

Arnold Academy
Design Technology
& Art Technician
Recruitment Pack



Welcome to the Pyramid Schools Trust

At Pyramid Schools Trust, our uniqueness lies in our unwavering commitment to collaborative excellence.

We're not just educators; we're partners in shaping futures. What sets us apart is our genuine belief in the power of community and collaboration.

In every aspect of our practice, from curriculum development to pastoral care, we place a premium on inclusivity and belonging. Our familial approach ensures that every partner, whether student, parent, or staff member, has a voice that is not just heard but valued.

This sense of belonging fosters a supportive environment where everyone can thrive. We achieve this through our ability to seamlessly integrate all-through education, spanning from early years to post-16, while staying true to our core beliefs of achievement, integrity, and enjoyment.

By providing a consistent framework for teaching and assessment across the trust, we ensure that every pupil has equal opportunities to excel. But what truly sets us apart is our relentless pursuit of excellence. Our vision is not just to provide education; it's to provide world-class opportunities that empower our learners to flourish in life. From our innovative curriculum to our dedicated staff, everything we do is geared towards achieving the best outcomes for all.

At Pyramid Schools Trust, we're not just building a brighter future; we're building a community where every individual can **achieve, belong, and contribute**. Together, we shape the future generation for success.

Steve Kelly, CEO





Welcome from the Headteacher at Arnold Academy

Dear Applicant,

Thank you for your interest in the post of Design Technology & Art Technician at Arnold Academy – a middle school, and part of the Pyramid Schools Trust. You will be joining myself and the warm and welcoming support staff team. The successful candidate will ideally have experience working as a technician in an educational setting and will complement a team of hard-working, dedicated, efficient, and friendly staff.

Arnold is a wonderful school where everyone works together to achieve the very best for all its pupils and truly reflects our motto 'The best we can be in all that we do'. In staff we appoint, we look for someone with a love of learning, who is flexible, and is able to help our pupils achieve their goals.

We are situated on the edge of a thriving and popular village. Barton le Clay lies between the M1 and the A1, and many commute to Luton or Milton Keynes, or to London, but it retains a village feel, and there is a strong connection to the school.

This is a fast-growing area of the country, with challenges ahead as new housing is planned both in the village and in the wider area. We are also just five miles from Luton – one of the most diverse towns in the country - and many pupils make the journey from there each day.

Arnold was one of the prime movers towards forming the Pyramid Schools Trust, and continues to play a key role. The successful candidate will find our school governing body committed to supporting staff, but also not afraid to challenge. Staff at Arnold are dedicated, parents are supportive, and the school is full of talented, caring pupils.

We strongly recommend tours of the Academy and a chance for you to meet us prior to application, although this is not essential. Please email admin@aa.pstrust.co.uk in order to arrange a tour.

May I thank you for your interest and wish you good luck in the future if you are not successful on this occasion.

Kind regards

Pete Roberts - Headteacher

School Vision

At Arnold Academy, we aim to make every day enjoyable and successful for our children. We commit to ensuring our pupils have the best environment in which to flourish and nurture their talents and qualities. In addition to high academic achievement, we want our pupils to have a strong moral purpose, underpinned by positive values. By focusing on this, we aim to ensure that Arnold pupils understand their responsibilities and play an active and positive role in their community, both now and in their future lives.

Our aims reflect our commitment to high standards in a happy and purposeful atmosphere of high expectation.

Our aims are:

- To attain high standards of achievement, and ensure that every child fulfils their potential.
- To provide a high quality and stimulating curriculum.
- To provide a secure, challenging and happy environment in which our pupils enjoy learning.
- To extend children's understanding of themselves, of the world in which they live, and of the school and wider community.
- To engender positive values such as respect, tolerance and care so that our pupils have an understanding of others and the diverse society in which we live.
- To work in active partnership with parents and carers.
- To promote the highest standards of behaviour, good relationships and positive attitudes.
- To achieve confidence, independence, perseverance, co-operation and adaptability.
- To ensure equality of opportunity for all at Arnold Academy.

At Arnold Academy we have four CORE school values that underpin the culture of our school. They are:

- Community
- Opportunity
- Respect
- Environment

Pupils are reminded regularly of expectations at regular points throughout the day. Staff use assemblies, community time and opportunities within lessons to refer to our school culture and the values. We use a restorative approach to educating our young people around respect and kindness to others.



Job Description:

Design Technology & Art Technician

Job details

Pay Scale: Level 2B (Points 3 – 5) £18629 - £19220 pa (actual – pay award pending), term time only plus 5 training days

Hours: 32.5 hours per week – Monday to Thursday: 8.30am – 3.45pm & Friday: 8.30am – 2.30pm.

Job Purpose

To ensure the smooth, efficient, and safe running of both the Food Technology and Art departments. The technician works closely with teaching staff to provide vital technical, pedagogical, and administrative support, ensuring that all practical cookery lessons, art classes, classroom demonstrations, and formal examinations are fully resourced, safe, organised, and clean.

Main Responsibilities

Lesson Preparation & Teaching Support

- Measure, weigh, and organise ingredients and specialised equipment for food practical work, teacher demonstrations, and practical exams. Prepare tools, materials, clays, and mediums for Art practical lessons.
- Assist teachers during practical lessons, offering active technical guidance to students on culinary techniques, art mediums, and the safe handling of tools.
- Discreetly prepare and weigh ingredients for Pupil Premium or vulnerable students to ensure no child is excluded from practical experiences.
- Create and maintain vibrant, dynamic departmental wall displays showcasing student work, healthy eating guidelines, safety rules, and artistic/culinary techniques.

Food Safety, Hygiene & Department Maintenance

- Ensure all work surfaces, sinks, cookers, and worktops in the food rooms are sanitised before and after lessons. Maintain general cleanliness and organisational standards within the Art rooms in liaison with site cleaners.
- Oversee regular deep cleaning and defrosting of fridges, freezers, and ovens. Manage the regular laundry of aprons, tea towels, and cloths.
- Actively collect, track, and log student food allergies and dietary requirements. Ensure strict cross-contamination protocols are implemented and shared with teaching staff.
- Carry out routine safety checks on electrical appliances, kitchen utensils, and specialised Art/DT equipment (e.g., checking fridge temperatures). Report structural or equipment faults promptly to the site maintenance team.

Stock Control & Administration

- Manage weekly grocery orders and general art supply procurement. Safely source fresh ingredients locally when necessary, working strictly within departmental budget parameters.
- Unpack deliveries, ensure strict stock rotation (First In, First Out - FIFO), and monitor expiry dates to minimise material and food waste.
- Maintain accurate records of departmental spending, petty cash, receipts, and equipment inventories. Undertake administrative tasks such as resource printing, data input, and scheduling.

Health & Safety Compliance

- Keep fully up to date with health and safety regulations, including COSHH (Control of Substances Hazardous to Health) and local food safety acts.
- Maintain departmental First Aid boxes and assist the leading teaching staff in drafting and updating risk assessments for practical kitchen and studio spaces.

Person Specification

CRITERIA	ESSENTIAL	DESIRABLE
Education / Qualifications	● GCSEs (Grade 4/C or above) in English and Maths. ● Level 2 Food Safety & Hygiene Certificate (or willingness to achieve within 6 weeks).	● Level 3 Food Safety Qualification. ● First Aid at Work certificate. ● Culinary, Art, or Food Technology related qualification.
Experience	● Experience in a food handling, professional catering, or kitchen environment.	● Proven experience in stock control and ordering. ● Previous experience working as a technician in an educational setting. ● Experience supporting or supervising young people.
Skills / Knowledge / Aptitude	● Strong culinary skills and knowledge of diverse ingredients. ● Excellent organisation and time-management skills (ability to hit tight lesson deadlines). ● Good ICT skills (online ordering, Excel/Google Sheets for budgeting).	● Understanding of school allergen management and cross-contact prevention. ● Awareness of H&S/COSHH regulations in a school environment. ● Familiarity with art mediums and studio preparation.
Personal Qualities	● Adaptable, flexible, and calm under pressure during busy practical lessons. ● Excellent communication skills with both staff and children/young people. ● Proactive mindset with the ability to work independently.	● A genuine interest in inspiring young people to learn to cook and create.
Physical	● Ability to meet the physical needs of the role.	