



# **Claverham Community College**

## **Design Technology Technician**

Information for Applicants

Principal: Mr P Swatton

North Trade Road,  
Battle,  
East Sussex  
TN33 0HT  
Tel: (01424) 772155  
Fax: (01424) 774106  
e-mail: [recruitment@claverham.org](mailto:recruitment@claverham.org)  
Website: [www.claverham.org](http://www.claverham.org)

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Dear Applicant.

**Re: Post of Design Technology Technician**

Thank you for your enquiry regarding the vacancy for the above named post.

This is an exciting opportunity for a Design Technology Technician to work with teachers as part of a professional team to support the learning across the department.

The post is for 37 hours per week term time only, 5 days per week 8.30am – 4.30pm Monday – Thursday and 8.30am – 4.00pm Friday and will be paid on Single Status Grade 4 point 9-10, £18,426 - £18,795 p.a pro rata (actual is £16,299 - £16,544 per annum).

The successful candidate will good knowledge of Design Technology with in depth workshop experience (hand tools and machinery for varying materials, including timbers, metals and plastics) and some experience and knowledge of Computer Aided Design and Computer Aided Manufacturing but this is not essential.

Please find enclosed a pack, which has been prepared to help you with your application. It includes:

- Information about the College;
- The job description;
- The person specification.

Your completed application form should be returned either by post to Personnel, Claverham Community College, North Trade Road, Battle, East Sussex, TN33 0HT or via e-mail to [recruitment@claverham.org](mailto:recruitment@claverham.org) by the closing date of Friday 1<sup>st</sup> November 2019. Please be advised that we do not accept curriculum vitae's. Receipt of applications can only be acknowledged if a stamped addressed envelope is enclosed with your application. If you have not heard from the college within three weeks of the closing date, your application has not been successful this time.

Claverham is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

This Post is subject to an enhanced DBS check.

If you require any further information, please call 01424 772155.

Yours sincerely,



Mr P Swatton  
**Principal**

## **About Claverham Community College**

Claverham Community College is situated on the outskirts of the historic town of Battle in East Sussex. The College grounds incorporate land which belonged formerly to the Battle Abbey Estate and are immediately adjacent to the site of the Battle of Hastings.

The College aims to provide an outstanding education to the young people it serves through its stated objectives which are:

1. to develop fully their individual academic, emotional, physical and social potential;
2. to develop self respect, self discipline, adaptability, concern for others and the ability to live as independent adults while at the same time making a positive contribution to the community;
3. to acquire conceptual insight, knowledge, skills and practical abilities and the will to use them in the following areas of experience: scientific, technological, mathematical, linguistic, aesthetic, creative, commercial, moral, spiritual, economic, political and recreational;
4. to appreciate human activities of every kind;
5. to acquire understanding of the social economic and political order and a reasoned set of values, attitudes and beliefs;
6. to prepare for their adult lives at home, work, leisure and to make a full contribution to our society.

The Community College was established in 1973 and was developed from the former Battle County Secondary School built in 1955. In school terms the College became fully comprehensive in 1976 and now serves the educational needs of all children between the ages of 11 and 16 in Battle and the neighbouring villages of Ashburnham, Catsfield, Crowhurst, Netherfield, Ninfield, Penhurst, Sedlescombe, Whatlington and Westfield. The College is oversubscribed in all year groups. Children come from as far afield as Rye to the East and Eastbourne to the West, as well as the more immediate areas of Bexhill and Hastings. In addition to its purely 'school' function the College provides a wide range of cultural, educational and social amenities for the local population of the area as a whole. There is a thriving Community Education Centre, an excellent Sports Centre, and a large number of local organisations and sports clubs are affiliated to the College.

We opened a Day Nursery at the College in May 1993. The aim of the Nursery is to provide day care of the highest quality for babies and toddlers. The Nursery has a capacity of 40 places, up to 5 of which can be for children under the age of 2 years. A number of our staff make use of the Nursery for their own children.

The traditional catchment area of the College is almost entirely rural. The chief local occupations are various types of agriculture, forestry, horticulture, gypsum mining and retail services. Many professional and business people who live in the area either commute to London, a relatively fast 60 mile journey, or work in Bexhill, Hastings or Eastbourne, which are 8, 7 and 12 miles distant.

In addition to being ideally placed from the point of view of communication, Battle is very well provided for culturally. The town itself has a strong sense of community and supports a wide range of cultural and social activities. Bexhill, Hastings and particularly Eastbourne, offer good shopping facilities, excellent sporting opportunities, outstanding provision for the Arts and a wide range of social organisations.



**EAST SUSSEX COUNTY COUNCIL**

**Job Description**

<b>DEPARTMENT:</b>	Design Technology
<b>LOCATION:</b>	Claverham Community College
<b>JOB TITLE:</b>	Design Technology Technician
<b>GRADE:</b>	East Sussex Single Status Grade 4
<b>RESPONSIBLE TO:</b>	Head of Department
<b>MAIN PURPOSE OF THE JOB:</b>	To provide technical support to teaching staff in the Design Technology department.

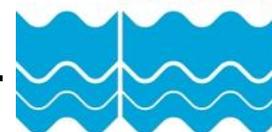
**KEY TASKS**

1. To carry out first line servicing of machines and equipment in woodwork and metalwork rooms, to ensure safety and reliability. This will include cleaning, oiling, sharpening, removing dust and minor repairs.
2. To clean and sharpen hand tools and maintain the good order and organisation of the workshop and its storage facilities.
3. To prepare materials and equipment for lessons and projects, including preparation of demonstration materials and resources, and the stocking of classrooms with consumable items.
4. Under the supervision of the head of department or senior technician, maintain stock rooms, keep stock records, receive equipment and materials and maintain an inventory system for items with a replacement value of £50 or more.
5. To assist teachers and students during lessons. To prepare display materials and equipment for parents' evenings; remove and display items of work around the school, as and when requested.
6. To control and store safely all chemicals, flammables and specialised solutions, ensuring that current Health & Safety, COSHH and ESCC regulations are adhered to. To maintain all necessary safety signs adjacent to machinery and maintain a record of all equipment checks.

7. To keep sinks and work tops clean; maintain aprons in a serviceable condition; keep stock rooms and tool rooms clean, tidy and in good order.
8. To manufacture storage equipment as and when requested.
9. To assist with the maintenance and deployment of all A/V equipment within the department
10. To undertake other design technology tasks as requested by staff
11. To carry out the above duties in accordance with the Education Department's Equal Opportunities Policy.

All school based staff have the responsibility for promoting the safeguarding and welfare of children. All school staff should be aware of the school's Child Protection and Safeguarding Policy and work in accordance with this document at all times.

This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.



# EAST SUSSEX COUNTY COUNCIL

## Person Specification

**Post Title: Design Technology Technician**

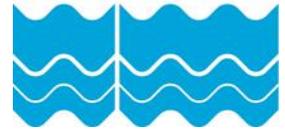
**Location: Claverham Community College**

**Grade: Single Status 4**

	<b>Essential Criteria</b>	<b>Desirable Criteria</b>	<b>Method of Assessment/ Source of Information</b>
<b>Key Skills &amp; Abilities</b>	<ul style="list-style-type: none"> <li>• Ability to maintain a range of tools and equipment</li> <li>• Ability to prepare equipment and materials for lessons, as requested by the teaching staff</li> <li>• Ability to work in an organised and methodical manner</li> <li>• Ability to identify work priorities and manage own workload</li> <li>• Ability to establish positive relationships with pupils, including those with special educational needs</li> <li>• Able to converse at ease with customer and provide advice in accurate spoken English</li> <li>• Ability to maintain accurate work records and maintain inventories</li> </ul>		<ul style="list-style-type: none"> <li>• Application /Interview</li> </ul>

	<ul style="list-style-type: none"> <li>• Ability to work effectively as part of a team</li> </ul>		
<b>Education &amp; Qualifications</b>	<ul style="list-style-type: none"> <li>• Possession of appropriate certificates for wood-turning, centre lathe, mill, pillar drill and bandsaw.</li> </ul>		<ul style="list-style-type: none"> <li>• Application /Interview</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>• Knowledge of Health &amp; Safety legislation as it relates to the work of a school</li> <li>• Knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals</li> <li>• Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools</li> <li>• Knowledge of a range of design techniques</li> </ul>		<ul style="list-style-type: none"> <li>• Application /Interview</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Experience of undertaking a range of design-related tasks</li> </ul>	<ul style="list-style-type: none"> <li>• Previous experience of working in a design technology environment</li> </ul>	<ul style="list-style-type: none"> <li>• Application /Interview</li> </ul>
<b>Personal Attributes</b>	<ul style="list-style-type: none"> <li>• Ability to demonstrate commitment to Equal Opportunities</li> <li>• Willingness to participate in further training and developmental opportunities offered</li> </ul>		<ul style="list-style-type: none"> <li>• Application /Interview</li> </ul>

	by the school and county, to further knowledge		
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**EAST SUSSEX COUNTY COUNCIL**

**Health & Safety Functions**

This section is to make you aware of any health & safety related functions you may be expected to either perform or to which may be exposed in relation to the post you applying for. This information will help you if successful in your application identify any health related condition which may impact on your ability to perform the job role, enabling us to support you in your employment by way of reasonable adjustments or workplace support.

Using display screen equipment	X
Working with children/vulnerable adults	X
Moving & handling operations	X
Occupational Driving	<input type="checkbox"/>
Lone Working	<input type="checkbox"/>
Working at height	<input type="checkbox"/>
Shift / night work	<input type="checkbox"/>
Working with hazardous substances	X
Using power tools	X
Exposure to noise and /or vibration	X
Food handling	<input type="checkbox"/>
Exposure to blood /body fluids	<input type="checkbox"/>

## **The Selection Process**

The interview process will involve:

- A tour of the school;
- Meeting with the Line Manager;
- Formal interview.

We look forward to receiving your application.

**Deadline for receiving applications: Friday 1<sup>st</sup> November 2019.**