



Altrincham Grammar  
School for Girls  
Bright Futures EDUCATIONAL TRUST

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EDUCATIONAL TRUST



# Altrincham Grammar School for Girls

Cavendish Road, Bowdon, Altrincham, Cheshire WA14 2NL

INFORMATION PACK

VACANCY:

AGGS Design and Technology Technician



## TERMS AND CONDITIONS OF THE POST:

**Salary:** Grade 3, scale point 5-6 (£18,795 - £19,171) Estimated pro-rata starting salary £7,770 p.a.

**Required from 1 September 2020**

**Working Hours:** Part-time (17.5 hours a week), term-time only, plus 5 additional days (pro-rata)

The standard working week is 36.25 hours, over 5 days per week. The days to be worked will be agreed with the successful candidate.

**Holidays:** 25 paid holidays per annum, plus 8 paid public holidays. This will rise to 30 days after 5 year's continuous service.

**Pension Scheme:** You are eligible to participate in the Local Government Pension Scheme. Details can be found at [www.lgps.org.uk](http://www.lgps.org.uk) or [www.gmpf.org.uk](http://www.gmpf.org.uk).

## ABOUT BRIGHT FUTURES EDUCATIONAL TRUST

Bright Futures Educational Trust (BFET) is a multi-academy trust set up in 2011. The Trust is made up of a richly diverse group of schools in Greater Manchester and Blackpool. We are passionate about working together within and beyond the Trust to achieve our aspirational vision: the best *for* everyone, the best *from* everyone. We are an organisation that is under-pinned by values of: community, integrity and passion. In everything we do, we remember that we are accountable to the children, families and communities that we serve.

*The best for everyone, the best from everyone*



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Cedar Mount Academy  
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Rushbrook Primary Academy  
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Marton Primary  
Academy and Nursery  
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Melland High School  
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Stanley Grove  
Primary Academy  
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South Shore Academy  
BRIGHT FUTURES EDUCATIONAL TRUST

Our schools are their own entities and form one organisation and one employer, BFET. The BFET Board of Trustees maintains strategic oversight of the Trust and delegates some of its responsibilities to the Executive team, Principals and local governing bodies. We place a high value on integrity and probity and take seriously our accountabilities for making the best use of public money. How decisions are made is described in our delegation framework. You can find out more about the Trustees and the Executive Board on our website: <http://bfet.co.uk/about-us/>



Collaboration and strong relationships form one of the 'commitments' in our Strategy and all components of the BFET family work closely together. Our Strategy was developed collaboratively and is contained in this pack for your reference.

The head office team, comprises the Executive team: John Stephens, CEO; Edward Vitalis, Chief Operating Officer; Gary Handforth, Director of Education; Lisa Fathers, Director of Teaching School and Partnerships and Lynette Beckett, Director of HR & Strategy. The focus of all of these roles is to work with schools, providing high quality and timely guidance, challenge and support to our schools. Please see our website brochure which explains how our central services operate: [Working together for a Bright Future](#)

## ABOUT ALTRINCHAM GRAMMAR SCHOOL FOR GIRLS

Altrincham Grammar School for Girls (AGGS) was founded in 1910. It comprises three different sites within a short walk of one another. The main school site includes the original school building, with a west and an east wing. Recent developments on this site include a modern reception area and staff room. The dining room has recently been extended to provide much needed additional capacity. Across Cavendish Road are Breeze Hill and Fairlie, where much of the schools teaching takes place. The Sixth Form building is five minute walk from the main school site and is situated on the Devisdale, with the school's sports facilities. AGGS recently won a bid to expand the school's provision, building a sports hall and 4 new classrooms on the Devisdale site and converting the existing gym on the main site to classrooms.

AGGS was in the first cohort of schools to be designated a National Teaching School in 2011. AGGS is the lead school in the "Alliance for Learning". Our teaching school alliance comprises schools of every type and phase, plus universities, throughout a wide geographical area. The Teaching School includes a maths hub, a SCITT, a broad range of professional learning and wider network opportunities. Please see the website for more details: <http://allianceforlearning.co.uk/about-us/welcome-director-of-teaching-school-and-partnerships/>.

## JOB DESCRIPTION

The Design and Technology Department is comprised of three teaching rooms and responsibilities will be shared between resistant materials, product design, food and textiles. Duties in the department will include providing ancillary help and enabling the school to make the maximum use of its facilities. It is expected that the technician will help in the delivery of ICT as required in design and technology. The successful candidate must be prepared to train as a first-aider.

### **Main Responsibilities**

- To provide technical support to teaching staff in the Design and Technology Department and organise duties with the best use of time and planning.
- To assist D&T staff in developing appropriate resources for teaching and learning.
- Under the direction of the subject leader, to ensure that all health & safety requirements are met.
- To assist in administrative duties in accordance with the teacher workload agreement.



- To maintain and monitor consumables and equipment in D&T and to ensure all students are able to access a wide range materials and processes.
- To carry out first line servicing of machines and equipment in D&T rooms to ensure safety and reliability. This will include cleaning, oiling, sharpening, removing dust and minor repairs.
- To prepare materials & equipment for practical lessons.
- To carry out daily visual checks of all machinery, before being used by students.
- To ensure cleanliness in the department, including maintenance of machinery and equipment in accordance with health & safety requirements.
- To carry out weekly health and safety checks on all equipment and machinery and report directly to the subject leader. To arrange for the regular safety inspections of all machinery and equipment, including the inspection of dust extraction.
- To arrange annual servicing of machinery with external contractors.
- To keep sinks and work tops clean; keep stock rooms and tool cupboards clean, tidy and in good order. To liaise with the Premises Manager/Caretaker if the standard of cleaning falls below an acceptable level.
- To become familiar with health and safety issues as they apply to D&T and assist the subject leader in the production of risk and COSHH assessments.
- To control and store safely all chemicals, flammables and specialised solutions, ensuring that current health and safety, COSHH and ESCC regulations are adhered to. To maintain all necessary safety signs adjacent to machinery.
- To maintain and monitor stock control, keep stock records, receive equipment and materials.
- To assist the subject leaders in the ordering of materials and equipment, researching and sourcing best prices.
- To purchase and transport materials and equipment from local suppliers when requested.
- To manufacture storage equipment as and when requested.
- To carry out weekly material and equipment checks across all technology rooms and maintain a record of all equipment checks.
- To assist staff in the production and updating of D&T displays within the school.
- To assist in the use of the range of CAD/CAM equipment and provide support during lesson time.
- To provide technical support to staff and students during lesson time as required.
- To advise staff on and implement practical improvements to the workshop and classrooms.
- To ensure the workshop area is kept secure, clean, tidy and free from all hazards.
- To undertake other duties as may reasonably be required by the Principal or Head of D&T.

### **School-wide Responsibilities**

- Being aware of and acting upon relevant school policies and, in particular, those associated with child protection/safeguarding children and health and safety issues.
- Being responsible for maintaining a clean and tidy environment.
- Attending relevant meetings as required.
- Acting as a role model for the pupils in school.
- Acting as an ambassador for school and ensuring that the school's high standards are promoted at all times.

### **Training and Development**

As a Teaching School, we are committed to the professional development of all staff. The Design and Technology Technician will participate in the school's appraisal arrangements.



### **Probationary period**

Your appointment is subject to a six month probationary period. At the end of this period, provided your service has been satisfactory, your appointment will be confirmed. If your service is not satisfactory your employment may be terminated within the probationary period. The school requires six weeks' written notice to resign from the post.

Copies of the job description and application forms are available from the school website or by email ([recruitment@aggs.bfet.uk](mailto:recruitment@aggs.bfet.uk)). The closing date for applications is 11 August 2020 at 12.00 mid-day. Interviews are to be held during the week commencing 17 August 2020. Applications are welcome electronically or by post and should be emailed to [recruitment@aggs.bfet.uk](mailto:recruitment@aggs.bfet.uk) and addressed to Mrs C Williams. Applicants who are not contacted during this period may assume that they have not been successful but are thanked for their interest. Unfortunately, we are unable to provide feedback to unsuccessful applicants who are not called for interview.

Please note that due to equal opportunities and safeguarding regulations, applications will be accepted by application form only. Please do not send CVs. Supporting documents/letters of application are welcomed.

If invited for interview, candidates are requested to bring original copies of the following documents on the interview day which we need to have sight of:

- Degree Certificate (if applicable)
- QTS Certificate (if applicable)
- National Insurance Card (or letter from HMRC)
- Photo ID (passport and driving licence)
- Two other forms of identification that verify your name, address and date of birth e.g. birth certificate, marriage certificate, bank or credit card statement, utility bill.

### **ADDITIONAL INFORMATION**

Further information about the school and the most recent OFSTED inspection are available from the school's website.

BFET is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Any successful applicant will be required to undertake an Enhanced Disclosure check by the Criminal Records Bureau. This post is exempt from the Rehabilitation of Offenders Act 1974



## Person Specification

	<b>Essential</b>	<b>Desirable</b>
<i>Relevant Experience</i>	Previous experience in a similar role, or the ability to demonstrate skills transferable to the role.	Previous experience in a technician role.
<i>Knowledge, skills, abilities</i>	GCSE English and Maths up to GCSE level grade C or above. Ability to plan, organise and prioritise work schedule. Excellent oral and written communication skills. Ability to work as part of a team. Excellent telephone manner. Manual dexterity. Ability to be self-motivated. Ability to work under pressure and stay calm at all times. Ability to preserve confidentiality. Ability to work efficiently at speed. Excellent IT skills. Willingness to undertake first-aid training, ladder training, hygiene training and machinery use training.	Experience of working in a school environment.
<i>Safeguarding</i>	Commitment to demonstrating a responsibility for safeguarding and promoting the welfare of young people.	
<i>Personal qualities/others</i>	Commitment to the aims and ethos of the school. A positive approach to challenges, which seeks solutions to problems and addresses difficulties with good humour. Flexibility and adaptability. Willingness to work flexible hours as and when required. Initiative and confidence when dealing with difficult situations. Supportive nature. Tact and discretion. Commitment to further training and development. Smart appearance.	.