



Art & DT Technician

Recruitment Pack

£21,691.42-£24,497.80 (Actual)

Exceptional Educational Experience



Dan Morrow
Trust Leader



Rich Baker
Deputy Trust Lead

Welcome

At Cornwall Education Learning Trust (CELT), our mission is clear: to provide every learner with an **exceptional educational experience**. One that enables them to thrive, achieve and succeed in life. We believe in a **100%** mindset, that every learner, in every classroom, in every school, deserves the very best we can offer. For us, 100% means no compromise: no learner left behind, no community overlooked, and no opportunity wasted.

Our strategic goals reflect this ambition. We are committed to empowering and growing our people, building an ambitious all-through entitlement, forging exceptional relationships with our communities, transforming provision through meaningful partnerships, and leading an ethical, effective and innovative organisation. These are not just aspirations; they are promises that shape the way we work and the culture we are building together.

Joining CELT means becoming part of a values-driven trust where collaboration, innovation, and care for people are at the heart of all we do. If you share our 100% mindset, are passionate about education, and want to make a tangible difference to learners and communities across Cornwall, we would be delighted to welcome you to CELT.

A handwritten signature in blue ink that reads "Dan Morrow". The signature is fluid and cursive, written in a professional style.

Dan Morrow
Trust Leader

EXCEPTIONAL
EDUCATIONAL
EXPERIENCE

100%





Welcome from our Chair of Trustees

Our values are at the heart of everything we do. We believe in the power of **Collaboration**, building strong relationships and working together as one team to achieve our collective goals. We are committed to **Empowerment**, creating a culture where initiative, innovation and trust flourish, and where every individual feels valued, respected and motivated.

As a Trust, we are grounded in promoting **Leadership**, sharing a moral and ethical purpose to improve the lives of others and make a lasting difference for our learners and communities. And we embrace **Transformation**, approaching change positively so that we can all become our best selves and do our best work.

These values guide every decision we make and every action we take. They are the foundation of our Trust and the reason we can offer such exceptional opportunities for our learners and staff. If you choose to join CELT, you will be part of a values-driven organisation where people are supported to grow, contribute, and thrive.



Sally Foard
Chair of Trustees



Sally Foard
Chair of Trustees





Cornwall Education Learning Trust

Our Family of Schools

Our family of schools have the privilege of educating 9000 learners across mid-Cornwall. We are passionate about collaborating and ensuring 100% of our learners have an exceptional educational experience.



9000
LEARNERS



1200
CELT STAFF



16
SCHOOLS



Art & DT Technician

Purpose of the Role

To ensure the provision of safe and well-resourced areas in the Design Technology department for teaching and learning, and provide technical support to teaching staff and students.

Culture

The postholder will demonstrate and actively promote the values of Cornwall Education Learning Trust at all times. They will work with professionalism in line with the Trust's Code of Conduct and will ensure full awareness of, and compliance with, all safeguarding, health and safety, confidentiality, and data protection policies. The postholder will raise any safeguarding concerns promptly and appropriately in accordance with school procedures. They will show patience, empathy, and discretion when handling sensitive information, and will contribute positively to the school environment by remaining adaptable and willing to support the wider life of the school.

Strategic Purpose

The post holder will prepare specialised tools, equipment, materials, resources and teaching aids for classroom use, working within their level of qualification and under the direction of the Head of Department and teaching staff. This will include preparing materials and equipment for lessons and projects, such as demonstration resources, and ensuring that consumable items are appropriately stocked and available when needed.

They will support teaching staff and students in the safe use of tools and equipment during practical activities, offering guidance to students as they develop their work. Where requested by the Head of Department, and under the supervision of teaching staff, the post holder may also oversee small groups of students engaged in practical tasks.

The role includes maintaining a safe and organised working environment by tidying and cleaning materials and equipment between lessons. In addition, the post holder will undertake a range of administrative duties, including the preparation of cover work, teaching materials and booklets as required.

They may also assist with exhibitions, demonstrations and displays, supporting the wider work of the department and contributing to the presentation of students' work and learning experiences.

Maintaining Workspaces

The post holder will undertake general workshop maintenance and basic DIY tasks, including the safe use of workshop machinery where required. They will ensure that all relevant room safety regulations are met by routinely checking equipment for safety and maintaining high standards of cleanliness, including the cleaning and sterilisation of equipment where appropriate.



They will ensure that all resources, equipment and consumables are stored in a safe, hygienic and organised manner. This includes carrying out first-line servicing of machines and equipment to maintain safety and reliability, such as cleaning, oiling, sharpening, removing dust and undertaking minor repairs.

The post holder will be responsible for cleaning and sharpening hand tools and maintaining the overall organisation and good order of the workshop and its storage facilities. They will ensure that all departmental rooms and equipment are kept clean and tidy, that equipment is properly maintained, and that any spillages are promptly neutralised and cleaned.

They will also ensure that all tools and equipment are accounted for, stored in their correct locations and replaced where necessary, maintaining a safe and efficient working environment at all times.

Health & Safety

The post holder will be aware of, and comply with, all relevant instructions, policies and procedures relating to Health and Safety. They will support the Head of Department in the assessment, monitoring and review of these procedures, contributing to a safe and compliant working environment. They will also undertake any relevant Health and Safety training as required to ensure their knowledge remains current and aligned with best practice.

They will be responsible to the Head of Department for departmental Health and Safety matters and will actively promote safe working practices across preparation, storage and teaching areas. This includes ensuring the safe control and storage of chemicals, flammable materials and specialised solutions, in line with current Health and Safety, COSHH and ESCC regulations.

The post holder will maintain appropriate safety signage adjacent to machinery and keep accurate records of all equipment checks. They will carry out weekly Health and Safety inspections of equipment and machinery, reporting any concerns directly to the Head of Department. In addition, they will undertake risk assessments and COSHH assessments as required by the Premises Manager, ensuring that all risks are identified, managed and reviewed appropriately.

Auditing equipment & stock control

The post holder will ensure that an accurate and up-to-date inventory of stock and equipment is maintained at all times. They will be responsible for issuing and collecting materials and equipment used in lessons, ensuring that all items are returned, accounted for and ready for future use.



They will carry out weekly checks of materials and equipment across all technology rooms, identifying any missing or damaged items and reconciling these against inventory records. Where necessary, they will take appropriate action to address discrepancies and maintain the integrity of departmental resources.

The role also includes ordering resources, receiving deliveries, checking delivery notes and invoices, and taking receipt of goods and materials. The post holder will ensure that all items are stored appropriately and safely upon arrival. In addition, they will ensure that the department's equipment servicing programme remains compliant, supporting the safe and effective operation of all equipment.

Support for the school

The post holder will contribute positively to the overall ethos of the school, supporting its values and working collaboratively with colleagues to maintain a purposeful and professional environment. They will attend regular team meetings, briefings and INSET sessions at both departmental and whole-school level, as appropriate, ensuring they remain informed and engaged with school priorities.

They may be required to assist with and invigilate practical examinations, as directed by the Examinations Officer, supporting the smooth and compliant running of assessment processes. The post holder will also participate in training and performance development opportunities as required, taking an active role in their ongoing professional growth.

In addition, they will support the provision of out-of-school learning activities, such as clubs and extra-curricular opportunities, working within school guidelines to enrich students' wider educational experience.

General responsibilities applicable to all staff

The post holder will be aware of, and adhere to, all applicable Cornwall Education Learning Trust policies and procedures. They will demonstrate and actively promote the values of the Trust at all times, working with professionalism in line with the Trust's Code of Conduct. They will also promote equality and diversity in all aspects of their work, contributing to an inclusive and respectful environment for all.

They will be responsible for promoting and safeguarding the welfare of children and young people in all day-to-day activities across the school site, ensuring that safeguarding remains a central priority. The post holder will also support the promotion and maintenance of a safe and healthy working environment, taking responsibility for their own health and safety and contributing to wider compliance.



They will work effectively with colleagues to meet the needs of all students and will attend staff meetings and Trust-based INSET as required. The post holder will take responsibility for their own continuous professional development, engaging in relevant training and development opportunities to enhance their practice.

At all times, they will maintain the highest levels of confidentiality in relation to reports, records and personal data concerning staff and students, as well as any other sensitive information acquired in the course of their duties, in accordance with General Data Protection Regulations.

Special Conditions of Employment:

Cornwall Education Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

The job holder is required to follow all of the Trust's policies and procedures in relation to safeguarding at all times, and to adhere to the statutory guidance 'Keeping Children Safe in Education'. The job holder must take appropriate action in the event that they have concerns, or are made aware of the concerns of others, regarding the safety or wellbeing of children or young people.

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and a Disclosure and Barring Service (DBS) check.

Note:

This job description is illustrative of the general nature and level of responsibility of the work to be undertaken commensurate with the grade. It is not a comprehensive list of all the responsibilities, duties and tasks relating to the post. The postholder may be required to undertake such work as may be determined by their line manager from time to time, up to or at a level consistent with the main responsibilities of the job. This job description may be amended at any time in consultation with the postholder.



Education, qualifications and Training

Essential	Desirable
Attainment of GCSE qualifications or equivalent (level 2 standard of education) to include Maths and English.	Basic Health & Safety certificate.
	DATA training on hand tools and machines.
	Relevant training certificates e.g. wood-turning, centre lathe, mill, pillar drill and bandsaw.

Skills & Experience

Essential	Desirable
Good standard of practical experience working with tools and equipment in the technology industry (e.g. design technology, construction, engineering).	Relevant experience of working in a design technology environment
Ability to maintain a range of tools and equipment	Relevant experience of working within a school and/or college environment.
Ability to prepare equipment and materials for lessons.	Experience of working with young people.
Excellent organisation and personal time management skills	
Good IT, numeracy and literacy skills.	
Communicate appropriately with a varied range of people;	
Ability to work constructively as part of a team, understanding school roles and responsibilities and own position	



Knowledge of Safeguarding

Essential	Desirable
Demonstrate an awareness, understanding and commitment to the protection and safeguarding of children and young people	
Demonstrate an awareness, understanding and commitment to equality and inclusion	





Applying to CELT

We welcome applications via My New Term in the CELT Careers section of our website: www.celtrust.org.

If you would like to arrange a visit or discuss the role further, please contact T. Burt at tburt@nt.celtrust.org

We want every candidate to know exactly what to expect from our recruitment process. All CELT application packs clearly set out key information : salary, interview dates, and application deadlines. All line managers involved in recruitment are trained to recognise and reduce bias, ensuring a fair and consistent experience for every applicant.

More information about our approach can be found in our Recruitment and Selection Policy via the trust website.



Safeguarding

Safeguarding is the golden thread through CELT - safeguarding is everyone's responsibility. We promote an open culture of learning and development where good practice is celebrated and mistakes are used to learn and improve practice and therefore outcomes for our learners.

A whole-school approach to safeguarding means listening to the voices of everyone in the school community. This includes learners as well as parents, carers and school staff.



Amy Daniels
Director of Inclusion

All offers of employment are conditional and subject to satisfactory pre-employment checks including receipt of original qualification documents, references, medical screening, proof of eligibility to work in the UK, Childcare Disqualification check and an Enhanced Disclosure and Barring Service (DBS) check.



Our vision is to build and nurture a talented, diverse team who are proud to deliver exceptional education across our Trust.

We believe in working together, treating everyone fairly, and always learning and growing. We are committed to creating a safe, inclusive, and supportive workplace where every colleague feels valued and inspired to do their best.

By investing in and caring for our people, we unlock their potential – enabling them to make a real difference to our schools, our learners and the communities we serve.

CEL T is committed to developing and empowering staff by ensuring that every colleague has the opportunity to thrive in their current role while being prepared for future opportunities.

Lea Randall
People Services Lead



Lea Randall
People Services Lead

**Empowering
our people to
support, teach
and lead**



Claire White
Headteacher

I feel privileged to have been part of SW100's cohort 2. I finished the year a different leader to the one I was 12 months before and I've never been more committed to change in our system. It reinforced my belief that teaching truly is the best job in the world.



Andrew Gasiorowski
IS Manager

I joined Brannel School as an apprentice and now manage the information services team at Poltair School. Working at CEL T has enabled me to progress professionally and has provided opportunities for me to work on strategic projects across the Trust.



Rebecca Blizzard
Assistant Headteacher

From gaining valuable leadership experience as Head of Science I felt ready and supported to become an Assistant Headteacher. I value the range of leadership opportunities at CEL T and the strong collaboration amongst colleagues and our family of schools.

Staff Entitlement

As a Trust we understand that we have a responsibility to create a future-focused team that is ready for change and able to support our development. Part of this future planning involves succession planning and dynamic talent management.

Talent management is crucial at both a strategic and an individual level. It is about the value that every individual brings to Cornwall Education Learning Trust. By understanding people's strengths and unique contributions, we can ensure that they receive the development they need to have the maximum impact in their current and future roles.



Personal Growth & Inspiration:

- Exceptional development opportunities through training, mentoring, and networking.
- Complimentary access to Inspiring the South West conferences to fuel your ambition.



Health & Wellbeing:

- Free annual flu jabs, health screenings, and eye tests to keep you feeling your best.
- Discounted gym and leisure centre memberships to support your fitness goals.
- Wisdom app access for mental health support, mindfulness, and resilience.
- Confidential helpline and counselling through Health Assured, available 24/7.



Family & Flexibility:

- Up to 5 days paid emergency leave for dependants when life throws a curveball.
- Family-friendly policies and flexible working arrangements to help you balance work and home.



Perks & Extras:

- Cycle to Work scheme to promote greener commuting and save on bike purchases.
- Generous public sector pension scheme to invest in your future.



CELT CENTRE OF
EXCELLENCE

At CELT, we believe inspiration should flow through our staff as much as our students. Great teaching comes from colleagues who are curious, ambitious and continually developing their practice. Professional learning isn't an add-on – it's part of who we are.

The CELT Centre of Excellence at Penrice Academy brings this vision to life. It offers a place to reflect, learn and plan next steps, supporting colleagues at every stage of their career. Through programmes such as Future Leaders, New and Aspiring Leaders, and the upcoming Flourishing Programme, the Centre provides clarity, connection and opportunity for all roles across CELT.

Our aim is simple: to help every colleague grow, feel valued and thrive. By investing in ourselves, we strengthen our culture and keep inspiration at the heart of our classrooms.

CLICK HERE



"CELT is where teaching talent takes flight, and connection becomes the fuel that propels us forward. With comprehensive support, collaborative communities, mentoring, research-informed practice, and an unwavering focus on equity, CELT creates an environment where both teachers and learners thrive."



Hayley Bissenden

Hayley Bissenden

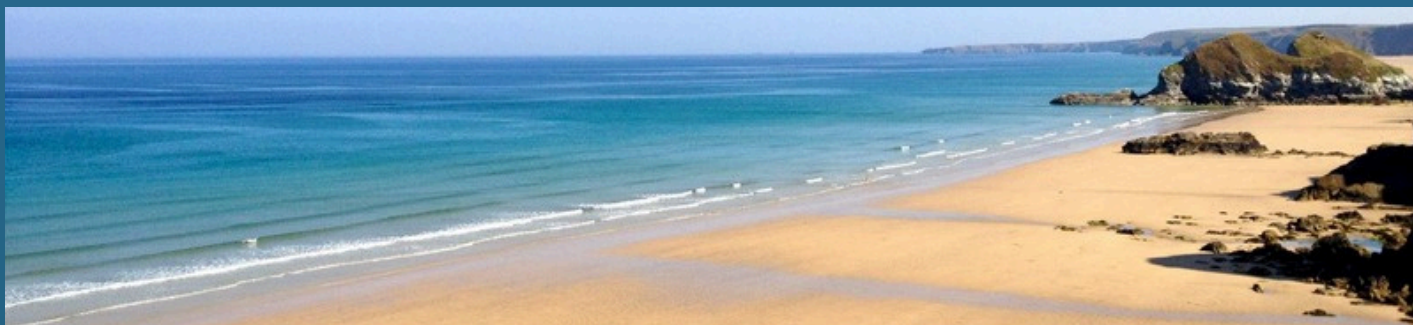
Director of the
Centre of Excellence





Living and Working in Cornwall

A Life That Feels Different—in the Best Way



Cornwall offers a rare blend of meaningful work, breathtaking surroundings and an exceptional quality of life. Our schools sit at the heart of proud, supportive communities where relationships matter and staff quickly feel part of something bigger.

Community

Cornwall's towns and villages are close-knit, welcoming and full of character. Families are deeply invested in their local schools, and the strong partnership between home and school is a defining feature of life here. When you join us, you're joining a place where people genuinely look out for one another.

Lifestyle

From beaches and rugged coastline to moorland and open countryside, Cornwall's natural beauty is always within easy reach. Shorter commutes and access to the outdoors help create a healthy balance between work and life—and the space to truly recharge.



Infrastructure

Cornwall is ambitious about its future. From major road improvements such as the upgraded A30 to enhanced digital connectivity and the convenience of Cornwall Airport Newquay, the region continues to invest to keep people connected and moving.

Families

Safe communities, excellent schools, and a huge range of activities make Cornwall an exceptional place to raise children. Whether it's beach days, outdoor adventures or creative arts, there's always something to inspire young minds.