**CAERLEON COMPREHENSIVE SCHOOL**

**Ysgol Gyfun Caerllion**

**Cold Bath Road, Caerleon, Newport, S Wales NP18 1NF**

**Tel: 01633 420106 Email: enquiries@caerleoncomprehensive.net**

October 2022

Dear Applicant

Thank you for your interest in the post of Assistant Technician at Caerleon Comprehensive School. Given are details of the school and the Job Description.

Caerleon Comprehensive School is a thriving learning community. We currently admit 248 students to each year group and have a flourishing and expertly supported post-16 learning community in excess of 300 learners. Students often come from the local area, whilst some choose to travel to our school. Our main aim is to maximise the potential of all in a safe, secure learning environment in which all learners make good progress and experience the highest quality teaching and learning. Our priority is to ensure that we build on our strong foundations and continue to aim to be outstanding in all aspects of school life so that each individual can realise their full potential in their academic, creative, personal, physical, moral and spiritual development. We are an ambitious school community with high expectations of ourselves as well as our learners.

Staff at Caerleon Comprehensive School are talented, extremely hard working and fully committed to helping our students achieve their aspirations. Both teaching and support staff are valued equally for the contribution they make to the success of the school and much value is placed on teamwork, with leaders at the forefront of promoting and developing effective teams. The school is committed to professional learning, keeping learning and pupil progress at the heart of all we do.

I hope that the information we have provided is of assistance and that you are encouraged to seek appointment at this school.

Yours faithfully,



Lucy Purcell

Acting Headteacher

CAERLEON COMPREHENSIVE SCHOOL

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**Assistant Technician**

**Grade 2**

**£18,887 - £19,650 pro rata (pay award pending)**

**32.5 Hours a week, term time only**

The Governing Body of Caerleon Comprehensive School, a popular high-achieving school with a student role of over 1500, is seeking to appoint a motivated, organised and hard-working individual to the post of Assistant Technician as soon as possible.

Working across departments you will be expected to work as an integral part of a very supportive, high achieving and well-established team. Your main duties will involve carrying out general technician duties and offering support to the delivery of the Art, Technology and Science curriculums as appropriate.

A scientific or art related background or understanding of safe protocols of work would be beneficial but is not essential. Candidates will have the ability to work under pressure and candidates should be strong team players, able to support and promote the schools core values. Flexibility is a key attribute for this role.

This post is subject to an Enhanced Disclosure Application to the Disclosure & Barring Service

The usual hours of work will be 8.30am-3.30pm Monday - Friday.

For an informal discussion regarding this vacancy please contact Stuart Foster, Business Manager on 01633 431354

Closing Date: Friday 28 October 2022, 10am

Job Description

Date: June 2022

Service Area: **Caerleon Comprehensive School**

Post Title: Curriculum/Resource Support Officer - Assistant Technician - Grade 2

Responsible To: Headteacher

# This job description

1. will be reviewed annually and may, after negotiation and consultation, be changed according to the needs of the school
2. must be read in conjunction with Health & Safety at Work COSSH 1998 and carried out in the context of the Health & Safety at Work Act COSSH 1998
3. was last reviewed in November 2005

Job Purpose

Under the direction/instruction of senior staff, provide general support to staff and pupils, including preparation and other routine maintenance of resources, equipment.

## Support for Pupils

* Support pupils in accessing learning activities as directed by the teacher.

## Support for the Teacher

* Ensure the maintenance of a clean and orderly working environment.
* Timely and accurate preparation of routine equipment/resources/materials as set out in instructions.
* Undertake basic record keeping as directed.
* Assist the teacher with learning activities ensuring health and safety and good behaviour of pupils.
* Provide clerical/administrative support e.g. photocopying, printing

## Support for the Curriculum

* Monitor and arrange orderly and secure storage of supplies.
* Maintenance of every-day equipment, check for quality/safety.
* Undertake simple repairs and report other damages to Senior Technicians/HOD.
* Operation of every-day equipment in accordance with instructions.

**Support for the School**

* Be aware of and comply with policies and procedures relating to child protection, health, safety and security of confidentiality, reporting all concerns to an appropriate person.
* Be aware of and support difference and ensure all pupils have equal access to opportunities to learn and develop.
* Contribute to the overall ethos/work/aims of the school.
* Appreciate and support the role of other professionals.

* Attend relevant meetings as required, including staff meetings
* Participate in training and other learning activities and performance development as required.
* Assist with the supervision of pupils out of lesson times e.g. clubs, extra-curricular activities.
* Any other duties and responsibilities appropriate to the level of responsibility of the post.

# Qualifications and Experience

5 GCSEs grades A - G or equivalent level qualification Good numeracy/literacy skills

First Aid qualification

# Supervisory Responsibilities

None

# Supervision Received

Leadership Team Deputy Headteacher Head of Science Classroom Teachers

Senior Science Technician Science Technician

Other Support Staff Pupils

Parents

# Principal Contacts

Headteacher/Leadership Team/Senior Technicians

# Special Conditions

**Criminal Records Bureau Disclosures**

This post will result in you having contact with children, the elderly, sick or disabled. The Authority, therefore, requires that by virtue of the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975, the Children's Act 1989 and/or the Police Act 1997, you reveal any criminal convictions, bind over orders or cautions, including those which would normally be regarded as spent. You must complete the relevant section on the application form — your application will be returned if this section is incomplete. If successful in your application you will subject to a Criminal Records Bureau Disclosure. Further information about Criminal Records Bureau Disclosures and the Council's approach to recruiting ex-offenders should follow the application form, if not contact the person named in the advertisement.

This job description sets out the main duties of the post at the date when it was drawn up. Such duties may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence and cannot of themselves justify a reconsideration of the grading of the post.

Signed: Date: \_\_\_\_\_\_\_\_\_\_