



HARTFORD
CHURCH OF ENGLAND
HIGH SCHOOL

**ART & DESIGN TECHNOLOGY
TECHNICIAN
APPLICANT PACK**

MARCH 2025

INTRODUCTION

Dear Candidate,

We are delighted to welcome applications for the permanent role of Art & DT Technician at Hartford Church of England High School. Our school is a great place to work! We have brilliant students, talented and committed staff and supportive parents. Our most recent Ofsted inspection in June 2023, demonstrated that we are a good and improving school and our ambition is to make Hartford Church of England High School an outstanding place to learn and work.

We have spent the last year creating a new team across our Associate Staff body. Our Associate Staff are integral to the daily operation of Hartford Church of England High School and as such are recognised for the substantial contribution that they make. Continuous Professional Development is key to this, with colleagues being trained in areas of their interest alongside teaching colleagues within the school.

Within the Design Technology department and Art department, we aim to inspire students to develop both technical and practical competencies, along with the wider skills highly valued by employers. Our priority is to cultivate creative problem solvers who are fully aware of the exciting opportunities within the STEM industry.

Our curriculum is built on a foundation of knowledge and skills, explicitly integrated into every lesson. Through innovative, research-based teaching, we incorporate cutting-edge technology and mirror modern industrial processes, while preserving the best of traditional practices. We are committed to delivering a curriculum where students produce high-quality outcomes, preparing them for success in their future education and careers. Additionally, students will explore the social and ethical responsibilities of designers and engineers, emphasising resource management and environmental impact.

The Design Technology department is exceptionally well-resourced, featuring purpose-built rooms including two workshops, a fully equipped Food Technology room, and CAD/CAM suites, all housed in a modern, newly completed building.

In the Art department we encourage students to explore their creativity, develop technical skills, and engage in personal expression through a variety of artistic media. Students have the opportunity to work in areas such as painting, drawing, sculpture, and mixed media, with a strong emphasis on refining their individual style and conceptual thinking. Students develop a thorough understanding of critical and contextual studies.



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The Art department is equally impressive, consisting of three dedicated Art rooms that provide a dynamic and inspiring environment for students to explore a wide range of artistic techniques and mediums. Both departments are committed to fostering creativity and innovation, offering students the tools and resources they need to excel in their practical and creative work, while preparing them for the next steps in their academic and professional journeys.

Aside from the curriculum, we focus on the importance of personal development, high expectations and care for one another across the school community. Our Family System, pastoral teams and inclusion provision support this philosophy. All that we do is centred around our core HART values of Happy, Achieving, Ready, Together, built on the Christian foundation of Love (caritas) and Truth (veritas).

Our school is blessed with exceptional facilities across a large and growing site and is a popular choice for parents and children. We have students who are enthusiastic to learn and who are great to teach. We have hugely supportive parents and committed staff and governors. Our school is at the centre of the community in Hartford and we are constantly looking to strengthen our commitment to one another, no matter what stakeholder we are. We have extremely close working relationships with the Diocese, local authority and our colleagues in other schools.

If you share our vision and values and are determined to bring out the best in young people, providing them with the best possible educational experience, we want to hear from you!

Should you choose to apply for the role of Art & DT Technician, I look forward to receiving your application and hopefully welcoming you to Hartford Church of England High School in the near future.

Rachel Pickerill

Headteacher



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KEY INFORMATION

Job role: Art & Design Technology Technician

Starting Date: As soon as possible

Salary: Grade 5 SCP 6—II £25,183—£27,269 (Pro-rata actual salary payable £21,729—£23,529)

Contract Details: Permanent. 39 weeks per year (term time plus 5 INSET Days), 37 hours per week 8:00am—4:00pm Monday to Thursday and 8:00am—3:30pm Friday.

Closing Date: 3:00pm Thursday 27th March 2025

Interviews: Tuesday 1st April 2025

How to Apply: Applications only accepted on completed school application forms and they should be sent to sara.morris@hartfordhigh.co.uk.



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JOB DESCRIPTION

At Hartford Church of England High School, as a voluntary-aided maintained school, we follow the job descriptions as set out by the local authority. However, in practice, these job descriptions are a 'best fit' for the role.

In essence, the role of Art & Design Technology Technician at Hartford Church of England High School in accordance with the job title Art, Design & Technology Technician AAAE 5014 is to provide support to all subject areas. This will include maintenance, preparation and ongoing provision of equipment and materials to support the deliver of the curriculums within key stage 3 and 4.

Main Responsibilities:

- To ensure the safe usage, inspection, operation, cleaning and minor repairs maintenance of Design and Technology workshop equipment, associated tooling and hand tools. To replace serviceable items, construct and develop benching aids, jigs and fixtures and undertake planned maintenance programmes.
- To prepare a range of materials, and set up machinery and equipment, for design and technology and art lessons, practical work, experiments, demonstrations, and project coursework as part of GCSE specifications.
- To set out and clear away materials and equipment, prepare audio/visual aids as required by departmental teaching staff.
- To provide practical support and guidance for school staff in the use of materials, workshop techniques, practices and processes and recommend solutions to technical problems encountered.
- To demonstrate and provide hands-on practical student instruction in correct usage and application of workshop machinery and tools and work with pupils on project work in a supporting role.
- To ensure the security of equipment at the end of class activities, breaks etc including machine 'lock off' and power shutdown. To carry out formal risk assessments of Design and Technology machinery and electrical equipment and ensure that all Health and Safety Regulations are met.
- To liaise with contractors, suppliers and local authority staff, check and sign off contractors' completion of rectification, refurbishment and maintenance work.
- To control stocks of materials and equipment, maintain an inventory and provide guidance and recommendation for the identification, specification and purchase of school design and technology and art materials and equipment.
- To take a lead role in the design, development, and maintenance of specialist resources and offer professional guidance, assistance and support to students and teachers on the practical aspects of the curriculum.
- To set up monitoring systems used in the management and control of practical resources including stock control and financial records.
- To take the lead role within the departments on both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standards.
- To be a first aider.

Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Board from time to time, up to or at a level consistent with the Main Responsibilities of the job.



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JOB DESCRIPTION

HARTFORD CE HIGH SCHOOL JOB DESCRIPTION

JOB TITLE: Art, Design and Technology Technician (Secondary School)

JOB REF NO: AAAE5014

BASIC JOB PURPOSE: Provide a practical service to school teaching staff through the maintenance, preparation and provision of equipment and materials to enable pupils to undertake design and technology learning activities, projects and examination work.

MAIN RESPONSIBILITIES

1. Safe usage, inspection, operation, cleaning and minor repairs maintenance of Design and Technology workshop equipment, associated tooling and hand tools. Replace serviceable items, construct and develop benching aids, jigs and fixtures and undertake planned maintenance programmes.
2. Prepare a range of materials and set up machinery and equipment, including special operations, for design and technology lessons, practical work, experiments, demonstrations, and project coursework as part of GCSE and A-level Design and Technology.
3. Set out and clear away materials and equipment, prepare audio/visual aids as required by school teaching staff, and assist in the production of resource materials and teaching aids such as worksheets, plans and drawings for classroom project work.
4. Provide practical support and guidance for school staff in the use of materials, workshop techniques, practices and processes and recommend solutions to technical problems encountered
5. Demonstrate and provide hands-on practical pupil instruction in correct usage and application of workshop machinery and tools and work with pupils on project work in a supporting role.
6. Ensure the security of equipment at the end of class activities, breaks etc including machine 'lock off' and power shutdown. Carry out formal risk assessment of Design and Technology machinery and electrical equipment and ensure that all Health and Safety Regulations are met.
7. Liaise with contractors, suppliers and County staff, check and sign off contractors' completion of rectification, refurbishment and maintenance work.
8. Control stocks of materials and equipment, maintain an inventory and provide guidance and recommendation for the identification, specification and purchase of school design and technology materials and equipment.
9. Take a lead role in the design, development, and maintenance of specialist resources and offer professional guidance, assistance and support to pupils and teachers on the practical aspects of the curriculum.
10. Set up monitoring systems used in the management and control of practical resources including stock control and financial records. Provide guidance and recommendation for the identification, specification and purchase of school design and technology materials and equipment.
11. Take the lead role within the department on both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment to the required standards.

Notwithstanding the detail in this job description, in accordance with the School's/Council's Flexibility Policy the job holder will undertake such work as may be determined by the Headteacher/Governing Body from time to time, up to or at a level consistent with the Main Responsibilities of the job.



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PERSON SPECIFICATION

Art & Design Technology - Person Specification

	Essential	Desirable	Evidence
Qualifications	<ul style="list-style-type: none"> • GCSE standard literacy & numeracy • Full UK Driving Licence • First Aid 		<ul style="list-style-type: none"> • Application • References • Interview
Experience	<ul style="list-style-type: none"> • Experience of using a range of woodworking machinery and tools 	<ul style="list-style-type: none"> • Previous experience in a school environment 	<ul style="list-style-type: none"> • Application • References • Interview
Special Aptitudes	<ul style="list-style-type: none"> • Flexibility to work with a variety of staff and contractors • Ability to work as a team member or as a lone worker. • Flexibility to deal with unexpected demands • Trustworthy • Stamina—the role involves manual handling • Willingness to attend essential safety training courses for workshop equipment 	<ul style="list-style-type: none"> • Understanding of Health & Safety legislation (including COSHH) • Knowledge of the Art and Design & Technology curriculums 	<ul style="list-style-type: none"> • Application • References • Interview
Interpersonal Skills	<ul style="list-style-type: none"> • Good verbal and written communication • Flexible, confident manner • Ability to relate appropriately to both other adults and students • Good sense of humour 		<ul style="list-style-type: none"> • Application • References • Interview



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OUR SCHOOL VALUES

H

HAPPY

Showing respect to one another.
Looking after our mental and
physical wellbeing.

A

ACHIEVING

Working towards our goals,
both academic and extra-
curricular. Showing resilience
and not being afraid to fail.

R

READY

Being punctual, equipped
and ready to learn every
day. Wearing our uniform
with pride.

T

TOGETHER

Working together in all
things - building a school
family characterised by
tolerance and kindness.

LOVE 'CARITAS' & TRUTH 'VERITAS'

"My command is this: Love each other as I have loved you."

"In the same way, let your light shine before others, that they
may see your good deeds and glorify your Father in heaven."

John 15:12 and Matthew 5:16



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