

LOOKING

FOR



STAHS

PREP SENIOR SIXTH

A

DESIGN AND TECHNOLOGY TECHNICIAN

NEW

CHALLENGE?



WELCOME TO STAHS!

We are very proud of our warm and vibrant community of ambitious young people, caring and talented staff and supportive alumni and parents.

St Albans High School (we call it STAHS) is a thriving independent day school for girls aged 4 to 18. We are selective at all points of intake, and we are consistently ranked amongst the best independent schools in the UK.

Our Prep School is home to around 330 pupils from Reception to Year 6 and is based in the leafy village of Wheathampstead, just five miles from St Albans. With 18 acres of field and woodland, every child has the opportunity to get muddy in the outdoors, to play, to develop her passion for learning and to have fun.

Our Senior School is home to around 830 pupils from Year 7 through Year 13 is in the historic city of St Albans, only 25 minutes by train from Kings Cross/London St Pancras. The campus has a visible and audible buzz, bustling with difference; difference of opinions, difference of ambitions and difference of interests.

It is my privilege to lead a team of outstanding colleagues devoted to preparing the young people in our care to live lives of consequence, making a meaningful impact on the world. We work together in a warm and grounded spirit that is uniquely 'STAHS'. Please do see the [Head's Welcome](#) on our website to find out why STAHS is such a special place.

Mrs Amber Waite, BSc Rutgers, MSc Oxon
Head



THE SCHOOL

STAHS opened in a converted hospital on Holywell Hill, St Albans in 1889, one of many similar schools which were being established for the education of girls towards the end of the nineteenth century. We transferred to our current site on Townsend Avenue in the heart of the city in 1908, with the Prep School subsequently moving to the village of Wheathampstead in 2003. STAHS has close links with the diocese of St Albans through the Bishop and the Dean, the latter being an ex officio governor of the School. We are affiliated to the Church of England, and we warmly welcome pupils and staff of all faiths or none.

The School roll is very healthy, with most year groups at or near capacity. We are always developing our facilities to ensure that we provide a modern and accessible working environment for our entire community. In early 2020 we opened our stunning state-of-the-art Sixth Form Centre, modern Dining Hall and a suite of new classrooms.

At STAHS, we keep our aims simple: we concentrate all our efforts on providing a safe and nurturing environment in which our pupils can work and learn together, where they are always challenged to think beyond the curriculum and for themselves, and where aspiration and drive are balance with kindness and generosity of spirit.

Our Teach to 25 philosophy underpins all we do at STAHS – our focus is on delivering an education that will equip each pupils with the skills, independence and knowledge they will need to navigate and thrive in the critical early years of adulthood and beyond. Our staff are the beating heart of the school, and deliver our Teach to 25 strategy through the intellectually challenging and engaging lessons, co-curricular and super-curricular opportunities they lead.

As a member of staff, you will be encouraged to develop your skills and experience through our extensive professional development programme, which includes opportunities to engage in school exchanges, action research, academic partnership with local and regional schools and institutions and a variety of outreach programmes. You will be a member of a friendly and welcoming school community, and benefit from employment at a school that prioritises staff welfare.

THE DEPARTMENT

The Design and Technology Department is a large and thriving department, currently consisting of 7 dedicated teachers, one full-time and one part-time technician. As a team, we enjoy exploring new ideas, producing and sharing resources and ensuring that as much practical work is performed by the pupils as possible. We aim to create an environment that inspires lifelong learning and increases pupils' knowledge, motivation and aspirations.

The facilities in the Design and Technology Department are excellent, with purpose-built rooms for each of the specialisms in Product Design, Textiles and Food Preparation and Nutrition. These are all housed on the ground floor of the Jubilee Centre, which includes three dedicated IT suites. In addition, there is a large department office which encourages collaboration and collegiality. The department makes a point of investing in the latest technology and resources, including laser cutters, a 3D printer suite, CNC router, sublimation printer, embroidery machines, heat presses and a range of other specialist tools and machinery. The Food room has a comprehensive range of food preparation and processing equipment, including electric/3D pasta machines, dehydrators, steamers, air fryers and a blast chiller.

The uptake of pupils studying all three subject areas at GCSE far exceeds the national average, with two to three groups in each of Year 10 and 11. At A Level, pupils can take Product Design or Textiles. At GCSE we follow OCR Design & Technology (9-1) and OCR Food Preparation and Nutrition. At A Level we follow WJEC Eduqas for Product Design and Fashion and Textiles. We regularly support pupils in making applications to study for Food Science, Fashion, Product Design, Architecture and Engineering-related courses and work with other departments, such as Science, Maths, Art and Drama to ensure pupils have the opportunities to gain appropriate experience in readiness for further study. We aim to be seen as a central department of STEM and as such create strong links with the other departments.

We run a series of co-curricular clubs including Food Science, Garment engineering, Architecture, and Robotics. The aim is to provide opportunities for pupils to learn beyond the classroom, giving them a chance to experiment and be creative. Pupils are also challenged via opportunities to go on trips and enter external competitions, such as Robotics and the Rotary Young Chef and Technology Tournaments.

In Years 7, 8 and 9 we have developed our own programme of study that provides the pupils with a solid foundation in the skills needed to study the subject further up the school. We continuously review our schemes of work in order to keep projects up-to-date and meet the changing needs of the pupils at Key Stages 4 and 5.



THE ROLE

The Design and Technology Technician will report to the Head of Design and Technology.

The postholder will take on the primary responsibility for the maintenance and organisation of the Product Design workshop and equipment, working alongside the other members of staff within the department. They should be passionate about the subject area and able to demonstrate strong practical skills. They should also be willing to become involved in the wider life of the department and school.

This is a permanent position, offered on a full-time basis, term time plus 3 weeks. The working pattern will be Monday – Friday 8.30am – 5.00pm with a 30 minute unpaid lunch break.

The position is available to start immediately.

This position involves contact with children and will amount to regulated activity as defined by Keeping Children Safe In Education (KCSIE) for safeguarding children and safer recruitment.

RESPONSIBILITIES

The key responsibilities for this post are detailed below:

General Duties

- Promoting and safeguarding the welfare of children and young persons for who you are responsible and with whom you come into contact.
- Preparation of equipment and materials for lessons, both for demonstration and class use.
- Set up and, on occasion, carry out demonstrations.
- Checking materials and equipment, before and after use by a class, for quantity and damage.
- Regular maintenance of workshops to ensure a clean, safe and orderly environment.
- Organisation of repairs or specific maintenance when necessary, and logging this through the school's system.
- Advising technology teachers on safety matters or potential problems with equipment.
- Maintenance of an inventory of materials and equipment and associated stocktaking duties.
- Placing orders and checking deliveries.
- Assisting staff with class practical work, when requested by the Head of Department.
- Give technical advice to teachers and pupils assisting in practical classes as appropriate.
- Work with small groups of students on practical tasks.
- Assisting with the mounting of displays of materials, visual aids and pupils' work.
- On direction from the Head of Department, liaise with other departments within the school and with other establishments/schools.
- When required, supporting the needs of the Food and Textiles subjects within the Design and Technology department.
- Other tasks that may be requested by the Head of Design and Technology from time to time.

Daily Checks

At the beginning of the day

- Check for any job requests.
- Checking materials and equipment, before use by a class, for quantity and damage.
- Check stock of materials and liaise with the Head of Department regarding the ordering of materials.
- Visual check of workshop and machines.

Continued.....

RESPONSIBILITIES (Continued)

At the end of the day

- Checking materials and equipment, after use by a class, for quantity and damage.
- Assist teachers to ensure workshops are kept clean, safe and orderly.
- Check that flammable cupboards are closed and power tools and any other such equipment is locked away safely.
- Ensure that power is isolated in workshops and keys are locked away and stored.

Weekly Checks

- Machinery checked for sharpness, safety, e.g. band saw blades, abrasive surfaces etc.
- Empty all dust extraction units as necessary and maintain the required maintenance logbooks.
- Inform the Head of Department of any materials that need to be ordered. Complete order forms as required. Once it has been checked and signed by Head of Department, place the order and check deliveries on arrival.

Termly Checks

- Planned maintenance checks on all machines on departmental check sheets.
- Liaise with external contractors annually for the full testing of equipment.
- Ensure that all tools and equipment are stored in an orderly manner and any replacements are made as necessary.
- Check stocks of materials for future projects. Inform the Head of Department and complete any orders that are required.

In addition to the above, the post holder will carry out any other professional duties as reasonably required by the Bursar or Head.

The High School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

PERSON SPECIFICATION

STAHS is a vibrant school supported by a diverse and enthusiastic community of staff, pupils, parents and alumni. It is important that our staff reflect the diversity of our community, and we therefore welcome and encourage applications from people of all genders and sexual orientation, those from Black, Asian and other minority ethnic backgrounds, and those with disabilities.

The successful candidate will be required to fulfil all of the duties, as outlined in the job description. In addition to this, the candidate should possess the following competencies which are essential to this position:

QUALIFICATIONS & EXPERIENCE

- Up-to-date training on workshop equipment such as bandsaws, circular saws and pillar drills. Desirable but not essential.
- First Aid trained. Desirable but not essential.
- Full driving licence. Desirable but not essential.

SKILLS & KNOWLEDGE

- A passion for Product Design and excellent workshop based knowledge.
- Ability to work in the Product Design workshop and other practical areas of the department, using specialist equipment safely and with confidence.
- Strong interpersonal and communication skills.
- ICT literate.
- Knowledge and experience of CAD/CAM. Desirable but not essential.
- Excellent time management and organisational skills, with attention for detail.
- Working knowledge of relevant Health and Safety policies/codes of practice/legislation. Desirable but not essential.

PERSONAL QUALITIES

- Positive and enthusiastic.
- Confident and assertive.
- A team player.
- Proactive
- Flexible, in order to accommodate changes in work priorities.
- Understand and respect the principles of confidentiality.
- High professional standards of yourself and students.
- Ability to think creatively and demonstrate initiative, dealing calmly with different situations as they arise.

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PERSON SPECIFICATION (continued)

PHILOSOPHY AND ETHOS

- A commitment to safeguarding and promoting the welfare of children and young people and to follow the child protection procedures detailed in the School's safeguarding policy.
- Ability to form and maintain appropriate relationships and personal boundaries with children.
- Contribute positively to the overall ethos, objectives and aims of the School.

HEALTH AND SAFETY

- Support health and Safety training initiatives and to actively participate in this area.

PHYSICAL WORKING AND ENVIRONMENT

- Ability to work in the Product Design workshop and other practical areas of the department, using specialist equipment safely and with confidence.

THE PACKAGE

SALARY

- Actual salary £21,226.61 per annum (£23,417.43 FTE)

The above actual salary is based on 37 hours per week, term time plus three weeks (inclusive of holiday pay).

PENSION

- Generous Pension Scheme

BENEFITS

- Tuition fee remission for children of the employee*
- Continued Professional Development Opportunities (CPD)
- Free daily hot lunches and beverages during term time
- Free use of the gym and swimming pool during term time
- Death in service benefit
- Annual flu immunisation

** Conditions apply*



APPLICATION PROCESS

HOW TO APPLY

STAHS is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

STAHS recruits staff that understand and share our commitment to safeguarding and the provision of a happy, nurturing and supportive environment for all members of our community. We act to ensure that no job applicant is treated unfairly by reason of a protected characteristic as defined within the Equalities Act 2010.

To apply for this position, please complete the application via My New Term on the Vacancies page of our website;

www.stahs.org.uk/vacancies

Please note CVs alone will not be accepted.

Details of our Recruitment Process are below. All questions regarding the STAHS Application and Recruitment Process must be directed to the School's Human Resources Department on recruitment@stahs.org.uk.

Applications to be reviewed upon receipt and interviews arranged accordingly.

Once a suitable candidate is found the advert will be withdrawn, please therefore submit your application without delay.





APPLICATION FORM GUIDANCE

Applications will only be accepted from candidates completing the STAHS Application Form via My New Term in full. CVs will not be accepted in substitution for completed Application Forms.

As jobs within the School involve substantial opportunity for access to children, it is important that you provide true and accurate information on the Application Form. Upfront disclosure of a criminal record may not debar you from appointment as we will consider the nature of the offence, how long ago and at what age it was committed, as well as any other relevant factors.

Please submit information in confidence enclosing details in a separate sealed envelope which will be seen and then destroyed by the Head or the Bursar. If you would like to discuss this beforehand, please telephone in confidence to the Head or the Bursar for advice. Please disclose any unspent convictions, cautions, reprimands or warnings.

Note that the amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers and cannot be taken into account.

Guidance and criteria on the filtering of these cautions and convictions can be found at the Disclosure and Barring Service website.

The successful applicant will be required to complete a Disclosure Form from the Disclosure and Barring Service ("DBS") for the post. Additionally, successful applicants should be aware that they are required to notify the School immediately if there are any reasons why they should not be working with children. This includes any staff who are disqualified from childcare or registration.

The Childcare (Disqualification) Regulations 2009 apply to those providing early years childcare or later years childcare, including before school and after school clubs, to children who have not attained the age of eight AND to those who are directly concerned in the management of that childcare.

STAHS takes its responsibility to safeguard children very seriously and any staff member and/or successful candidate who is aware of anything that may affect their suitability to work with children must notify the School immediately. This will include notification of any convictions, cautions, court orders, reprimands or warnings they may receive.

Staff and/or successful candidates who are disqualified from childcare or registration may apply to Ofsted for a waiver of disqualification. Such individuals may not be employed in the areas from which they are disqualified, or involved in the management of those settings, unless and until such waiver is confirmed. Please speak to the Head or Bursar for more details.

Failure to declare any convictions (that are not subject to DBS filtering) may disqualify you for appointment or result in summary dismissal if the discrepancy comes to light subsequently.

STAHS has a legal duty under Section 26 of the Counter-Terrorism and Security Act 2015 to have 'due regard to the need to prevent people from being drawn into terrorism'. This is known as the Prevent duty. Schools are required to assess the risk of children being drawn into terrorism, including support for extremist ideas that are part of terrorist ideology. Accordingly, as part of the recruitment process, when an offer is made the offer will be subject to a Prevent duty risk assessment.

If you are currently working with children, on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and if so the outcome of any enquiry or disciplinary procedure.

If you are not currently working with children but have done so in the past, that previous employer will be asked about those issues.

Where neither your current nor previous employment has involved working with children, your current employer will still be asked about your suitability to work with children. Where you have no previous employment history, we may request character references which may include references from your school or university.

You should be aware that provision of false information is an offence and could result in the application being rejected or summary dismissal if you have been appointed, and a possible referral to the police and/or DBS.

RECRUITMENT PROCESS

INVITATION TO INTERVIEW

Applicants will be short-listed according to the relevance and applicability of their professional attributes and personal qualities to the role. Short-listed applicants will then be invited to attend a formal interview at which their relevant skills and experience will be discussed in more detail.

All formal interviews will have a panel of at least two people chaired by a member of Senior Staff, one of which will hold accredited Safer Recruitment training status. The interviewers involved will be required to state any prior personal relationship or knowledge of any of the candidates and a judgement will be made by the Head or Bursar as to whether or not an interviewer should therefore withdraw from the panel.

Should the Head or Bursar have a conflict of interest, the non-conflicted party shall decide whether the conflicted party should withdraw from the panel.

The interviews may be conducted remotely due to the Covid-19 pandemic and government guidelines at that time, and the areas which it will explore will include suitability to work with children.

All candidates invited to interview must bring documents confirming any educational and professional qualifications that are necessary or relevant for the post (e.g. the original or certified copy of certificates, diplomas etc.).

Where originals or certified copies are not available for the successful candidate, written confirmation of the relevant qualifications must be obtained by you from the awarding body.

All candidates invited to interview must also bring each of the following with them:

- A passport or current driving license including a photograph. If interviews are conducted remotely, candidates will be required to scan and email a copy of this to the HR Department ahead of their interview.
- Full birth certificate.
- A utility bill or financial statement issued within the last three months showing the candidate's current name and address.
- Where appropriate any documentation evidencing a change of name.
- Evidence of right to work in the UK.

Please note that originals of the above are necessary. Photocopies or certified copies are not sufficient. If you do not have the required documentation please contact our Human Resources Department on recruitment@stahs.org.uk and a full list of valid ID will be provided.

Candidates with a disability who are invited to interview should inform the School of any necessary reasonable adjustments or arrangements to assist them in attending the interview.

CONDITIONAL OFFER OF APPOINTMENT: PRE-APPOINTMENT CHECKS

Any offer to a successful candidate will be conditional upon:

1. Receipt of at least two satisfactory references (if these have not already been received).
2. Verification of identity and qualifications including, where appropriate, evidence of the right to work in the UK.
3. Satisfactory completion of Prevent training, Child Protection training and KCSIE questions before joining the School.
4. A satisfactory enhanced DBS check and if appropriate, a check of the Barred List maintained by the DBS.
5. For a candidate to be employed as a teacher, a check that that the candidate is not subject to a prohibition order issued by the Secretary of State.
6. Verification of professional qualifications.
7. Verification of successful completion of a statutory induction period (for teaching posts - applies to those who obtained QTS after 7 May 1999) where relevant.
8. Where the successful candidate has worked or been resident overseas within the last five years, such checks and confirmations as the School may consider appropriate so that any relevant events that occurred outside the UK can be considered.
9. Satisfactory medical fitness.
10. Receipt of a signed Staff Suitability Declaration form showing that you are not disqualified from providing childcare under the Childcare (Disqualification) Regulations 2009; and
11. If you are undertaking a leadership role, evidence that you have not been prohibited from participating in the management of independent schools.

Any delays to the receipt of paperwork / documentation which affect the clearance of pre-employment checks will result in a delayed start date.

It is the School's practice that a successful candidate must complete a pre-employment health questionnaire. The information contained in the questionnaire will then be held by the School in strictest confidence. This information will be reviewed against the Job Description and the Person Specification for the particular role, together with details of any other physical or mental requirements of the role ie proposed workload, extra-curricular activities, layout of the School.

STAHS is aware of its duties under the Equality Act 2010. No job offer will be withdrawn without first consulting with the applicant, considering medical evidence and considering reasonable adjustments.

REFERENCES

We will seek the references referred to above for shortlisted candidates and may approach previous employers for information to verify particular experience or qualifications, before interview.

If you do not wish us to take up references in advance of the interview, please notify us at the time of submitting your application.

All referees will be asked if the candidate is suitable to work with children.

The School will compare any information provided by the referee with that provided by the candidate on the application form.

Any inconsistencies will be discussed with the candidate.

CRIMINAL RECORDS POLICY

The School will refer to the Department for Education document, 'Keeping Children Safe in Education' and any amended version in carrying out the necessary required DBS checks.

The School complies with the provisions of the DBS Code of Practice, a copy of which may be obtained on request.

FEEDBACK

Due to the volume of applications received, we are unable to provide feedback on an individual basis except for candidates who have been interviewed.

RETENTION AND SECURITY OF RECORDS

The School will comply with its obligations regarding the retention and security of records in accordance with the DBS Code of Practice and its obligations under its Data Protection Policy. Copies of DBS certificates will not be retained for longer than six months.





St Albans High School for Girls
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www.stahs.org.uk/vacancies

