



Hurstmere School

Recruitment Pack Design Technology & Science Technician



Welcome to THAT

Thank you for your interest in joining The Howard Academy Trust. We are a family of 9 academies—4 primary, 4 secondary, and 1 alternative provision—working across Medway, Kent, and Bexley. As a Trust, we are committed to delivering the highest standards of education for all children and young people, regardless of their background.

Our vision, *"Working together to create a community of successful learners"* underpins everything we do. We firmly believe that every child deserves access to at least a good education, and we are proud that every academy within our Trust has maintained or improved its Ofsted rating. Notably, Temple Mill Primary School and Waterfront UTC made the remarkable journey from Special Measures to Good at their first inspection since joining us—a testament to the dedication and expertise of our staff.



At The Howard Academy Trust, we recognise that our people are central to our success. We are committed to supporting and developing our staff so that they, in turn, can provide an outstanding education for our students. Each of our academies serves its own unique community, and our role as a Trust is to provide the support, guidance, and collaboration needed to drive continuous improvement.

We are always looking for talented and passionate individuals to join our team. If you share our belief in the power of education and want to be part of an organisation that truly makes a difference, we would love to hear from you.



Owen McColgan
Chief Executive
The Howard Academy Trust



THAT Benefits

The Howard Academy Trust is very pleased to offer our staff a vast range of benefits, both professional and personal, as we believe that our excellent teaching and support staff should be supported at work and rewarded for the great work they do.



Platinum
Workplace
Wellbeing Award



benenden
health
Subsidised Private
Healthcare



Free flu jabs
every autumn



Employee Assistance
Programme with
Free Counselling



Mental Health
First Aiders
in all schools



Early finish for
teaching staff on
Fridays for CPD/PPA



Multiple routes
into teaching



Opportunities for
collaborative CPD



Trust-wide training
and networking
events



Career Progression
and upskilling
opportunities



Bespoke in-house
Into Leadership
Courses



LGPS/TPS Pension
Scheme & Generous
Contributions



Competitive salary
with annual pay
progression



Early salary
withdrawal with
Access EarlyPay



Minimum 25 days
annual leave for
full time staff,
plus bank holidays



Discounted hire of
school facilities



Cycle to work
scheme



Free car parking
at each Trust site



EV Charging across
sites



On site catering
with a full
lunch menu



Discounted gym
membership



A diverse and
inclusive workplace



Staff referral
scheme



Flexibility
for life events



Annual
Trust Awards

We are happy to talk about flexible working.



Our Family of Schools



The Howard School
1,500 Pupils on Roll
Located in Rainham, Kent



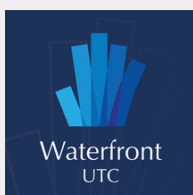
Temple Mill Primary School
240 Pupils on Roll
Located in Strood, Kent



Deanwood Primary School
230 Pupils on Roll
Located in Rainham, Kent



Thames View Primary School
450 Pupils on Roll
Located in Rainham, Kent



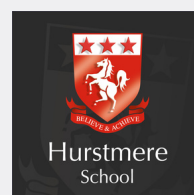
Waterfront UTC
370 Pupils on Roll Rated
Located in Gillingham, Kent



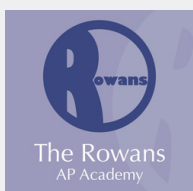
Miers Court Primary School
410 Pupils on Roll
Located in Rainham, Kent



The Abbey School
1,100 Pupils on Roll
Located in Faversham, Kent



Hurstmere School
960 Pupils on Roll
Located in Sidcup, London



The Rowans AP Academy
93 Pupils on Roll
Located in Chatham, Kent

Welcome to Hurstmere School



A very warm welcome to Hurstmere School and thank you for your interest in our school. This is a very exciting time to be joining our Hurstmere community, having recently received the best GCSE results in the school's history. Hurstmere School is a popular, non-selective secondary academy for boys aged 11-16, with a strong sense of community and determination to succeed in all we do.

Our vision is for our students to **'Believe and Achieve'**; to be the best that they can be. By promoting high aspiration and fostering a confident self-belief that with hard work and determination, there are no boundaries to what they can achieve.

During their time with us, students develop the character traits and values of our RTRAILS - Respect, Teamwork, Resilience, Ambition, Integrity, Leadership and Self-belief. Hurstmere offers a supportive and inclusive environment that celebrates and welcomes diversity. We expect everyone in our community to have the highest expectations of themselves and of each other. We offer all students, regardless of their starting point, the very best chance of academic success by delivering a curriculum which gives our students the foundations to fulfil their ambitions.

Mrs Bennett, Principal

Why choose Hurstmere School?

- Students are encouraged to fulfil their ambitions outside of the curriculum, including Sports Leadership, DofE, the Bexley School Games programme, and access to a bespoke TV studio and recording studio.
- Our pastoral team place value on personal wellbeing and development, looking after the whole student.



NOR

966



Age Range

11-16



PP

16.4%



FSM

15.3%



SEN

22.5%



EAL

8.9%

Job Description

Job Title:	Design Technology & Science Technician
Contract Type:	Part Time, Permanent, Term Time Only +1 week
Remuneration:	Bexley NJC 5.1-5.4

Core Purpose and Scope

The holder of this post is expected to carry out the professional duties as described below, as circumstances may require and in accordance with the Trust's policies, under the direction of the Senior Leadership Team and Principal. The post-holder is required to fully support the vision, ethos and policies of the Trust.

THAT Vision & Values

As a Trust, our Vision and Values are achieved through:

- Excellent teaching and learning that promotes inclusivity;
- Regular opportunities for collaborative CPD to ensure best practice across academies;
- Proactive network for joint working across academies, for staff at various career stages;
- The highest standards of behaviour and conduct achieved through clear expectations and positive relationships;
- The unique character of each academy is valued and contributes to the whole Trust ethos;
- Shared whole trust values of dignity, respect and ambition.
- High aspirations for all involved with the Trust;
- Each academy is a hub for its local community and families;
- Facing outwards and working in collaboration with other organisations and stakeholders;
- A centralised team that allows academies leaders to focus on their core purpose of education.

Values and Behaviour

Teaching & Support Staff play a vital role in making the education of the students their first concern, and are accountable for achieving the highest possible standards in work and conduct. All members of staff must act with honesty and integrity; have strong knowledge within their field, keep their knowledge and skills up-to-date and are self-critical; forge positive professional relationships; and work with parents in the best interests of the children in the school.

Personal and professional conduct

The post holder should conduct themselves professionally, treating students and staff with mutual respect, regardless of personal beliefs, in accordance with Trust ethos, policies and practices.

Purpose of the Job:

To provide high-quality technical support across the Design & Technology and Science departments. The post holder will maintain safe, clean and well-organised workshop, teaching and stock areas; prepare materials, equipment and resources for lessons; support 3D design and practical DT activities; and prepare and maintain equipment and materials for Science practical work, so that teaching staff in both departments are able to deliver an engaging and safe curriculum.

Key responsibilities:

Design & Technology

- Regularly checking, testing, cleaning and maintaining workshop equipment as necessary or as requested by Technology staff, and in line with the school's current guidelines
- Keeping regular records of all such checks
- Organisation of tools, small equipment and 3D design/workshop resources
- Cutting of students' work from cutting lists as required
- Supporting groups of students with practical projects in DT and 3D design activities
- Assisting with duplicating and photocopying
- Keeping materials and consumables well organised and stocked
- Maintaining a list of stock levels and replenishing stock in consultation with the Curriculum Leader for Design & Technology
- Updating and maintaining an inventory of equipment within the department
- Being aware of safety legislation and risk assessment, and updating the COSHH register as required
- Assisting with displays within the department as required by teaching staff
- Cataloguing and keeping in good order books and other resources
- Being environmentally aware and maintaining the department's ethos through the policy of reducing, reusing and recycling
- Assisting with end-of-term cleaning and tidying
- Carrying out the Equipment Maintenance Schedule, as per the Department Handbook
- Checking hand tools and machines for breakages and fitting new blades etc
- Checking that extraction is working, and weekly or as required thereafter
- Assisting with the organisation and storing of students' practical work
- Assisting with photography and digital recording/organisation of students' work as required
- Preparing models, jigs and other aides

Science

- Organising the preparation and construction of materials and equipment for use in lessons to maximise pupils' learning experience
- Working as support to teachers in lessons as appropriate
- Undertaking structured and agreed learning activities/teaching programmes
- Carrying out checks in classrooms prior to lessons to ensure the learning environment is safe for students and staff
- Undertaking trial runs of experiments before they are carried out in the classroom
- Keeping a check on department stock levels and supporting the Senior Science Technician to administer the ordering, issue and distribution of stock
- Maintaining hazard cards for all chemicals, ensuring they are stored and handled safely
- Carrying out routine administrative tasks for the Science department, e.g. photocopying, filing (as required)
- Operating relevant equipment/ICT packages
- Maintaining and repairing apparatus/equipment used by the department and reporting any damage/needs
- Constructing items within the department to improve effective use of space and/or delivery of the curriculum
- Maintaining tidy and organised workspaces and storage areas
- Maintaining specialist apparatus/equipment, checking apparatus/equipment and ensuring health and safety guidelines are adhered to
- Storing and disposing of chemicals and waste materials in accordance with CLEAPSS recommendations

Additional Duties:

- All staff, with the support of the Academy's designated DSL, have a responsibility for providing and safeguarding the welfare of the students and young people
- To be familiar with and support any health and safety procedures and ensure all duties and responsibilities are discharged in accordance with the Academy's health and safety at work policy

This job description does not form part of the Contract of Employment and is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the holder of the post. The duties may be varied to meet the changing demands of the Academy at the reasonable discretion of the line manager.

An enhanced DBS check will be required for this post. The job description is current at the date shown, but, in consultation with you, may be changed by the Principal to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding and promoting the welfare of children and young people.

Person Specification

Please refer to these requirements when completing the application. The Person Specification is related to the requirements of the post as determined by the Job Description.

Essential	Desirable
Education and Qualifications	
GCSE English and Mathematics grade C/4 and above or equivalent	- Degree or equivalent - Evidence of ongoing Professional Development - First Aid Training - Knowledge of Health & Safety and other relevant regulations - Understanding of workshop machines (e.g. band saws, linishers, pillar drills, etc)
Experience	
Experience in a customer-facing role	- Experience of working within the academy or education sector - Experience of a technician role in Design & Technology, Science, Engineering or similar practical setting - Experience of maintenance and operation of workshop machinery - Experience with CAD/CAM and/or 3D design equipment - Ability to carry out risk assessments in relation to workshop or laboratory work - Previous experience of working with young people
Knowledge and Understanding	
- Knowledge of Microsoft Word, Excel and other relevant software - Practical, hands-on problem-solving skills - High degree of accuracy - Ability to manage time effectively and to complete tasks to a high standard - Ability to work alone and within a team to achieve specified standards - Order and manage materials and stock - Use initiative and anticipate department needs - Communicate effectively, verbally and written	- Knowledge of child protection and safeguarding policies - Sound understanding of equal opportunity issues within the workplace and the importance of culture and ethos, and how these impacts on morale, high expectation, and high standards - Full working knowledge of relevant policies/codes of practice and awareness of relevant legislation - Knowledge of COSHH - Detailed knowledge of safe working practices (e.g. handling and usage of hazardous equipment and tools)

	• General workshop and practical making skills
Characteristics and Competencies	
• Good organisational skills • Energy, enthusiasm and a passion for design, making and/or science • Flexible and able to cope with change across two departments • Willingness to assist with problems, react to requests and provide support • Prepared to take responsibility and use initiative • A solution-focused mindset and determined “no excuses” approach to raising standards • A personable nature to build effective relationships with staff and students • Create a happy, challenging and effective learning environment • High level of integrity, confidentiality and discretion • Willingness to undergo professional development and undertake any training relevant to the role	• IT competency and other relevant software packages

