<ul style="list-style-type: none"> <li>• Good understanding of health &amp; safety requirements relating to equipment, materials &amp; resources.</li> <li>• Literacy &amp; numeracy skills to enable recording of experiments &amp; activities.</li> <li>• Advisory skills to support &amp; guide colleagues &amp; pupils.</li> <li>• Ability to advise and instruct others in the use of equipment, materials and resources.</li> <li>• Ability to deal with external suppliers.</li> </ul>	<p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p> <p style="text-align: center;">Yes</p>	Interview, application form, reference and selection process.