

Shrewsbury

CO-EDUCATIONAL BOARDING & DAY SCHOOL



Information for Candidates

DESIGN & TECHNOLOGY TECHNICIAN

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Headmaster's Welcome

Having moved to Shropshire with my wife and young family in 2018, I can speak with first-hand experience of the warmth of welcome offered by the School community and indeed within the town of Shrewsbury. It really is a friendly, gentle yet invigorating place to live and work.

The School's 110 acres have the feel of a village gathered around a green. Stunning architecture complements the natural beauty of ancient trees and open spaces that are meticulously maintained. We wholeheartedly believe that children and staff alike respond to the inspiration of their surroundings. There can surely be fewer more uplifting places in which to live and learn. Staff morale is high and there is a shared sense of purpose which is energising. The pupils are a diverse crowd who are united by a willingness to participate and enjoy all that the school has to offer. We have an excellent staff development programme ensuring that colleagues are stimulated to keep growing as professionals.

Above all, it is a community where the individual is celebrated and encouraged to become the fullest and best version of her or himself: this goes as much for the staff as it does the children in our care.

Thank you for your interest in Shrewsbury School. I hope that this document will encourage you to go ahead with an application that may lead to your joining this unique and vibrant school community.



Welcome to Shrewsbury School

Shrewsbury School, Independent School of the Year 2020, has a world-class reputation for all-round excellence. Fully co-educational, with a seven-day boarding heartbeat and an integral day community, the school delivers a dynamic education that develops the abilities and enthusiasms of each and every pupil.

Founded by Royal Charter in 1552, Shrewsbury School is one of the 'great' nine schools in England identified by the Clarendon Commission of 1861. The School moved to its current location in 1882. Over the centuries it has grown in size and reputation. Girls first joined the Sixth Form in 2008 and it is now ranked amongst the leading co-educational boarding schools in the world, educating around 840 pupils aged 13-18 years.

Shrewsbury delivers a programme of academic learning that is exciting, challenging, responsive and versatile. On the School's breath-taking 105-acre site on the banks of the River Severn, pupils also have the opportunity to participate in a wide range of sporting, music, drama and co-curricular activities, as well as being encouraged to engage in adventure and charitable endeavour.

Shrewsbury School is committed to a seven-day full boarding model that benefits from a local day element. The School offers only one kind of boarding: full boarding, with nearly 80% of the school roll being full boarders and around 20% holding non-UK passports.

Packwood Haugh Prep School (co-educational, boarding and day school for pupils aged 3-13) became part of the Shrewsbury family of Schools in 2019.

Shrewsbury is a registered charity with a number of wholly owned trading companies, an annual income of over £25m and a staff of 400. It is overseen by a Governing Body which has up to 19 members. The Governing Body and its Committees meet once a term.

Recent years have seen an ambitious programme of new buildings and refurbishment projects. The fully refurbished Barnes Theatre, recently opened by Sir Michael Palin, Old Salopian, with additional new teaching facilities for Drama and Dance. The building of a fifth girls' House (Queen Elizabeth Hall) was completed and opened in September 2023, along with two new all-weather sports pitches. A full refurbishment of Rigg's Hall, one of our boys' Houses, completed in 2022, with refurbishment projects of Churchill's and Ingram's Hall completing in December 2023. There are also plans to refurbish School House in Summer 2024.

DESIGN & TECHNOLOGY TECHNICIAN

Salary range: £23,500 to £29,777pa pro rata, dependent upon experience

Permanent, 25 hours per week, term time plus 3 additional weeks during the school holidays

We are looking to appoint a highly motivated and enthusiastic individual to assist in our Design & Technology workshop, preparing materials and equipment for lessons and exhibitions etc.

The successful candidate ideally will be familiar with CAD / CAM / CNC electronic preparation, together with practical skills with working with wood, metal, and plastics, with the ability to demonstrate a creative flair. Training can be provided. You will have a good understanding of Health & Safety as you will be expected to provide a clean, safe working environment.

This is a position working 25 hours per week, over 2.5 days, during term time, plus 3 additional weeks during the school holidays. Days and hours to be discussed at interview stage, please note that the D&T faculty operates from Monday to Saturday during term time. This position is required from September 2024.

We offer generous benefits including pension, life insurance, school lunch when the kitchens are operational, free car parking, free use of school facilities when not in use by pupils (library, swimming pool, gym, tennis courts, squash courts) and access to a cycle to work scheme.

A recruitment pack, to include a job description and application form, can be obtained from <https://www.shrewsbury.org.uk/page/job-vacancies>, alternatively please email recruitment@shrewsbury.org.uk

Closing date: 12pm, Wednesday 1 May 2024

Interviews will be held on Friday 10 May 2024

Shrewsbury School is committed to safeguarding and promoting the welfare of children and young people, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Job Description

MAIN PURPOSE OF ROLE

The Technician will assist and support both pupils and teaching staff within the Design & Technology Faculty in the Chatri Design Centre.

Previous experience would be an advantage, but training will be provided when it is necessary. It would be an advantageous to be able to process CAD/CAM output's with pupils. General maintenance of machinery and ensuring tidiness of the workshop and makerspaces.

LEVEL OF POSITION

The Post holder will report directly to the Head of Department who is responsible for day-to-day Line Management including annual reviews, training and development and health and safety.

DUTIES AND RESPONSIBILITIES

The duties and responsibilities below are illustrative. The position holder will be expected to become involved in a range of work on occasions that may not be shown below:

Main Responsibilities

- To undertake all work in accordance with Shrewsbury School's procedures and guidance in accordance with the Head of Design & Technology
- To respond flexibly to the changes in work arising from faculty developments
- Ordering of materials and consumables.
- Prepare materials to instruction.
- To participate positively in appraisal and development process
- To contribute pro-actively to the overall performance of the Design & Technology, and assisting with continuous improvement; particularly in

relation to the Design Centre Workshop; Resistant Materials based tools, equipment and material stock

- To respond to the practical nature of activity in different teaching spaces of the Chatri Design Centre, and the open access nature of the building
- Assist in technical help on a needs basis
- To be vigilant over the security of equipment shift

Specific Duties & Responsibilities

Activities relating to practical activity:

- To process pupil's practical outcomes in a timely fashion; to include Laser Cutting, CNC Routing and Milling, 3D Printing and Lithographic Image Transfer equipment;
- To generally clean, maintain and report for repair all CAM machines and associated tooling;
- Ensure that equipment is available and in good, clean and safe condition for use by pupils;
- To prepare CAD/CAM and Electronic materials and equipment for projects and lessons from teacher's instructions;
- Check & prepare equipment for use;
- To ensure that associated CAM consumables and output is stored appropriately;
- To maintain safety equipment, extraction systems, PPE and guards where required.

Assisting with Practical Activity (Timetable – Ongoing)

- To be called upon, when required, to assist in the supervision of pupils in CAD/CAM activity during lessons; although full responsibility for any pupil being taught remains with the teacher in charge of the given lesson;
- To be called upon to assist in the practical demonstration of machines and processes; specifically, CAM/CNC and Electronic preparation and processing, as appropriately instructed by teaching staff;
- As appropriate, to assist with both individual support and in practical group activities in lessons; while teacher in charge assumes overall responsibility;
- To ensure that a member of the teaching staff is informed immediately of any breaches of safety regulations.

Repairs & General Maintenance (Timetable – Weekly)

- To carry out safety checks on appropriate machines and equipment as instructed by the HoF, and document appropriately
- To carry out remedial repair of all machine and hand tools in the workshop as appropriate
- To empty and clean extraction equipment on a weekly basis, and documenting appropriately
- Cleaning & Servicing of machine tools and equipment as appropriate
- Monitor and raise maintenance tickets for the repair of fixtures and fittings that are the responsibility of the estates department; including electrics, plumbing, doors, windows and blinds

Suitability to work with children

- Shrewsbury School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- The postholder must comply with the School's Safeguarding & Child Protection policy at all times.
- The postholder must undergo Safeguarding & Child Protection training as directed by their Line Manager.
- Full safer recruitment checks will be completed on successful candidates which will include an Enhanced Disclosure & Barring (DBS) check.

CONTACTS:

In all contacts the successful applicant will be required to be a good ambassador for Shrewsbury School as well as maintain constructive relationships.

Person Specification

It is anticipated that the successful candidate will demonstrate the following:

Essential Desirable

Qualifications:

- | | | |
|---|---|---|
| • Good standard of general education | ✓ | |
| • Evidence of continued personal professional development | | ✓ |
| • First Aid qualification | | ✓ |

Work Experience:

- | | | |
|---|---|---|
| • Previous experience of working in an educational environment would be an advantage | | ✓ |
| • Previous experience working in a similar role would be an advantage | | ✓ |
| • Able to prepare materials from written instructions | ✓ | |
| • Be familiar with hand and machine tools used in working wood, metal, plastics and CAM equipment, with the ability to demonstrate a creative flair | ✓ | |
| • Able to interpret project requirements while working with pupils with a growing knowledge and understanding | | ✓ |

Essential Desirable

Specialist knowledge

- Able to manufacture small items of equipment, jigs etc to written specification ✓

- All around knowledge of the Health & Safety at Work Act 1974 ✓

Personal attributes:

- Strong organisational skills ✓

- Able to work effectively as part of a team and build productive relationships ✓

- Able to take instruction in both written and verbal format ✓

- Excellent communication skills ✓

- Able to demonstrate a creative and initiative approach to new challenges ✓

- Sensitive to the needs of others within the classroom and able to demonstrate an interest in their views ✓

Other/Special Working conditions:

- Able to work flexibly including weekend and Saturday school. Therefore, the successful applicant must be willing to work additional hours to suit the business needs of the school ✓

- Must be willing to undergo further training as deemed suitable ✓

Our Ethos

Shrewsbury School has a strong vision, derived from our position as a major co-educational boarding and day school of international reputation.

A Shrewsbury education will educate and empower each individual pupil to flourish in life and contribute positively to the world around them.

Shrewsbury offers a unique whole person education – Floreat – that fosters learning and personal development in four vital and mutually reinforcing fields: the intellectual; the active; the expressive and the reflective. Through this distinctive model of education Shrewsbury promotes the Six Salopian Virtues: wisdom; kindness; courage; integrity; self-mastery and spirit.

As a learning community, the school pursues academic knowledge, wisdom and truth with the aim of developing the 'cultural capital' of each child and instilling character strengths, aptitudes and vital life skills, such as resilience and resourcefulness. The individual is able to flourish whilst also pursuing communal values, social responsibility and a willingness to contribute positively to the wider world.

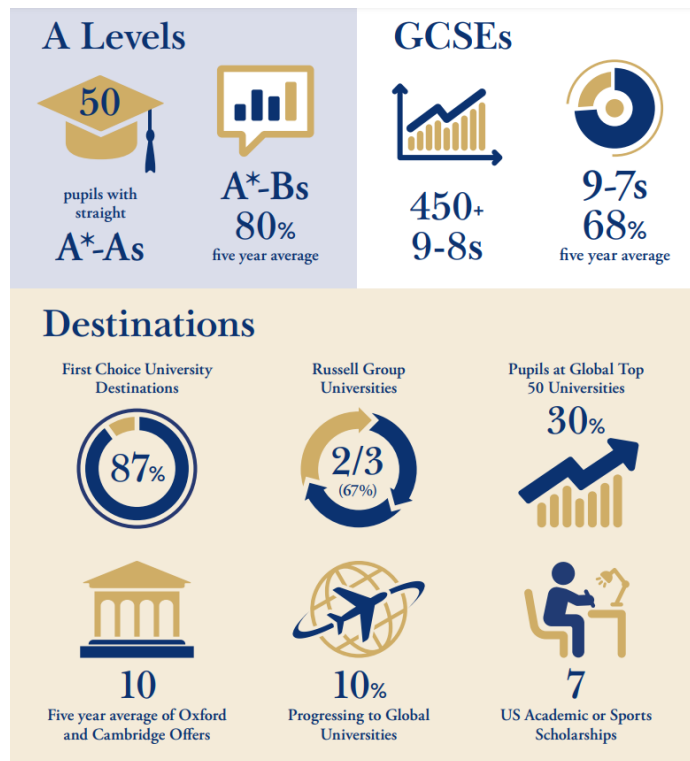
More information about Shrewsbury's Ethos and Educational Philosophy can be found [here](#).



Academic Life at Shrewsbury

Academic life focuses on developing intellectually curious young adults who are able to think critically and creatively, have the confidence to question and to challenge and are equipped with the skills that they will need to thrive at all stages of life.

In recent years, around 10% of our leavers have gone on to Oxford and Cambridge and virtually all have won places at the university of their first choice. We expect about 80% of A Levels each year to be passed at A*, A or B grade. But there is as much joy for pupils who surpass his or her expectations as there is for the pupil whose progress to top grades always seemed more certain.



Support Staff at Shrewsbury

Support staff provide management and operational support, in various careers, which enables teachers to focus on the teaching and learning of our pupils. We believe that having motivated and enthusiastic staff who want to support teaching and learning is critical to our academic provision.

We will always strive to achieve the highest possible standards in the breadth and quality of our curriculum, the provision of our facilities and resources and achievements, whether academic, sporting, musical, theatrical or artistic, of our pupils and our staff.

Shrewsbury delights in the uniqueness of its education; a blend of values, traditions, and inspiring people. Our staff are our greatest asset with both teaching and support staff inspiring our pupils through their dedicated professional support.



Pastoral Life at Shrewsbury

The unique, friendly yet respectful atmosphere between staff and students plays a crucial part in establishing the character of Salopians and the School. Together we are a highly supportive community. The House system (7 boys' Houses and 5 girls' Houses) is at the heart of Shrewsbury School.

The House is a Salopian's centre of gravity, a real home from home, somewhere to relax and make friends, as well as work. In addition to their Housemaster or Housemistress, each pupil has a personal tutor who also has strong links to a house and will be involved in a duty evening plus helping out with house events and trips.



International Links

At Shrewsbury School we delight in playing our part in developing outstanding schools around the world. Our first international school opened in Bangkok back in 2003 and has become the benchmark for quality education in the city and the wider region.

So successful has the venture been that we opened a second campus in Bangkok in 2018 to keep up with demand, while at the same time opening a new school in Hong Kong. In 2021, Shrewsbury signed an agreement for a new premium international school to be launched in Phnom Penh, Cambodia. Plans are afoot to open further international schools in the coming years, including Shrewsbury School India in 2025.

The Shrewsbury family of schools share commitment to encouraging intellectual curiosity and respecting diversity and have formed a close and effective partnership over the years. We exchange best practice and perspectives from our own operating contexts via regular staff visits and via Governors who sit on the Boards of the schools. Over the years Shrewsbury UK graduates have visited Bangkok to enjoy gap year opportunities there.



The Application Process

Please complete the Shrewsbury School application form together with a covering letter.

Please email your documents, ideally as 'pdfs' to: [**recruitment@shrewsbury.org.uk**](mailto:recruitment@shrewsbury.org.uk) by the closing date and time.

Alternatively, you may prefer to send a printed copy, addressed to: The Human Resources Department, The Bursary, Kingsland House, Shrewsbury, Shropshire, SY4 7BA.

- **Closing date for applications is 12pm, Wednesday 1 May 2024**

Short-listed candidates will then be invited to interview.

Interviews will take place on Friday 1 May 2024.

Start date: September 2024

Offers will be given verbally and in writing as soon as possible following the interview.

The School reserves the right to appoint at any stage of the recruitment process.

Queries regarding applications should be addressed to: recruitment@shrewsbury.org.uk or telephone 01743 250834.

Please also see the Recruitment Guidance Notes on page 21.



Benefits and Contractual Terms

Contractual staff benefits

Salary

The Salary range for this position is £23,500 to £29,777pa (FTE) depending upon qualifications and experience. The successful applicant will be placed on a scale point in accordance with their experience and qualifications.

Hours

This is a position working 25 hours per week, over 2.5 days, during term time, plus 3 additional weeks during the school holidays. Days and hours to be discussed at interview stage, please note that the D&T faculty operates from Monday to Saturday during term time. This position is required from September 2024.

Shrewsbury School is a boarding school and therefore operates 24 hours a day, 7 days a week during term-time. Flexibility will be needed and expected to meet the demands of the School.

Holiday pay

Apart from the weeks the postholder is required to work in the School holidays, see above, you will not be required to work the remaining school holiday dates. The successful candidate will be entitled to paid holidays, which is based on the statutory minimum entitlement under the Working Time Regulations 1998, which is paid as part of the overall annualised salary.

Pension

All support employees are eligible to join Shrewsbury School's Pension Scheme (employee 5%, employer 7.5%).

Life Insurance

The post holder will be able to join the death-in-service insurance scheme. In the event of your death whilst in Shrewsbury School's employment your estate will receive two times your basic salary.

Non-contractual Staff Benefits

Training & Development

All Shrewsbury School staff have the opportunity to access generous professional training; we seek to develop individuals in all areas of their school life.

Provision of Meals

While the kitchens are operational, lunch is provided in our dining room, Kingsland Hall.

Parking

Parking is provided free of charge on and around site in designated areas and with a school permit.

Sports Facilities

Our swimming pool has both staff and staff family swim times. We have tennis courts, squash courts and a gymnasium which are available for staff use.

Discount Gym membership

There is a discounted gym membership that staff can access at a local club.

Cycle to Work Scheme

The scheme gives employees access to significant savings on cycles and accessories used for commuting purposes.

Counselling

Staff can access free counselling sessions through the School Counsellors.

Recruitment Guidance Notes:

Terms of Appointment

Under the Department of Education's Keeping Children Safe in Education Regulations we have a legal duty to follow safer recruitment checks. Therefore, any appointment will be subject to the following employment checks:

Probationary Period

All appointments are subject to a twelve months' probationary period.

Application Form

All candidates must complete our application form to be considered for a job. You must list your employment history from the date you left full-time education and give details of any employment gaps. This should be accompanied by a covering letter.

Note: CVs are not accepted.

Your letter and form should be sent as a pdf to: recruitment@shrewsbury.org.uk

References

In order to assess candidates' suitability, we shall request at least three references. Please note that in accordance with best practice Shrewsbury School will follow up written references with a telephone call to the referee. The School will also follow up recent employment within an educational setting.

Right to work in the UK

If you are invited to attend an interview you will be asked to bring identification with you to confirm your right to work in the UK. We ask that you bring **three** forms of identification with you, to include:

Current passport or biometric residence permit

Current driving licence

Birth or adoption certificate for the UK or Channel Islands - issued within 12 months of birth (*including those issued by UK authorities overseas, e.g. Embassies, High Commission and HM Forces*)

Evidence of qualifications

If you are invited to attend an interview you will be asked to bring original evidence of your qualifications.

Medical Fitness

If successfully appointed, you will be asked to complete a medical questionnaire and if necessary, provide a satisfactory report from your GP.

Safer recruitment checks

Please read through the school's Safer Recruitment Policy which will give full details of the safer recruitment checks undertaken as part of the on-boarding procedure. If you have any questions on any of these checks please contact us. In summary, below are details of some of the checks carried out.

Disclosure & Barring Service (DBS) Disclosure:

If you have ever been convicted of a criminal offence, bound over or cautioned, you must read carefully the section of the application form headed 'Criminal Convictions'. The appointment is subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) Certificate.

Overseas Police check

If you have spent time abroad for three months or more in the last five years you will be required to obtain an overseas check from that country. The school will support the successful candidate through this process.

Prohibition check

Some pupil facing job roles require the School to carry out a prohibition check. This is carried out online via the Department for Education website.

Social Media check

The School is required under the Keeping Children Safe in Education to carry out a social media check on all candidates invited for interview.



Shrewsbury

CO-EDUCATIONAL BOARDING & DAY SCHOOL

The Schools, Shrewsbury. Shropshire SY3 7BA.

Email: recruitment@shrewsbury.org.uk

Telephone: 01743 280500

www.shrewsbury.org.uk

Registered charity number: 528413

