

**Belong. Aspire. Achieve.**



# **Design Technology & Art Technician**

**Pay Grade:** C FTE £23,115 - £24,140  
Actual (£18,704 - £19,533 pro rata)

**Hours:** 35 hours per week (flexibility can be discussed for the right candidate)

**Weeks:** 39 weeks per year (term time only)

We are seeking to appoint a DT & Art Technician to be responsible for the effective day to day resourcing of the Art and Technology departments. Previous experience is preferable but not essential as full training will be given.

Please return completed application forms to [joinus@eggars.hants.sch.uk](mailto:joinus@eggars.hants.sch.uk).

No CVs will be accepted.

Start Date: September 2024

Please note that we encourage early application and we may interview and appoint ahead of the deadline if a suitable candidate is found.

*Eggars School is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All successful candidates will be subject to a DBS check and other relevant employment checks.*

**Encouraging every individual to belong, to aspire, to achieve**

## Welcome from Sarah Holman, Head Teacher

Thank you for your interest in this position. I would like to welcome you personally to our lovely school. We require a capable and inspiring professional to support our highly committed teaching staff. The right candidate will be self-motivated, organised and possess a passion for helping young people achieve their very best.

Eggar's is a friendly and vibrant school in the heart of Hampshire. Set in a magnificent 38-acre site, the campus is an impressive environment where students can focus on their learning and thrive in all aspects of school life. We hold firmly to our values of Belong, Aspire, Achieve and are committed to ensuring that every child is able to secure outstanding outcomes.

As a school, we have a well-established reputation for academic excellence, sporting prowess and exceptional talent in Music and the Performing Arts. We expect our students to reach their full potential across the curriculum and will help them every step of the way to be happy, confident, successful individuals ready to make a positive contribution to the world around them.

If you are interested in this position, you are very welcome to arrange a visit. Please email [joinus@eggars.hants.sch.uk](mailto:joinus@eggars.hants.sch.uk).

Shortlisted candidates will be invited to interview. Interview days provide an opportunity for applicants to find out more about the school and showcase their skills and ability. We will not always be able to reply personally to all unsuccessful applicants, but please be assured that we will take the time to read each application carefully.

Eggar's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. We will ensure that all our recruitment and selection practices reflect this commitment. All successful candidates will be subject to a Disclosure & Barring Services check, along with other relevant employment checks. The application form is available on our website [www.eggars.net/vacancies](http://www.eggars.net/vacancies).

Yours sincerely

**Sarah Holman**  
**Head Teacher**



**Job Title:** Design Technology & Art Technician  
**Reports to:** Curriculum Leader for DT & Curriculum  
Leader for Art

## Welcome to the Design Technology and Art Departments

Design & Technology is a thriving and successful department delivering woodwork, plastics, electronics, and graphics in two well equipped workshops. As well as these two workshops, we have two material preparation areas consisting of a Band Saw, Circular Saw and a Planer Thicknesser. The department is well supported with state-of-the-art equipment.

We are a warm and friendly department, and all staff are passionate about Design & Technology. We have high expectation of all our students and are very proud that our D&T GCSE results are consistently one of the highest in the County.

The Art and Photography department is an inspiring and creative space, where we pride ourselves in providing students with an opportunity to be open minded, inquisitive and to be as experimental with materials as possible. We work in both 2D and 3D in an array of mediums. We challenge and expose our students to ideas and artwork that make them not just think about the aesthetics of what they are producing but also consider the concept of their work, whether it be spiritual, moral, social, or cultural. We work across two art classrooms, a photography classroom/studio space and a computer suite.

The Art and Photography team is passionate and committed to the success of all our students and we teach students that no idea is unachievable, this includes material or scale, if they are prepared to put in the time, research, practice into developing their ideas.

We look forward to welcoming you to Eggar's School.

## Job Description

The main purpose of the role is to be responsible for the daily resource management of the Art and DT departments through ensuring that classrooms have the correct materials and equipment for lessons, whilst following the latest Health and Safety legislation.

Duties include:

- Following procedure for stock control and ordering of project resources
- Setting up equipment for practical lessons
- Maintenance and cleaning of equipment including identifying and reporting repairs that may be needed
- Confidence in using machinery and tools (training will be given)
- Maintaining tidy classrooms/workshops and ensuring materials are safely stored and labelled
- Mounting work and creating displays
- Writing and reviewing Health and Safety procedures including Risk Assessments and COSHH data sheets
- Scheduling annual machine inspections and liaising with inspection staff
- Undertaking training in order to effectively carry out this role
- Ad hoc duties as directed by line managers

## Design Technology & Art Technician Person Specification

Attributes	Essential	Desirable	Assessment Method
<b>Qualification and Professional Development</b>	<ul style="list-style-type: none"> <li>➤ Two or more GCSEs at grades 9 to 3 or equivalent, including English and Maths</li> </ul>	<ul style="list-style-type: none"> <li>➤ First aid training</li> <li>➤ Safeguarding training</li> </ul>	<ul style="list-style-type: none"> <li>➤ Application</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>➤ Experience of working with 11-16 year old people</li> <li>➤ Experience of record keeping and monitoring.</li> <li>➤ Effective oral and written communication skills.</li> <li>➤ Demonstrable levels of numeracy and literacy.</li> <li>➤ Excellent communication skills.</li> <li>➤ Effective problem-solving skills.</li> <li>➤ The ability to remain calm under pressure and be resilient.</li> <li>➤ The ability to be proactive in seeking solutions.</li> <li>➤ Evidence of a strong understanding of safeguarding and Child Protection</li> </ul>	<ul style="list-style-type: none"> <li>➤ Experience of working in an educational environment.</li> <li>➤ Experience working as a Technician or similar role in a school environment</li> <li>➤ Working with machinery/tools</li> <li>➤ Good organisational skills and time management.</li> <li>➤ Experience working with children and young people with additional needs.</li> <li>➤ The ability to work with students in a professional manner.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Application</li> </ul>
<b>Knowledge</b>	<ul style="list-style-type: none"> <li>➤ Knowledge of areas of legislation relevant to child protection and safeguarding.</li> <li>➤ Knowledge of relevant school policies</li> </ul>	<ul style="list-style-type: none"> <li>➤ Knowledge of relevant Health and Safety legislation and statutory guidance</li> </ul>	<ul style="list-style-type: none"> <li>➤ Application</li> </ul>
<b>Personal Specification</b>	<ul style="list-style-type: none"> <li>➤ Able to work independently but also as part of a team.</li> <li>➤ Punctual and professional.</li> <li>➤ Able to maintain successful working</li> </ul>	<ul style="list-style-type: none"> <li>➤ Ability to demonstrate developed interpersonal and communication skills</li> <li>➤ Dedicated to their practice.</li> </ul>	<ul style="list-style-type: none"> <li>➤ Application and interview</li> </ul>

	relationships with colleagues. ➤ Reliable and able to be flexible in their approach to work. ➤ Positive and engaging. ➤ Able to plan and take control of situations. ➤ Capable of handling demanding workload and successfully prioritising work. ➤ Empathetic to those who face barriers to their learning. ➤ Patient with students who take longer to understand information. ➤ Flexible and energetic approach		
<b>Equalities and Diversity</b>	➤ Strong understanding of equalities and diversity	▪	➤ Application interview

## Salary

The salary payable for this position is on a pro-rata basis from the FTE. The salary payable will be between £23,115 and £24,140 full time equivalent.

Actual days and hours are Monday to Friday 35 hours per week/39 weeks per year. Actual salary for that working pattern is between £18,704 and £19,533 pro rata.

## Equality and Inclusion

British and European law states that a person cannot be employed to this post if they do not have permission to live and work in the United Kingdom.

## Staff Benefits at Eggar's School

Eggar's School enjoys a supportive work environment and offers staff a number of benefits:

- Free onsite parking.
- Tea and coffee provided free of charge.
- Employer contributions to the Hampshire Local Government Pension Plan.
- Access to a free and confidential counselling support line and face to face sessions.
- Free eye tests every 2 years if a DSE user, and a set payment towards the cost of glasses if, as a result of the eye test, it is considered necessary by the optician that glasses be worn for display screen work.
- Travel/mileage reimbursement for business reasons.

## Data Protection Act 2018

You will be responsible for ensuring that workplace responsibilities such as confidentiality, treatment of personal information and records management are carried out in compliance with the requirements of the Data Protection Act 2018 and the Employment Practices Data Protection Code 2002.

## Disclosure & Barring Certificate

Successful applicants will be required to complete a Disclosure & Barring Certificate application, together with other pre-employment checks.

All shortlisted candidates will be subject to online and social media checks.

## Application Procedure

Applicants should complete an application form in full before your application can be considered. It is available to download from our website [www.eggars.net/vacancies](http://www.eggars.net/vacancies). Please submit your application so that it is received no later than the closing date and time.

Eggar's School   London Road   Holybourne   Alton   Hampshire   GU34 4EQ

FAO: HR Officer

E: [joinus@eggars.hants.sch.uk](mailto:joinus@eggars.hants.sch.uk)

## Application Form Completion

Please ensure that the application form is fully completed, including the Equality Monitoring Form. Two referees must be supplied, as indicated on the application form. Please indicate on the form where you saw the post advertised.

## Receipt of Application

Applications are acknowledged (by email whenever possible) within three working days of receipt. If you do not receive an acknowledgement within this time, please contact us immediately.

***Applicants should be aware that, where roles are exposed to hazardous risks, risk assessments are undertaken, and control measures are put into place where possible.***

## Design Technology & Art Technician Job Hazard Assessment

### Job Specific Information

The following information highlights hazards related to the role that could pose a risk to the post holder. Applicants should be aware that where roles are exposed to hazardous risk, risk assessments are undertaken, and control measures are put into place where possible.

### Manual Handling

The types of manual handling operation involved in this role are:	Objects
The above manual handling operations are required on the following basis:	Infrequent
The weights involved in these manual handling operations are likely to be:	Up to 5kg

### Display Screen Equipment

This role will require the post holder to be a Display Screen Equipment user and will involve the use of:	A desktop computer
---	--------------------

### **Job Characteristics**

This role involves working with children and young people:	Between 11 and 16 years of age
This role also has potential to involve:	Verbal abuse and/or aggression and this is likely on an infrequent basis

### **Work Environment**

This role is carried out in an environment which involves:	Lone working on occasions Using and preparing machinery, equipment and tools
--	---