



CLAREMONT FAN COURT SCHOOL



**JOB INFORMATION**

# **DESIGN AND TECHNOLOGY TECHNICIAN**

Closing date: Monday 6 May 2024



# THE SCHOOL

Welcome to Claremont Fan Court School. We are a thriving, co-educational independent day school in Surrey for pupils aged 2½ to 18. Founded in 1922, we are celebrating our 100th anniversary as an evolving, successful school.

We are proud of Claremont Fan Court School's strong reputation for being a compassionate, child centred, truly co-educational school of choice for families seeking an academically ambitious environment that educates the whole child.

Set in 100 acres of historic grounds, Claremont is known for focussing on the academic potential of our pupils, but not at the expense of their pastoral wellbeing; for a culture that nurtures pupils' limitless potential, not just in exams but also in equipping them with the skills to shape the world around them at university, in their careers and in the wider society beyond.

We prioritise, too, an understanding of character and the way in which our relationship with others are fundamental to our successes in life, university and careers.

Where else, within a school bus ride from south west London, can children from 2½ to 18 balance forest schools with further maths, lacrosse with the pursuit of a medical career, learning history in a building that made history or playing rugby while designing for a fashion show.

Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont Fan Court School. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.



# MISSION AND ETHOS

## *Mission*

Our mission guides the ethos of the school and is a primary document for all who work at the school.

- To provide an environment where the God-given potential of every individual is recognised and valued. With this recognition comes the expectation of high personal achievement and moral standards and a developing awareness of our individual responsibility to each other and our world.
- To maintain a broad and forward-looking curriculum in which pupils are encouraged to think independently to meet the demands of a rapidly changing world.
- To encourage our pupils to awaken to all that is good and true within and around them in their spiritual journey of self-discovery.
- To equip our pupils with a strong set of values for future decision making.
- The following values are fundamental to everything we do: courtesy, respect, trust, moral integrity, self-discipline, love for God and man.
- The School embraces the whole Claremont family: pupils, parents, guardians, staff and governors in its mission, vision and ethos

## *Vision*

In accordance with our mission, Claremont Fan Court develops individuals who are outstanding citizens, aware of their responsibility to others and contribute positively to global society.

We realise this by being a high-quality school of choice where young people achieve more than they think is possible.

## *Ethos*

Goodness underpins this school. Teachers, staff, pupils and their families are expected to support and extend the atmosphere of respect, courtesy, the love of learning and the value of friendship that is held dear at Claremont Fan Court School. This peaceful and purposeful intent extends throughout every lesson and into the pastoral and co-curricular activities we offer.

Young people leave Claremont Fan Court School as confident, contributing and caring members of the global community. They cherish the values that equip them to make a positive contribution and be a force for good in the world.



# THE ROLE

We are looking to recruit a part time design and technology technician to provide technical and administrative support to teaching staff in the design and technology department. The general responsibilities of the position are to;

- Maintain equipment, facilities, services, classrooms and displays within the design and technology department
- Provide technical support to pupils with workshop lessons and prepare materials for such lessons
- To support teaching and learning within health and safety guidelines at all times

## *Specific Responsibilities*

### *Stock and Maintenance Tasks*

- To prepare materials and equipment for lessons and projects, including preparation of demonstration materials and resources and the stocking of classrooms with consumable items
- To clean and sharpen hand tools and maintain the good order and organisation of the workshop and its storage facilities
- To maintain machinery and equipment in accordance with Health & Safety requirements, including weekly material and equipment checks across all DT rooms and report directly to the head of department: technology
- To assist the head of department (HoD) in the ordering of materials and equipment

### *Classroom Environment*

- To provide technical support to staff as required by the HoD, advising and demonstrating proper use of equipment and materials
- To be able to use and supervise the use of lathes, band saw, circular saw, pillar drills and heat treatment areas
- Assist in the use of CAD/CAM equipment
- To develop new skills enabling new technology to be introduced to enhance pupils' learning within the curriculum
- Ensure, under the direction of the resistant materials teacher, that all classroom displays are vibrant and up to date

### *Health and Safety*

- To assist with regular health and safety monitoring reports to allow Senior Management to ensure that all areas are safe without risk to pupils and staff
- To undertake regular risk assessments to identify any potential hazards and ensure that all areas are safe without risk to pupils and staff
- To maintain standards of safety and security as set out in the Technology Department Handbook

### *Staff and pupil support*

- To support staff and pupils on design technology educational trips
- Prepare materials and equipment for use in lessons, assisting teaching staff with set-up and

- clear-away of more complex lessons if required.
- Actively assist in the preparation and mounting of work for presentation in department and summer exhibition
- Assist in maintaining good order, discipline and respect for others among pupils; promote understanding of the school's rules and values; safeguard health and safety and develop relationships with and between pupils conducive to optimum learning; consider the needs of pupils at all times interacting in a supportive and positive way
- Help research and develop new resources, practicals and equipment as requested by the HoD
- Undertake work for other departments e.g. drama sets, under that department's budget as additional work
- To establish close links with other school technicians in order to develop and share skills and expertise

### *Administrative Tasks*

- To assist in administrative duties as requested by HoD

### *Other Responsibilities:*

- Be a qualified First Aider or be willing to be

trained

- Attend all school INSET days either attending relevant training or preparing for the term ahead
- Contribute to department co-curricular activities by assisting or running a club

### *Whole School responsibilities*

- Work collaboratively within Science and Technology
- Participate in meetings at school or elsewhere as required
- Attend school-related events and functions at the School or elsewhere as required by the HoD or senior management
- Show willingness to assist with occasional evening or weekend activities, if required e.g. Open Mornings and induction days
- Participate as required in own staff development and performance review
- Be fully aware of all school policies and school procedures and promote and comply with them
- Check school e-mail account on a regular basis and reply to colleagues within one working day
- Assist with technology displays
- Drive a mini bus as required
- Carry out any other duties which are within the employee's skills and abilities whenever reasonably instructed by the HOD





# THE DEPARTMENT

Design and Technology (D&T) is a popular subject both at GCSE and A level. In September 2019 we opened a brand-new Design & Technology studio, with a range of machines including 3D printers and laser cutter to assist pupils in achieving their outcomes.

CorelDraw, Solidworks and Fusion 360 are used extensively to help pupils in modelling and developing their ideas.

Traditional equipment such as lathes and milling machines are housed in our well-resourced workshop.

At KS3, we have designed a bespoke curriculum that focuses on developing students' ability to solve real-life problems with creativity and innovation.

As part of the STEAM curriculum, students learn skills such as soldering, 3D modelling, 3D printing, laser cutting and Robotics.

The D&T Departments provides a range of popular extra-curricular clubs such as self-build projects, laser cutting and 3D printing. The development and growth of D&T is a key area of development for the school.



# THE PERSON

## *Person specification*

An ability to work well with staff and students is essential, together with the ability to work efficiently and with minimal supervision whilst maintaining a flexible approach to daily duties.

The successful candidate is likely to display the following characteristics:

- Competent in a range of manufacturing techniques and broad based knowledge of materials
- An understanding of design and technology in schools
- Practical experience of using a pillar drill and band saw is essential; experience with a centre lathe and milling machine is desirable
- Working experience of a broad range of tools and equipment
- ICT skills are desirable (CAD/CAM)
- Good communication skills both oral and written are essential
- Capable of working independently and as part of a team
- Calmness and efficiency and the ability to work under pressure at certain times
- Eager to learn and able to attend all INSETs
- An awareness of Health and Safety issues and able to comply with Health and Safety legislation and school policies
- Excellent organisational skills; be methodical

and systematic in organising all workloads and individual tasks

- Ability to plan and prioritise a range of regular and irregular tasks within specific deadlines
- Good judgment, self-reflective and able to show initiative/common sense
- Ability to analyse tasks and how they may best be achieved
- Aware of the nature of the School and prepared to commit to its all-round ethos
- Prepared to work hard with energy and enthusiasm



# WORKING AT CLAREMONT

Claremont Fan Court School is set in a beautiful location and is a warm and welcoming community. Professional standards are high, and we encourage ongoing training and personal development.

The school is located just outside Esher in Surrey and is easily accessible from the A3, M3 and M25 with ample free staff parking. The nearest train station is Claygate which is a 25-minute walk, with local bus services also available.

Esher and its neighbouring towns offer easy access to both central London and the stunning Surrey countryside, offering a feeling of space whilst being only a stone's throw from London and all the facilities a capital city has to offer.

The local area has a mix of leisure activities available. Both the historic palace at Hampton Court and the beautiful gardens at RHS Wisley are nearby, as well as Sandown Racecourse. There are many arts venues (theatres, cinemas, live music) and sports clubs in the surrounding area and for cyclists there is access to some of the finest roads used for the road cycle races at the 2012 Olympic Games.

Property prices tend to be high locally but there are affordable options a little further out, and many staff choose to live slightly further afield.

Benefits include 3 x salary life assurance, cycle to work scheme as well as complimentary lunches and refreshments during term time.

Terms and conditions

*Hours:* 21 hours per week, actual days and times to be agreed

*Holidays:* 25 days plus 8 bank holidays

*Salary:* £25,000 per annum pro rata, actual salary £12,000 per annum

*Pension:* Group personal pension scheme (the school contributes 12% with a 3% employee contribution – via salary exchange) available from the start of employment.





# HOW TO APPLY

Please ensure you read the job information pack carefully, as well as the school's Recruitment, Disclosures and Selection Policy, Safeguarding Policy and Applicant Privacy Policy on our website.

Applicants are asked to complete the downloadable application form available on our website. The application form is available in a Microsoft Word read/write format or the \*pdf may be printed and completed by hand. You should provide a covering letter in support of your application addressed to the headmaster, Mr William Brierly.

Please note: applications should be submitted by email and sent to [jobs@claremont.surrey.sch.uk](mailto:jobs@claremont.surrey.sch.uk)

Documents must either be in Microsoft Word or \*pdf format as we are not able to accept any other type of file.

All applications will be acknowledged by email within one working day of receipt. Please contact Human Resources on 01372 473720 should you have any questions or if you have not received an acknowledgement.

Please note that we reserve the right to conduct interviews prior to the closing date. References may be taken up at any stage during the recruitment process.

Claremont Fan Court School and its staff are committed to safeguarding the welfare of children. Successful applicants will be required to undergo screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. It is an offence for any person barred from working with children to apply for this post.

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Interviews will be held week comencing Monday 6 May 2024



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