



Dame Alice Owen's School

NoR 1,441, Sixth form: 426

Ofsted: "An outstanding school", "Students achieve outstandingly well",
"Behaviour ... is excellent"

DESIGN & TECHNOLOGY TECHNICIAN Required for September 2022

**Part Time, Permanent Post
14 hours per week, Term-time only
Hours: 8.30am – 4pm, with half hour unpaid for lunch**

**Scale H3/5 – actual annual salary approx £6,174
(based on the full time equivalent £19,650)**

**Closing date: Noon, Monday 27th June 2022
Interview date: Friday 1st July 2022**

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

The Governors of this highly successful, partially selective, mixed school invite applications for the post of D&T Technician. Successful applicants will become part of the D&T team, which consists of 3 teachers and 2 support staff. A creative and practical background and/or experience in engineering would be an advantage. Should a suitable candidate be found before the closing date, we reserve the right to close recruitment for the position early.

The school is situated on an attractive 35-acre site in the Green Belt, has excellent facilities and is committed to an extensive programme of staff development. Central London is easily reached by rail from Potters Bar and the school is close to motorway links.

The Governing Body is committed to admitting the children of staff in line with our admissions procedures.

Please download our [Support Staff application form](#) from our website to make your application. Please note that applications cannot be considered unless the application is completed in full. We are not able to accept CVs for any posts based in school. To apply, please email your completed application forms together with a covering letter stating why you are well placed to take this position at our school to recruitment@damealiceowens.herts.sch.uk by **noon, Monday 27th June 2022**.



Dame Alice Owen's School

Dugdale Hill Lane | Potters Bar | Hertfordshire EN6 2DU

Headteacher | Mrs Hannah Nemko MA

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F: 01707 645 011

admin@damealiceowens.herts.sch.uk

www.damealiceowens.herts.sch.uk

INFORMATION FOR APPLICANTS

Name of post: Design and Technology Technician
Location: Potters Bar, Hertfordshire
Closing date: Noon, Monday 27th June 2022
Interviews: Friday 1st July 2022

Thank you for your interest in applying to Dame Alice Owen's School. Though much of the information we have about our school is available on our website, we have put some key information together here to help you through the application process.

The school is committed to safeguarding children, young people and vulnerable adults. Please take time to read our Safer Recruitment and Safeguarding and Child Protection policies available in the vacancy section of our website.

The selection process includes scrutiny of the information provided in your application form and a request for references including a reference from your current/previous employer.

If you have any general enquiries about the recruitment process, or to arrange a tour or informal discussion about this position, please do not hesitate to contact Lisa Chan, Head of Design and Technology (chanl@damealiceowens.herts.sch.uk).

Please download our [Support Staff application form](#) from our website to make your application. Please note that applications cannot be considered unless the application is completed in full. We are not able to accept CVs for any posts based in school.

Applicants shortlisted for interview must bring original evidence of their qualifications for verification. Applicants will be asked to complete a declaration regarding convictions and working with children as posts in schools are exempt from the provisions of the Rehabilitation of Offenders Act 1974. All appointments are subject to a satisfactory enhanced Disclosure and Barring Service disclosure check.

Please email your completed application form together with a letter of application to recruitment@damealiceowens.herts.sch.uk by **noon, Monday 27th June 2022**.

We look forward to receiving your completed application.

Hannah Nemko
Headteacher

About the school

Dame Alice Owen's School is a mixed, partially selective secondary school with over 1,440 registered pupils and a vibrant and highly successful sixth form. Our school was founded 400 years ago by Dame Alice Owen, a remarkable philanthropist with an unusually modern vision for education. She established the first school in Islington and as demand outstripped space, it moved to its current setting in the Hertfordshire countryside. Because of its roots and its close and important relationship with the Worshipful Company of Brewers, there are 20 places each year for 11 year old students from Islington. It also offers 65 places to the highest scoring applicants who sit the entrance exam each year and a further 10 places for the most talented or able musicians who apply for a place in Year 7. The remainder of the places in an annual cohort of 200 go to siblings, local pupils on the basis of proximity to the school and to those with priority need.

It is this combination of students and its truly outstanding record of achievement and added value that makes our school such a special place. It is oversubscribed by 5 applicants per place every year. Our dedicated staff, parents' association, governing body and school (staff and student) leaders constantly appraise and re-appraise the various aspects of school life, learning and achievement so we are never complacent. Our school faces the usual challenges of all educational establishments in the public sector, and ensuring that their impact is felt least by the students is a key objective.

We were delighted to be recognised as The Sunday Times Regional School of the Decade in November 2020; securing a place at Owen's has been described as "winning the lottery" in the Good School Guide and "the golden ticket" in Tatler. Our school benefits from some of the most able students in the country. Many of our school leavers from Year 13 have offers from top universities to choose from, including on average 20 places at Oxbridge each year.

Our Foundress left a number of fields in the then village of Islington to the care of the Worshipful Company of Brewers which now generate over one million pounds of additional income for the school annually, to support the school and especially the Sports Department. This creates a very special ethos and fosters the very positive staff working environment. The students and staff benefit from a number of traditions including Beer Money, staff awards and Visitation.

The Design and Technology Department

Teaching Programme

At Dame Alice Owen's School, Design and Technology holds an important place in the curriculum. In the past few years, there has been a significant increase in option uptake thanks to the high quality of teaching and learning and the opportunities provided within the Department.

The Design and Technology Department has extensive schemes of work, which are very highly resourced to support the learning needs of students.



Job Description

Post Title: Design and Technology Technician
Responsible to: Head of Design and Technology

Purpose of the Role

As a member of our small team, you will provide support for the teachers in this busy Design and Technology Department.

Key responsibilities:

- Preparation of equipment, resources and teaching areas for practical lessons.
- Operation and maintenance of workshop machinery and power and hand tools.
- Following instruction from and supporting teachers in practical lessons.
- In Lesson Support: Helping students to get the most out of learning experiences.
- Ensuring a safe learning environment in accordance with Health and Safety Regulations and COSHH requirements.
- Carrying out administrative duties and other functions related to the smooth running of the department.
- Assisting in the monitoring and ordering materials and workshop consumables.
- Promoting awareness of health and safety in D&T lessons.
- Communicating telephone messages to students/teachers when the need arises; and any other duties as specified by the senior staff.

Knowledge: Understanding of Engineering would be an advantage.

Experience: Some experience of technician work (especially in a school context), and basic ICT competency. Experience of classroom teaching would be an advantage but not a requirement.

Skills and competencies:

To be able to:

- multi-task
- act quickly
- work well within the team
- prioritise workload; and
- be flexible.
- be proactive

This job description sets out the duties of the post at the time 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 in themselves justify a reconsideration of the grading of the post



Person Specification

Education	Desirable / Essential
Holds a qualification in a technology/ engineering or other related subject	D
Sound educational background including GCSE Maths and English (A*-C)	E
Experience	
Experience from a similar post	D
Recent experience of teaching the 11-18 age range	D
Experience of working in the design or engineering industry	D
Specialist skills and knowledge	
Strong working knowledge of how to use a wide range of hand and power tools	E
Excellent administration, organisation and management skills	E
Excellent information and communication technology skills	E
Knowledge of/ willingness to understand equal opportunity issues for students and staff	E
Clear commitment to the safeguarding of students	E
Experience of working with CAD/CAM equipment	D
Able to service and maintain workshop equipment	E
Other	
Desire to work with young people to help advance them in their studies and skills	E
An energetic committed individual with high personal standards and an unwavering commitment to excellence for all	E
Open and enthusiastic	E
A problem solver with a 'can do' attitude	E
Ability to multi task, prioritise, stay relaxed under pressure and deal with numerous challenges simultaneously	E
Willingness and clear commitment to be involved in extra-curricular activities	D
Excellent Emotional Intelligence and interpersonal, communication skills	E
A good sense of humour!	E