



BEDFORD
FREE SCHOOL

WHY WORK FOR BEDFORD FREE SCHOOL

ABOUT US

Joining Bedford Free School is a fantastic opportunity to transform thousands of pupils' lives and the town of Bedford itself.

This is a truly career-defining opportunity to make a real difference in an incredible school with a national reputation for excellence. You will work closely with the trust's education and leadership team to ensure Bedford Free School continues to be an excellent place for pupils to learn and for staff to work.

WE LOOK FORWARD TO HEARING FROM YOU

Please read the information in this pack. If you are interested in this job opportunity, please apply online today via our career site on: www.advantageschools.co.uk/join-us/work-for-us

If you have any questions about the role or would like to visit the academy, please contact **HR Recruitment, Jay Powell** on **01582 211 226** or jpowell@advantageschools.co.uk

If you decide to apply, you should include a supporting statement with your application form giving your reasons for applying for the post, addressing information you have read in the pack with particular reference to the person specification and outline any relevant experience you would bring to Advantage Schools. We know how much work goes into an application and if you are to apply we are grateful. We do provide feedback on request.

SAFEGUARDING

We believe in the safeguarding and welfare of children and expect all staff to share this view.

The school is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service. We are an equal opportunities employer.



BFS and Advantage Schools are outward facing organisations and have had partnerships across the country, leading to developmental opportunities for our staff. They have contributed to the delivery of New Professional Qualifications, the Early Career Framework, the Attendance Hubs and previously, as a lead school, to the national Behaviour Hub Programme. At the same time, we are always seeking to learn from some of the most innovative schools in the country.

We are unashamedly ambitious for those in our care, and we value staff who work hard, do their jobs well, and are willing to "Go The Extra Mile" for our pupils and families. We talk about the "Sophie Test", through which we run all our decisions: if it isn't good enough for our own children or those we care a lot about, it isn't good enough for our pupils.

We therefore expect great things of the successful candidate in this role. In exchange, we offer a potentially career-defining opportunity to use your expertise to develop a genuinely world class and transformational school, building on already strong foundations; the support and career development opportunities that come with working with an excellent leadership team and staff body, and like-minded colleagues in an expanding Trust that are aligned in vision and values; and a commitment to your ongoing professional development.

Thank you again for your interest in BFS. We encourage prospective candidates to come and visit the school to see it for themselves.

I look forward to answering any questions you might have, and to receiving your application in due course.

Tom Wood
Principal (Designate)
Bedford Free School



WELCOME TO ADVANTAGE SCHOOLS AND BEDFORD FREE SCHOOL

As part of the Executive Leadership Team for Bedford Free school, it is a pleasure to introduce you to Advantage Schools.

Our new, merged trust truly puts pupils at the heart of everything we do; we aspire to be a top performing organisation, providing the best education we can in every classroom coupled with high-quality opportunities outside of the classroom for every pupil too.

Bedford Free School encapsulates this; the quality of education here is outstanding. We are equally proud of the strong sense of belonging fostered amongst our staff and pupils. Our pupils here are young leaders and role models, who contribute to the collegiate ethos with maturity.

If you are inspired to apply for this post, I look forward to meeting you at interview.

Cathy Barr,
Deputy CEO

VALUES



INTEGRITY, AMBITION, EXCELLENCE

We are a unique family of schools, sharing our practice and beliefs to enable young people to achieve the very highest standards.

At Advantage Schools, we provide exceptional opportunities for all to be knowledgeable with experiences that broaden horizons. We ensure our pupils and colleagues cultivate a strong self-belief so that they can flourish and develop into successful, well-rounded, self-respecting people.

Our commitment to this vision can be demonstrated by our values.

INTEGRITY

We provide a caring, nurturing environment where pupils and young adults feel happy, healthy and supported. With integrity at the heart of our values, our schools are safe and supportive environments where pupils develop courage, nurture strong ambition, and strive to be their very best.

We act honestly and transparently, advocating for pupils even when this is difficult.

Guided by our commitment to integrity, we absolutely invest in the growth of all our colleagues through high-quality recruitment and retention, providing excellent opportunities for clear and dynamic career progression.

AMBITION

We provide exceptional lessons enabling our pupils to be highly successful.

We share the most impactful approaches to teaching, curriculum and assessment, ensuring an interesting, inclusive and challenging education is on offer in each of our schools.

Our aim is to guarantee excellent 2-19 provision, with clear progression routes for all. You can expect excellent behaviour and conduct at all times, allowing all to make progress and achieve.

EXCELLENCE

We enable all of our pupils to develop and flourish, through close working and regular communication with our families and local community.

Our cross-trust focus is to ensure children are supported to meet ambitious targets and to provide exciting opportunities both inside and outside of the classroom.

ABOUT BEDFORD FREE SCHOOL

"We believe, that given the right circumstances, all children are capable of extraordinary things"

We work in partnership with local families to serve the community of Bedford providing an academic, focussed, and well-rounded education to pupils aged 11-16.

Bedford Free School is different.

We begin each day with a morning address, where we reflect on our school values of respect, honesty, and high expectations while reminding our whole community that we strive to go the extra mile.

Our school values hard work, routines and structure. This leads to impeccable behaviour and an environment that enables pupils to focus on their learning. Pupils arrive to lessons carrying their subject equipment so that there is no wasted time while they get ready. We supplement our very academic curriculum with 30 minutes of group reading of a classic work of literature daily, and we supervise prep, so that pupils can start homework or further study. Working with the community, we therefore strive to maximise the prospects of young people through an expanded academic curriculum, the entitlement to great experiences, very high expectations of conduct and behaviour, and the very best teaching. We expect our pupils to attend university and we equip them with the knowledge and dispositions to be able to do so, while making a difference in our communities.

A BEACON OF EXCELLENCE IN THE HEART OF BEDFORD

We structure everything we do around the belief that our pupils deserve the very best, and we deliver the best possible curriculum.

Our staff believe that "if it is not good enough for our own children, it is not good enough". Hence, we use the best PE facilities in Bedford to supplement our rooftop extension, deliver extra-curricular activities during the school day so that everyone can participate, and equip our classrooms with all that is needed to ensure our pupils become world-beaters!

To fit everything in, we run an extended school day from 8.25am-4pm, and have supportive catch-up sessions and extra teaching that goes on beyond that. The school is open for supervised quiet work from 8am-5.30pm.



The features of Bedford Free School that make us unique are:

- A longer school day
- A disciplined "can do" culture that allows every student to be known, feel safe, and be cared for
- An intensive focus on the basics of maths and English
- An academic, knowledge-rich curriculum for all
- A comprehensive timetable of enrichment opportunities for pupils built into the school day
- Enhanced support for pupils with lower attendance
- A focus on preparing every single pupil to attend a good university

PERFORMANCE TABLES

<https://www.compare-school-performance.service.gov.uk/school/138228/bedford-free-school/secondary>

OFSTED REPORT

<https://reports.ofsted.gov.uk/provider/23/138228>

STAFF BENEFITS

We offer a fantastic range of benefits across our trust, supporting our staff in a variety of ways. From an extensive **Wellbeing package**, you can be reassured that we have your best interests at heart.



Whole trust training events



Free eye test vouchers



Staff recognition with reward shopping vouchers



Enhanced pension employer's contribution & death in service payment



Refer a friend £500 bonus scheme



Support for all staff with an experienced licensed counsellor



Cycle to work scheme



We are in the process of a big benefit review. Watch this space!

CAREER PROGRESSION

At Advantage Schools, we are committed to helping every colleague grow, thrive, and achieve their full potential. Supporting career progression is at the heart of what we do.

To empower our staff, we provide fully funded opportunities to study for NPQs, along with tailored middle leader training for eligible colleagues. Additionally, we offer a wide range of CPD training through various platforms, including The National College, giving all staff access to an extensive selection of professional development courses.

Join us and take your career to the next level with our exceptional development opportunities!



INTEGRITY, AMBITION, EXCELLENCE

Welcome to Advantage Schools; a high-performing family of ten schools.

We unashamedly believe in high attainment. Our schools seek to transform the life-chances of the young people in our care. We do this through very high expectations – of behaviour and conduct, of hard work and of determination and perseverance – alongside the very best knowledge-based curriculum.

At Advantage Schools, we commit to ensuring that pupils will be able to learn in an environment that is free from disruption so that they can chase their dreams and fulfil the aspirations they share with parents and colleagues.

A broad curriculum places pupils in a strong position to question and debate the world around them, making them intellectually resilient and prepares them for citizenship in a democratic society. We believe this is a right of all pupils and one which is empowering.

We also pride ourselves on the additional opportunities available to pupils outside of the classroom. Our extensive extra-curricular programmes include residential, sports and music so that we develop well-rounded young people.

Our schools work together to provide teachers and support staff with the best possible training. In partnership with families, we work hard to ensure that pupils have the widest possible opportunities in their lives.

Our schools' doors are open in every sense:

- we are in the centre of our communities, inviting them in regularly and celebrating the richness of our local area and those we serve;
- we collaborate with other professionals and schools, sharing our work to benefit pupils across the country;
- we celebrate what we do while maintaining humility in accepting feedback so that we can continue to improve.

We run our schools in the best interests of the pupils, guided by our principle that *"it must be good enough for our own children or those that we care deeply about to be good enough for our pupils"*.

***"Educating
children,
serving the
community,
achieving
exceptional
outcomes."***

**Stuart Lock
Chief Executive**



RECRUITMENT BOOKLET



BEDFORD
FREE SCHOOL



SEE MORE AT

WWW.ADVANTAGESCHOOLS.CO.UK



Design Technology/ Art Technician

Bedford Free School is seeking a Design Technology/ Art Technician to join our great Art and Design team who are passionate about helping our students achieve extraordinary things. We are seeking a technician who is highly motivated, methodical and well organised in their approach and who will take the initiative to ensure the smooth running of the departments and the success of our pupils. Art and DT are very popular GCSE subjects taught by three excellent, experienced teachers currently and as a technician, your work would be vital in supporting the ongoing development of these subjects.

At BFS our values drive everything that we do and as a result our staff enjoy impeccable behaviour in lessons and hardworking, highly motivated pupils. BFS is a genuinely comprehensive school that provides a knowledge-based education for pupils of all backgrounds. We teach an unashamedly academic curriculum consisting of the best that has been thought.

We welcome applications from ambitious and inspirational colleagues who share our traditional approach and values of Integrity, Ambition and Excellence.

Key Duties

- Preparing resources and materials for classes.
- Monitor the condition and supply of all equipment and services within the department.
- Work with the Head of Department and Teacher of Art and Design Technology to ensure that the department's inventory of resources and equipment is kept up to date.
- To provide technical support to teaching staff and pupils in the Art department.
- To keep up to date with health and safety regulations and assist with maintaining health and safety compliance within the department.
- To assist and support pupils in their learning.

The successful candidate will have

- GCSEs at grades A*-C/9-4 (or equivalent) in Maths and English.
- Minimum level 2 or equivalent relevant vocational qualification.
- Experience of working in an Art & design background.
- Recognised Health & Safety qualification including core Technology machinery, or willingness to work towards
- Experience of handling art materials and competence in checking and testing of equipment for safe use.
- Ability to demonstrate effective IT skills, including CAD/CAM, or a willingness to learn
- Excellent communication skills with a positive and enthusiastic attitude
- Ability to work as part of a team and on their own
- Excellent time management and organisational skills
- Ability to show initiative and to prioritise one's own work in a fast-paced environment
- An understanding of health and safety and the risk assessment process
- Experience of working with children of relevant age and students with additional needs (desirable)
- Willingness to continuously update skills and knowledge.

JOB SPECIFICS

Start date: asap

Salary: AS 5-7 FTE £25,893-£26,712 Actual pro rata salary £22,470-£23,180

Contract: Fixed Term until August 2026, Full time, 37 hours per week

The Trust reserves the right to interview and appoint a suitable candidate before the deadline date



JOB DESCRIPTION

Job Title: Technician (Design Technology & Art)

Line Manager: Subject Leader (Design Technology & Art)

Overall Responsibilities:

- To provide technical support to teaching staff and students
- To keep up to date with health and safety regulations and assist with maintaining health and safety compliance within the department.
- To assist and support students in their learning, including occasionally leading groups of pupils under the supervision of the subject leaders

Main Duties:

Resource management

1. To help maintain a safe, orderly and clean working environment in all Design Technology and Art areas, including all teaching rooms and store rooms.
2. To maintain, monitor and control stock materials and consumables, informing the subject leader for Design Technology and Art of outages and preparing order requisitions in line with school financial regulations as and when required.
3. To liaise with teaching/management staff to order, purchase and reconcile deliveries of goods and equipment in line with the School's Financial Regulations
4. To liaise with the subject leader for Design Technology and Art to maintain the current status of spending against the departmental budget.
5. To prepare equipment, materials and work areas for lessons in liaison with teaching staff, including setting up and packing away materials and equipment.
6. To develop, implement and review systems for ensuring and maintaining the security, safe storage of equipment and machinery.
7. To implement an accurate signing in and out system for all equipment and materials for use by staff and students.
8. To maintain an inventory of all departmental equipment checking it for accuracy on a regular basis.
9. To maintain effective health & safety procedures across all Design Technology and Art areas and ensure, in liaison with the Subject Leader for Design Technology & Art, that these procedures are followed.
10. To ensure that Design Technology & Art areas are maintained in a safe condition, free from hazards at all times, cleaning all work surfaces, emptying and cleaning dust extraction systems etc.
11. To competently check and test equipment for safe use and identify faulty equipment and remove for repair in line with departmental procedures.
12. To report maintenance and repair requirements to the Subject Leader for Design Technology and Art and ensure any necessary repairs are carried out to satisfactory completion.
13. To maintain records of safety and other checks to ensure that statutory requirements appropriate to the area are met.



Teaching and Learning

14. To demonstrate and explain to students the appropriate and safe use of equipment as required by teaching staff.
15. To assist teaching staff in the management and supervision of practical activities involving students in all areas of Design Technology and Art.
16. To plan and carry out equipment and practical resources development in liaison with teaching staff as required by the Subject Leader for Design Technology and Art.
17. To set up and monitor displays of students work, including hanging picture frames and display cupboards.

Safeguarding

18. To be responsible for promoting and safeguarding the welfare of students and for raising any concerns in line with School procedures.

Equality and Diversity

19. To be responsible for promoting equality and diversity in line with School policies and procedures.

Health and Safety

20. To be responsible for following health and safety requirements in line with School policies and procedures.

Training and development

21. To participate proactively in training and development including qualification development required in the job role.

Other responsibilities

22. To undertake as required other duties and responsibilities relevant to the job as directed by the Subject Leader for Design Technology and Art, or Business Manager.



PERSON SPECIFICATION

Job Title: Technician (Design Technology & Art)

	Essential	Desirable
Qualifications/ Training	<ul style="list-style-type: none">• Minimum level 2 or equivalent relevant vocational qualification• Level 2 Literacy and Numeracy qualification• Recognised Health & Safety qualification including core Technology machinery, or willingness to work towards	<ul style="list-style-type: none">• Degree in relevant subject• Level 3 qualification in relevant specialism• A Level in Product Design/Art or similar• Risk and COSHH assessment training• Experience using CAD/CAM• Recognised First Aid at Work qualification
Knowledge / Experience	<ul style="list-style-type: none">• Knowledge of health and safety procedures and practices• Competence in checking and testing of electrical equipment for safe use• Knowledge of industry trades and current practices• Self-motivated and can demonstrate having worked with a minimum of supervision	<ul style="list-style-type: none">• Experience of demonstrating tasks/processes to individuals and groups• Recent experience of supporting young people in a training environment
Skills / Abilities	<ul style="list-style-type: none">• Ability to organise and maintain stock inventories• Ability to communicate effectively face to face and on the telephone• Ability to follow written and verbal instructions• Ability to use a range of common workshop tools and equipment to facilitate manufacture of storage racks, jigs, templates etc.• Ability to understand and work with a diverse range of cultural groups• Ability to consistently demonstrate high levels of job performance• Ability to consistently contribute to the provision of a welcoming and supportive environment for student	<ul style="list-style-type: none">• Ability to demonstrate effective IT skills, including CAD/CAM, or a willingness to learn• Ability to perform common repair and maintenance tasks on machines and equipment



	<ul style="list-style-type: none">• Ability to make a positive contribution to the team, valuing and respecting others' expertise and contribution• Ability to work in line with Bedford Free School's values of<ul style="list-style-type: none">- respect- honesty- high expectations• Confident IT user	
Special Requirements	<ul style="list-style-type: none">• Responsibility for promoting and safeguarding the welfare of students and for raising any concerns• Ability to form and maintain appropriate relationships and personal boundaries with students• Willingness continuously to update skills and knowledge• Emotional resilience and a flexible approach accommodating changing priorities and working patterns• Awareness of health and safety requirements relevant to the job	<ul style="list-style-type: none">• Willingness to participate in School First Aid rota• Willingness to train as a Fire Warden