



Candidate Briefing Pack

Design Technology Technician





Hurstmere School is a popular non-selective secondary academy for boys aged 11 – 16, situated in Sidcup, a district in the borough of Bexley.

Our school is an inclusive place of learning that celebrates and welcomes diversity. Every member of our community is known, cared for, and valued for the contribution they make.

We aim to provide the very best educational experience for every single one of our pupils.

We work hard to provide this by:

- Having the highest academic standards and expectations for all our pupils, which celebrates success and promotes aspiration, so that pupils exceed their potential.
- Firing pupils' imaginations which fosters self-belief, resilience, and the ability to learn from failure.
- Providing a wide range of learning opportunities in and outside of the classroom for pupils to learn in a safe, supportive, creative, and happy environment.
- Working with a range of educational and supportive bodies to provide the best education and pastoral care possible, so all pupils believe and achieve, as well as looking after pupil's mental health and wellbeing.

We believe that it is essential that school is a challenging, inspirational, and transformational experience. We also believe that it must support parents in providing a moral framework for learners to live their lives by and that pupils perform to their best abilities when they feel supported, confident, and happy.

We are enormously proud of our academic, sporting, and cultural successes; however we are proudest of the fact that parents tell us that their sons are happy here and that they enjoy coming to school.

In addition to academic success, we also place extremely high value on the development of character; responsibility, ambition, honesty, confidence, compassion, and courage. This is targeted through a wide range of Learning for Life and extra-curricular opportunities, in tandem with the regular school curriculum.



OUR MISSION

Inspires us to go the extra mile every day to ensure our pupils 'Believe and Achieve'; to be the best that they can be.



OUR VISION

Is for our pupils to have high aspiration and confident self-belief, that with hard work and determination, there are no boundaries to what they can achieve; that our pupils believe in themselves and achieve their full potential.



OUR VALUES

Respect

Treating each other with dignity, courtesy, and respect; celebrating and welcoming diversity.

Teamwork

Creating an outstanding school community where we delight in learning, achieving, and growing together, working as a team.

Resilience

Resilience to face disappointment, learning from failure and adapting to change.

Ambition

To be passionate in our desire and determination to achieve success and exceed our potential.

Integrity

Acting with integrity and honesty so that challenges can be met whilst encouraging responsible decision making.

Leadership

Empowering pupils to work in partnership with each other, staff and with the wider school community.

Self-Belief

Where self-belief is nurtured, encouraging strength of character and a belief in our ability to be the best we can be.

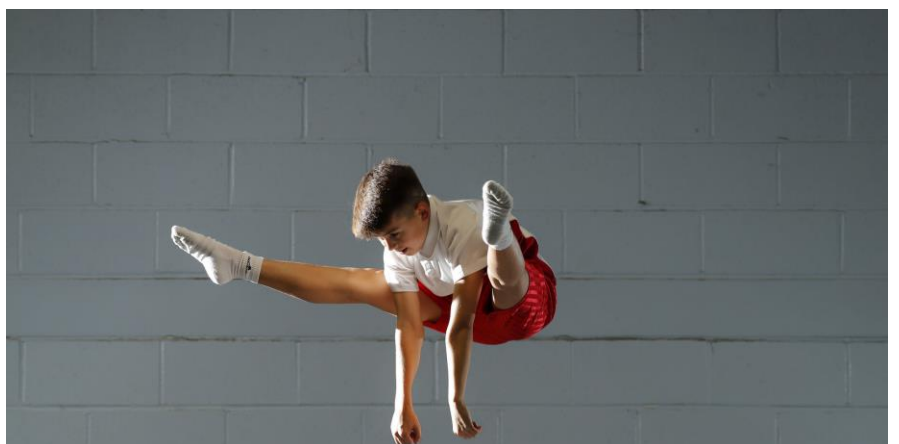
The School has a large site with dedicated areas for each subject, including science laboratories, spacious technology workshops, computer suites and superb sports facilities.



Our commitment to learning is initiated on our growth mind set 'can do' culture. At Hurstmere School, achievement for ALL pupils through a rounded and inclusive approach is paramount. Pupils with special educational needs are empowered to and encouraged to succeed and reach their true potential.



Hurstmere School hosts the School Games programme for the whole of the borough of Bexley, having recently agreed to a request by the Youth Sports Trust to add the Northern half of the borough to our very successful and long-established School Games Network. The School Games is used to drive whole school improvement, supporting schools to develop cross curricular links, increase physical activity, and develop young people's personal and social skills, general well-being and raising standards across the school.



WHY WORK AT HURSTMERE?

Hurstmere School wants to recruit staff who possess a range of qualities, with positivity and enthusiasm high on the list. The staff at Hurstmere are keen to make a difference to each and every pupil by providing the building blocks that they need to raise their achievement and enhance their school experience. New members of staff will work alongside like-minded staff who are ambitious for themselves and our pupils and dedicated to delivering an excellent education.

SPORTS

Hurstmere has been placed in the top 5% of sports schools in the country. Hurstmere was awarded 143rd best sports school out of over 5,000 schools.



STUDIO FIX

Studio Fix is Hurstmere School's own bespoke record label where pupils are mentored in song writing and music production in the school's state of the art recording studio. The project has now been running successfully for 12 years which has seen many highlights including performances at the Royal Albert Hall, The GLC, bands touring with Madness and fund raising charity singles. Over 400 original songs have been written so far with well over 100K plays on various social media platforms.



End2End TV

Hurstmere is the only school that has a TV Production Company working in partnership with them based on site, working inside the curriculum in this way.

OUR EXTRA-CURRICULAR OFFER

At Hurstmere we believe that learning goes well beyond the classroom. We encourage every pupil to take part in extra-curricular enrichment activities and we are proud to offer an extensive range of clubs, trips and activities that are accessible to all. Our in-school and local offer spans from Bee Keeping to Lego club to our nationally successful football teams. Our trip programme includes various worldwide trips including our USA Skiing, Iceland, and Paris trips.



SAFEGUARDING & SAFER RECRUITMENT

Hurstmere School is committed to maintaining a safe and secure environment for all pupils and a “culture of vigilance” to safeguard and protect all in its care. At Hurstmere School pupils are taught about safeguarding, including online, through various teaching and learning opportunities, as part of providing a broad and balanced curriculum. Children are taught to recognise when they are at risk and how to get help when they need it.

The school aims to ensure that:

- Appropriate action is taken in a timely manner to safeguard and promote children’s welfare.
- All staff are aware of their statutory responsibilities with respect to safeguarding.
- Staff are properly trained in recognising and reporting safeguarding issues.

Our safeguarding policy is based on the Department for Education’s statutory guidance Keeping Children Safe in Education (2023) and Working Together to Safeguard Children (2018), and the Governance Handbook.

We comply with this guidance and the arrangements agreed and published by our 3 local safeguarding partners.

Our safeguarding policy is also based on the following legislation:

- Part 3 of the schedule to the Education (Independent School Standards) Regulations 2014, which places a duty on academies and independent schools to safeguard and promote the welfare of pupils at the school.
- The Children Act 1989 (and 2004 amendment), which provides a framework for the care and protection of children.
- Section 5B(11) of the Female Genital Mutilation Act 2003, as inserted by section 74 of the Serious Crime Act 2015, which places a statutory duty on teachers to report to the Police where they discover that female genital mutilation (FGM) appears to have been carried out on a girl under 18.

- The Rehabilitation of Offenders Act 1974, which outlines when people with criminal convictions can work with children.
- Schedule 4 of the Safeguarding Vulnerable Groups Act 2006, which defines what ‘regulated activity’ is in relation to children.
- Statutory guidance on the Prevent duty, which explains schools’ duties under the Counter-Terrorism and Security Act 2015 with respect to protecting people from the risk of radicalisation and extremism.

Furthermore, the school will follow the procedures set out by Bexley Safeguarding Partnership for Children and Young People: Bexley S.H.I.E.L.D: Effective Support for Children.

We ensure that we have a range of policies and procedures in place which promote safeguarding and safer working practice across the school. Our selection process is based on good practice in selecting the best candidate for the job; ensuring equality of opportunity for all applicants whilst deterring and rejecting those who may be unsuitable to work with children.

EQUAL OPPORTUNITIES

Hurstmere School is committed to equality and diversity in employment practice and service delivery and expects employees to comply with our values of promoting equality and diversity, treating colleagues and service users with dignity and respect at all times. This commitment must be evidenced in practice. Any behaviour that falls below these standards is unacceptable to the school and potentially constitutes misconduct.

Guaranteed Interview Scheme for Applicants with Disabilities

As part of our commitment to equalities and diversity, we aim to ensure that applicants are not prevented from demonstrating their true abilities during the recruitment and selection exercise. We guarantee an interview to any disabled applicant whose application meets the minimum essential criteria for the post. We are also committed to making Reasonable Adjustments to our recruitment and selection processes, where appropriate, this is to ensure that no candidate, whether they have a disability or not, is unfairly prevented from demonstrating their abilities and skills.

JOB DESCRIPTION

Post: Design and Technology Technician

Accountable to: CL of Design and Technology

All staff at Hurstmere School are expected to:

- actively contribute to the School's culture and ethos of high ambition and achievement;
- live our common values of Respect, Teamwork, Resilience, Ambition, Integrity, Leadership and Self-belief;
- make a commitment to achieving the highest possible standards in all areas of their work;
- uphold the staff charter;
- be committed to maintaining a safe and secure environment for all pupils and a "culture of vigilance" to safeguard and protect all in the School's care.

Core Purpose

To maintain the Technology teaching and stock rooms to ensure a safe, clean and orderly environment in which teaching can take place and support teaching staff.

General Responsibilities

- Regularly checking, testing, cleaning and maintaining equipment as necessary or as requested by the Technology staff and as per the School's current guidelines;
- Keeping regular records of all such checks;
- Organisation of tools and small equipment;
- Cutting of pupil's work from cutting lists as required;
- Assisting with duplicating and photocopying;
- Keeping materials and consumables well organised and stocked;
- Maintaining a list of the level of stock and replace in consultation with the CL of Technology;
- Updating and maintaining an inventory of equipment in the department;
- Being aware of Safety legislation and risk assessment and update COSHH register as required;
- Assisting with displays within the department as required by teaching staff;
- Cataloguing and keep in good order books, videos and other resources;
- Being environmentally aware and maintain the ethos of the department through the policy of reducing, reusing and recycling;
- To assist with the end of term cleaning and tidying.

Respect • Teamwork • Resilience • Ambition • Integrity • Leadership • Self-Belief



Believe & Achieve
'Be the best that you can be'

To be Undertaken on a Daily Basis

- To carry out the Equipment Maintenance Schedule, as per the Department Handbook;
- To check hand tools and machines for breakages and fit new blades etc;
- To check extractor is working. Weekly or as required:
- To assist with the organisation and storing of students' practical work;
- To assist with photography and digital recording/organisation of students' work as required;
- To prepare models, jigs and other aides;

Full training on all responsibilities will be provided.

Please note that the above tasks are broad descriptions of the types of duties/activities expected at this level, for illustrative purposes. They are not intended to provide an exhaustive list of duties and the post holder will be expected to undertake other duties considered commensurate with the role.

Duties may involve access to information of a confidential and sensitive nature which may be covered by the General Data Protection Regulation (GDPR). All employees of Hurstmere School will be expected to comply with GDPR when handling any personal data. Confidentiality must be maintained at all times. In addition to the above, the post holder must be committed to safeguarding and promoting the welfare of children and young people.

Review and Amendment

This job description should be seen as enabling rather than restrictive and will be subject to regular review. As such:

- Employees will be expected to comply with any reasonable request from the Principal to undertake work of a similar level that is not specified in this job description.
- This job description may be changed to reflect or anticipate changes in the job which are commensurate with the salary and job title and in order for the school to meet its statutory and general obligations regarding service provision.

There will be a full review of all job descriptions during the Summer term 2025.

Principal:.....

Member of Staff:.....

Date:.....

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This job description may be amended at any time following consultation between the Governing Board and the post holder.

PERSON SPECIFICATION

CATEGORY	ESSENTIAL	DESIRABLE	EVIDENCE
Education and Training			
Computer literate			App/Cert
Knowledge of Health and Safety and other relevant regulations			App/Cert/Int
Understanding of simple workshop machines such as band saws, linishers, pillar drills etc			App
Knowledge of Word and Excel and other relevant software			App
Experience			
Experience of maintenance and operation of workshop machinery in accordance with Health and Safety regulations.			App/Ref
Previous experience of working with young people			App/Int/Ref
Experience with CAD/CAM machinery			App/Ref
Aptitudes (Abilities and Skills)			
General workshop skills			Int/Ref
Practical based problem-solving skills			App/Int/Ref
Ability to understand policies and procedures			Int/Ref
Ability to communicate effectively			Int/Ref
Ability to use initiative and anticipate departmental needs			Int/Ref
Ability to order materials			Int
Ability to speak English with confidence and accuracy, using accurate sentence structure and vocabulary.			Int
Ability to choose the right kind of English vocabulary for the situation in hand without a great deal of hesitation.			Int
Ability to use Technology Department software			App
Personal commitment			Int/Ref
Willingness to assist with problems, react to requests and provide support			Int/Ref/App
Energy and enthusiasm			Int
Flexible and able to cope with change			Int
Prepared to take responsibility and use initiative			Int/Ref
Willingness to undergo professional development			App
Additional Requirements			
Good attendance			App/Ref
Honesty and integrity			Ref
Good health record			Ref
Punctual			Ref

Key: A=Application, I=Interview, R=Reference, C=Certificate