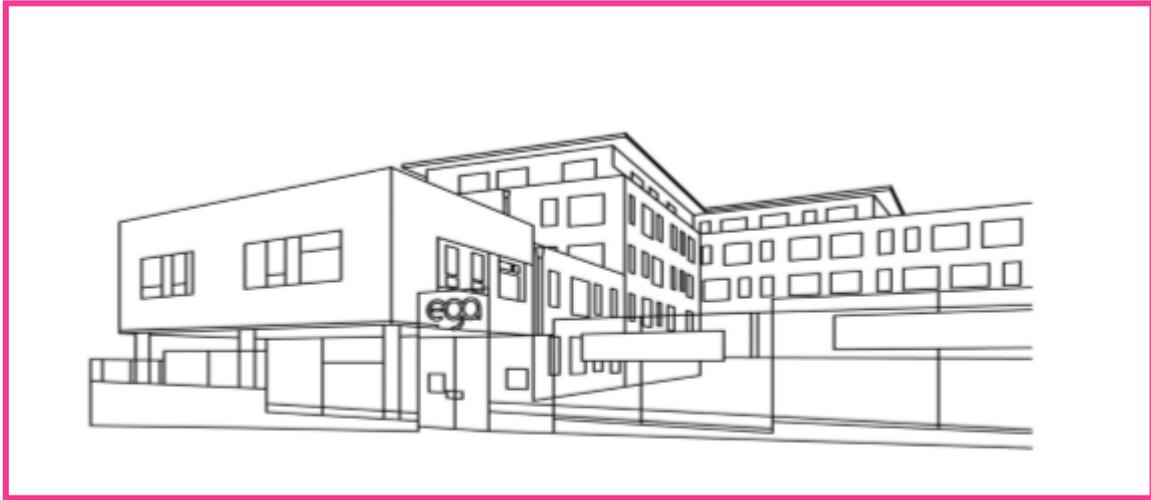




**Believe Without Limits**



**Art and Technology Technician**



# Believe Without Limits

## **“EGA - a school without limits”**

Students leave EGA having achieved more than they ever believed possible. Through our broad-based curriculum and strong pastoral care, we equip students with the knowledge, skills and confidence to achieve both academically and personally.

Our success can be seen in the ambitious, kind and compassionate life-long learners that make up our rich, varied and diverse community of young people.





# Believe Without Limits

## Headteacher's Message



Thank you for your interest in this position. Elizabeth Garrett Anderson School (EGA) is a highly successful community school located in north London. It is held in high regard locally, nationally and internationally. The school is committed to a journey of continuous improvement and works alongside other schools in the Islington Futures Federation, as well as with partners and relationships beyond Islington, to ensure we are at the forefront of educational thinking and research.

Working at EGA is exceptionally rewarding. Many of our students experience disadvantages, but students of all abilities make outstanding progress and leave school with the qualifications and the self belief to help them build a successful future. We believe that academic success, kind and consistent pastoral care and outstanding character education are all essential to students' experiences at school and we expect all staff who work here to be committed to each of these areas of work.

Our expectations are extremely high both for students and staff and we work hard to continually improve our practice. Many staff are promoted internally and we are committed to providing outstanding quality professional development for all our staff through a range of high quality school based training sessions, coaching and appraisal. Colleagues who embrace the EGA ethos will have a wealth of opportunities to develop their career here or elsewhere when they are ready to take the next career step.

I really hope that, having learnt more about our school, you will decide to apply for this post. If you are successful in your application, you will be joining a school where the students thrive, the staff are greatly valued and everyone has the chance to shine.

Sarah Beagley  
Headteacher



# Believe Without Limits

***Art and Technology Technician (term time only)***

***Required as soon as possible***

***Reporting to Head of Art and Technology***

***Salary Grade: SC4***

***Salary Range: £24,337.16 - £27,561.47 (actual salary)***

***Hours per week: 35, Term-Time-Only (TTO)***

***One year fixed term contract in the first instance***

We are looking for a well-organised, hardworking and practical person to join our Art and Technology Faculty. The faculty comprises of 6 teachers in their own building with the following specialist

facilities:

- Food technology classroom**
- Food technology preparation space**
- Art preparation/storage space**
- 2x Art rooms**
- 1x Textiles room**
- Computer Science room**
- Faculty Office**

Textiles, Art and Food Technology is our popular GCSE subject. Elizabeth Garrett Anderson School is an 11-16 girls community school in Islington serving the local community. Our diversity is the strength of the school

***Closing date: 01/07/2024***

***Interviews: TBC***

***In line with KCSIE 2023 and safer recruitment practices, the school will conduct an online search For all shortlisted candidates. The online search is part of our safeguarding checks and will seek publicly available information on candidates' suitability to work with children. Shortlisted candidates will be provided with further guidance and will be asked to clarify their online presence.***

*Elizabeth Garrett Anderson School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. **This position is subject to a Disclosure and Barring Service check at Enhanced Level.** Please note the advertised actual salary is a range based on continuous service, with the maximum range indicating 5+ continuous years with local government schools. The starting salary will be calculated based on the individual circumstances of the successful candidates*



# Believe Without Limits

## Job Description

**Post title:** Art and Technology Technician

**Salary:** Scale 4

**Working hours:** 35 hours per week, term time only

**Reporting to:** Head of Art and Technology Faculty

**Responsible for:** Head of Faculty

**Purpose of the post:** For the technician service to the Art & Technology Faculty. Scheduling my own work.

As an Art Design and Technology technician, your tasks would include:

- Preparing, setting up and checking equipment (including sewing machine, food technology and art equipment).
- Support teaching staff and students during lessons.
- Putting away equipment after lessons.
- Ensuring a safe environment.
- Organising and storing equipment and checking and maintaining stock.
- Repairing, maintaining and modifying equipment.
- Administrative tasks.

**Specific tasks will include:**

1. Ensuring general maintenance of all specialist art and technology rooms including liaising with contractors where appropriate.
2. Preparing a range of teaching materials and components (including paper machinery, fabric food).
3. Assisting in practical lessons.
4. Instructing staff, and students in the use of tools and equipment and providing technical advice when required.



# Believe Without Limits

## **Financial and resource management:**

- a. Ordering materials, stationery and equipment.
- b. Selection of new items of equipment and where appropriate recommending items to the head of subject/Faculty
- c. Research sources of supply which are cost effective.
- d. Receiving deliveries and certifying invoices for payment.
- e. Shopping for food technology supplies.
- f. Setting up a system of stock control for consumable stock, including and managing appropriate Storage systems.
- g. Ensuring adequate stock in the classroom and in the Faculty.
- h. Making regular checks on non-consumables, ensuring stock levels are maintained and keeping Appropriate records.
- i. Keeping financial records, liaising with the school business manager and providing the Head of Faculty and Heads of Textiles and Food with periodic financial statements and budget recommendations.
- j. Organising the sale of equipment to students, such as sketchbooks/ingredients keeping appropriate accounts and records.

## **Health & Safety:**

- a. Maintaining high levels of safety and security in all the specialist rooms in the faculty at a level which complies with current H & S legislation.
- b. Carrying risk assessments for all the faculties activities and updating these as necessary.
- c. Ensuring that statutory requirements for the control of substances hazardous to health are met.
- d. Ensuring that first aid equipment is available and ready for use.

## **Administrative Support:**

- a. Maintaining Faculty display under the guidance of the Head of Faculty
- b. Prepare work for exhibitions and for examiners.
- c. Supporting practical exams.
- d. Support Faculty trips and the organisation of workshops.
- e. Photocopying for teachers.
- f. Preparing reports as needed.
- g. Support the Faculty with assessment records and exam admin.
- h. Faculty record keeping.
- i. Other Technician duties as from time to time specified by the Head of Faculty.
- j. To undertake training as required, to include First Aid, Health & Safety and Child Protection training.



# Believe Without Limits

## Person Specification

*E = Essential D = desirable*

### **Qualifications and training:**

1. Degree and/or educated to NVQ Level 3 or equivalent (D)
2. Level 2 qualification in English and Mathematics (E)
3. First Aid training or the willingness to undertake training in this area (E)
4. Safeguarding and Child Protection Training or the willingness to undertake training in this area (E)

### **Knowledge and experience:**

1. Experience of managing and quality assuring the work of others (D)
2. Experience of working in a school setting (D)
3. Evidence of work with young people, either in a paid or voluntary capacity (D)
4. Evidence of the ability to use a range of tools including coaching, to support a young person's development (E)
5. Knowledge of child protection and equality requirements(E)
6. Good working knowledge of a range of software packages including SIMs, Microsoft and Google packages (E)
7. Good ICT skills(E)
8. Good administrative skills (E)

### **Personal skills and qualities:**

1. Excellent written and verbal communication skills (E)
2. Excellent record of attendance and punctuality (E)
3. Good interpersonal skills (E)
4. Ability to work to deadlines and prioritise effectively (E)
5. Ability to work on your own initiative and as part of a team (E)
6. Ability to plan systematically (E)
7. A passion for ensuring young people achieve success (E)
8. Determination to make a difference (E)
9. Ability to form and maintain appropriate relationships and personal boundaries with children and young people (E)
10. Willingness to work flexible hours when required (E)



# Believe Without Limits

*Elizabeth Garrett Anderson School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. This position is subject to enhanced Disclosure and Barring Service clearance.*

## Why work at EGA?

### Staff wellbeing

- **A workload and wellbeing charter** agreed in conjunction with staff and underpinned by an annual staff survey.
- **Gym Membership scheme** - An annual membership for all the 280 leisure centres across the country managed by GLL (Better). This is offered at a very competitive cost and repaid over 10 months
- **Cyclescheme** - Allows staff to purchase a bike and equipment through a lease arrangement, repaid over 12 months allowing for a monthly tax saving.
- **Free Eye Test** - Available to users who use display screen equipment for more than 2 hours a day
- **Employee Assistance Programme** - free confidential and independent support to help staff balance their work, family and personal lives. Support is available via phone, online and through 1 to 1 Counselling sessions.
- **Occupational Health** - aims to promote and maintain the health and well-being of employees to ensure staff have access to specialist occupational health practitioners and services
- **Inner London pay** - Being in the heart of London, Islington schools offer inner London pay, a competitive way to reward employees who work with us.
- **Staff Laptop** - all teaching staff are provided with a laptop to use on site or at home.
- **Tech scheme** - A salary sacrifice benefit that allows employees to get technology from Currys PC World and spread the cost over 12 months.
- **Season ticket loan** - An interest free season ticket loan allows employees to buy an annual travel card for up to £10,000. The loan is recovered over 10 monthly instalments.
- **Welfare loan** - There may be times when staff experience financial hardship and we aim to help these employees overcome genuine domestic difficulties. Staff can request a loan of up to £1,000, which is to be paid over a 12 month period.
- **Long Service Award** - rewarding staff with 20 or 25 years continuous service in Islington or local government.



# Believe Without Limits

## Selection Process and additional information

### Recruitment Process

Applications will be considered as they are received by the school and candidates may be invited to interview at any stage. Early applications are warmly encouraged.

Once you have submitted your application, it will be assessed against the criteria in the person specification. If you score well against this criteria, you will then be invited to attend an interview. Details will be made available when selected.

### School Visits

School visits are highly recommended and can be requested by emailing [admin@egas.org.uk](mailto:admin@egas.org.uk)

### Special Requirements

If you require reasonable adjustments prior to your interview, these can be arranged by emailing [admin@egas.org.uk](mailto:admin@egas.org.uk)

### References

We will obtain references from your referees if you are successful for the interview. In order to prevent delays, please ensure that the reference section of the application form is accurate and completed in full.

### Data Protection

Any data about you will be held securely with access restricted to those involved in dealing with your application in the selection process. By signing and submitting your application form, you are giving consent to the processing of your data.

### Right to work in the UK

Section 8 of the Asylum and Immigration Act 2006 makes it a criminal offence for an employer to take on a new employee whose immigration status prevents him/her from taking up employment. If you are invited to attend an interview, you will be asked to produce original and up to date documentary evidence of your right to work in the UK.

### Safeguarding

EGA operates safer recruitment practices in accordance with Keeping Children Safe in Education regulations. Please expect the highest level of scrutiny and background checks. Appointments are subject to satisfactory references being obtained, and an enhanced disclosure and barring service (DBS) check. New members of staff cannot start their positions until these documents are in place.



**Believe Without Limits**

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