



Wakefield Grammar  
School Foundation

YOU'LL LIKE THE WAY WE

# WORK TOGETHER



DESIGN &  
TECHNOLOGY  
TECHNICIAN

Information for  
Candidates

January 2024

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For further information about the Foundation please visit the website at [www.wgsf.org.uk](http://www.wgsf.org.uk)



# An Introduction

Wakefield Grammar School Foundation is one of the country's leading families of single-sex independent day schools. Girls and boys join the Foundation from age 3 at Wakefield Grammar Preparatory School, and then from age 7 at either Wakefield Girls' High School or Queen Elizabeth Grammar School (QEGS) for boys.

All three schools are conveniently located together with easy access to the West Yorkshire motorway network and within walking distance of Wakefield city centre. Wakefield Westgate train station is a short 10 minute walk from the schools with regular services from Leeds, Doncaster, Sheffield, Huddersfield and London. Additionally, there are dedicated school bus services from Barnsley, Huddersfield, Pontefract and the east of Leeds.

In total the Foundation has around 1,760 pupils and around 425 employees covering both teaching and support staff. Each school in the Foundation is individual with its own Head and Senior Leadership Team, and governance comes from a single governing body comprising of 19 Governors with a broad range of skills and experience. The Governing board provides robust and conservative governance through a well established committee structure. Total income for the Foundation is around £24m annually, making the Foundation one of the largest groups of independent schools in the region.

## The Foundation's Aim

The Foundation has a vision of enabling long lasting contributions to society through a shared joy for learning.

The Foundation is committed to providing education in a supportive, engaging and inclusive environment that inspires individuals to develop their abilities, strengthen their character and fulfil their potential.

The schools will maximise the potential and educational opportunity for all those with the academic ability to access the curriculum by encouraging the pursuit of excellence, providing high quality teaching, outstanding pastoral care and an extensive range of co-curricular activities. They will embrace as wide a cross section of the community as possible and support students irrespective of their social or economic background.

At Wakefield Grammar School Foundation we know diversity fosters creativity and innovation. We are committed to quality of opportunity, to being fair and inclusive, and to being a place where all belong.





# The Schools



**Wakefield Girls'  
High School**

Named one of the top independent secondary schools in the North by the Times Parent Power Guide 2022, Wakefield Girls' provides an inspiring and empowering environment that enables every student to make their way in the world. By embracing new ideas, encouraging students to think differently, and instilling a joy of learning, Wakefield Girls' makes it possible for everyone to be everything they want to be.

Wakefield Girls' believes that how students learn is every bit as important as what they learn and strives to make education a joy. Passionate teachers deliver extraordinary learning experiences in welcoming, stimulating environments. This excellence in teaching and learning is evidenced by outstanding outcomes at GCSE and A-Level. In 2023, one third of the cohort celebrated results with at least 3 A\*-A grades and more than half of all grades at A\*-A and 75% achieved A\*-B, and 65% of GCSE entries were awarded at grade 9 to 7. WGHS leavers regularly go on to their first-choice destinations, including Oxbridge and Russell Group universities.

WGHS complements outstanding academic outcomes with a full range of co-curricular activities. WGHS believes that sport is for everyone, whatever their standard, and encourages cultivating the joy of being part of a team. WGHS's main sports are hockey and netball, and pupils can play in both friendly and competitive fixtures, including an overseas Sports Tour every three years. There are also a myriad of opportunities for girls to participate in music, including 18 musical groups of different range and ability, and an array of drama productions in partnership with Queen Elizabeth Grammar School.





## Queen Elizabeth Grammar School

Queen Elizabeth Grammar School encourages boys to care, contribute and aspire, the school's values. We seek to provide opportunities for the achievement of excellence in the academic, creative, cultural and sporting spheres. The school allows boys to become the best versions of themselves, develop lifelong friendships, and be inspired by teaching methods that fit their needs.

The school offers a balanced curriculum, combining traditional and more modern subjects, which successfully prepares pupils to enter the best universities, apprenticeships or the workplace. QEGS pupils enjoy considerable academic success at both GCSE and A-level, frequently boasting upwards of 80% of grades in the top brackets across both sets of exams, with pass rates near 100%. Nearly all leavers secure entry to their first-choice universities, including Oxbridge and Russell Group.

Boys of all ages have the opportunity to take advantage of a broad offering of co-curricular activities, including art, sport, and musical and dramatic performance. Sport is an integral part of school life, QEGS has an enviable reputation for sporting excellence with individual and team successes ranging from county to national honours. The arts are equally valued and recognised as part of QEGS life, with performances and productions staged jointly with WGHS. Boys also have the opportunity to take advantage of expert musical tutelage, engaging in composing, listening, and performance activities.







Opened in September 2021, Wakefield Grammar Pre-Preparatory School is the Foundation's provision for boys and girls from foundation stage through to Year 2. At the school, the aim is to introduce children to the joys of learning. WGPPS believes that every child brings their own unique talents and strengths into the classroom, and that it is the school's job to bring them out, build confidence in their natural abilities, and to create strong, independent individuals who care about others, embrace new challenges, and have a growing awareness of the world around them. Children at WGPPS enjoy a friendly community in which they can learn, participate, and grow, setting the foundations for their future success.





# The Role

Wakefield Girls' High School is looking to recruit an enthusiastic and experienced Design & Technology Technician to work with a strong team of committed and experienced staff and support students in their learning. In particular:

- to ensure the smooth day to day running of the workshop and facilities to support teachers in the provision of the curriculum;
- to assist as directed in supporting and providing technical support to both teaching staff and students from all age groups;
- to ensure (alongside other colleagues in the Department) that all DT facilities are a safe and stimulating environment where students can be inspired and will flourish

The department enjoys strong examination results at both GCSE and A level. The department benefits from specialised resources and has a growing portfolio of impressive success at various competitions. We deliver our curriculum in small classes, have high standards of student behaviour and strong parental support. The department is composed of a committed and friendly team with a varied and expert skill set.

Further details and an application form can be obtained from the recruitment section of our website [www.wgsf.org.uk/employment-opportunities/](http://www.wgsf.org.uk/employment-opportunities/) or by emailing the HR Department at [hr@wgsf.net](mailto:hr@wgsf.net)



# Job Description

**Reporting to: Head of Design Technology**

## **Key Responsibilities :**

### **Preparation**

- Preparing, setting up and testing equipment and apparatus for demonstrations and practical class work in line with staff requirements including required practicals
- Ensuring the equipment has been checked and is safe and secure at the end of each lesson
- Set up and maintain departmental displays in corridors and workshops and assist in setting up the workshops and displays for information morning, partnership events and Sixth Form Information Evening. Some assistance on the day of Information Morning may be required
- Arrange the photocopying of past papers/departmental tests and mock examinations / and other paper based learning resources
- Training staff, where appropriate, on the safe and innovative use of teaching resources

### **Classroom**

- Being available to provide technical support for staff during lessons
- Putting out set work and books on behalf of absent teaching staff
- To support small groups of student's in various activities

### **Cleaning, Maintenance and Health & Safety**

- Checking each workshop at the end of the school day and making sure that they are left safe for cleaning staff
- Construct and modify apparatus when required
- Carry out maintenance and repair of equipment and if necessary arranging for repair by an outside agency
- Monitor national changes in health and safety protocols and suggest appropriate improvements / amendments to ensure efficiency and safe working practice for both staff and students
- Reporting fixtures and fittings which require attention to appropriate bodies
- Operate electrical safety test equipment for the department and report any deficiencies to the Head of DT

### **Stock and Purchasing**

- Keep the workshops appropriately stocked with apparatus and consumables
- Cost and order a range of consumable and non-consumable items when required to maintain the efficient working of the department
- Update the stock lists as necessary

### **Miscellaneous**

- Be prepared to accompany trips if required
- Undergo training as directed by the Head of DT
- To be aware of and comply with policies and procedures relating to Child Protection, Health and Safety, security, confidentiality and data protection, reporting all concerns to the appropriate person
- To contribute to the overall ethos/work/aims of the school
- Any other duties as reasonably requested by the teaching staff in accordance with the grade of the post
- Contribute to promoting a positive profile of the department to staff, pupils, parents and the wider community



### **Communications, Marketing & External Links**

- Actively promote learning and teaching within the school community to staff, students and parents
- Contribute to the positive promotion and marketing of the school in the local and wider

### **community;**

- Actively contribute to marketing events and external links;
- Establish and maintain a productive dialogue with parents via open days and other public occasions as directed

### **Training and Development of Self and Others:**

- As a professional, set personal targets and take responsibility for own continuous professional development
- Advise on and contribute to the professional development of staff, including whole school INSET provision

### **General**

- To be aware of and understand the role that all staff have in relation to the safeguarding of pupils and to comply with policies and procedures relating to Safeguarding and Child Protection, reporting all concerns to the Designated Safeguarding Lead
- To comply with policies and procedures relating to health and safety, security, confidentiality and data protection/GDPR, reporting all concerns to the appropriate person
- Contribute to the overall ethos of Wakefield Grammar School Foundation
- Attend relevant staff meetings or other meetings as required
- Attend staff training, staff meetings and additional events, e.g. parents evening; as required (including where these may fall on non-contracted days)
- Any other duties that may be reasonably required within the grade and scope of the role

# Person Specification

**The following person specification indicates areas of qualification and training, experience, knowledge and understanding, skills and competencies and personal attributes. (E) are essential and (D) are desirable. These will all be measured by application form, interview or certification**

## Qualifications

- Educated to A Level standard (E)

## Knowledge/Experience

- Experience of working in a School (E)
- Excellent Subject Knowledge (E)
- Knowledge of safe working practices in relation to the handling and use of hazardous equipment and tools (E)
- Knowledge of Health & Safety legislation in relation to the role (E)
- Knowledge of COSHH and ESCC regulations in relation to the safe handling and storage of chemicals (E)
- Good working knowledge of Common ICT applications (E)

## Skills and competencies

- Excellent interpersonal skills including the ability to relate well to people on all levels (E)
- Strong organisational and administrative skills, with the ability to remain calm under pressure and work to deadlines, managing competing priorities (E)
- Ability to establish positive relationships with students (E)
- Ability to maintain a range of tools and machinery (E)
- Excellent written and spoken English (E)

## Personal Attributes/Characteristics

- A sensitivity to the needs of young people (E)
- Personal and professional integrity, honesty, energy, stamina and enthusiasm (E)
- A willingness to give generously of their time to support school events and activities (E)
- Commitment to personal development (E)
- A commitment to students and their learning (E)
- Empathetic (E)
- Effective communicator (E)
- Open Minded and Agile (E)
- Ability to make decisions (E)
- Reflective (E)
- Self-Aware (E)



# Terms of Appointment

## Contract

This position is a Permanent position. The appointment is subject to the satisfactory completion of a probationary period of 6 months.

## Appointment date

September 2024

## Hours of work

37.5 hours per week, term time only including INSET days

## Salary

£25,297-£23,383 (Actual £20,043-£23,383)

## Pension Scheme

We offer a money purchase pension scheme on commencing employment. Contribution rates are currently 3.75% for the employee and 8% for the employer, based upon gross salary, with an option to increase up to 5.25% and 11% respectively.

## Safeguarding Checks

WGSF is committed to safeguarding and promoting the welfare of children and young people.

## Pre-Employment Checks

An offer of employment is subject to the receipt of 2 references considered satisfactory to WGSF; a satisfactory DBS (Disclosure and Barring service) check; evidence of eligibility to work in the UK; Prohibition from Management check (If applicable); relevant qualifications and a satisfactory health questionnaire.

## Parking

Free on site car parking

## Lunches

Subsidised school lunches (term time only).

## Other Benefits

- Access to our free 24 hour Employee Assistance Programme
- Cycle Scheme
- Simply Health (Cash back hospital plan)
- Use of free on site gym facilities
- Family Friendly policies
- Access to an extensive CPD program and opportunities across The Wakefield Grammar School Foundation

## Fee Remission

Foundation staff are eligible for a discount on the fees in respect of their children attending Foundation schools (subject to Foundation policy). Fee Remission is pro-rata for part time/term time employees.

# How to apply

Further details and an application form can be obtained from our website [www.wgsf.org.uk](http://www.wgsf.org.uk) or by contacting the HR department at [hr@wgsf.net](mailto:hr@wgsf.net).

**The closing date for applications is Thursday 15 February at 9am**

**Interviews will be held on week commencing 19 February**

