

TRINITY
CHURCH OF ENGLAND
HIGH SCHOOL



Trinity CE High School Information Pack



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TRINITY CHURCH OF ENGLAND HIGH SCHOOL

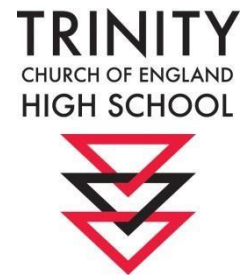
"Faith in the City, Value in People, Excellence in Education"

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HEAD: Julian Nicholls, BSc MA



September 2022

Dear Applicant

Vacancy for the Post of Technician – DT - Engineering and Food Department

Thank you for your interest in the above permanent position at our school. This pack contains information about the school – its ethos and values, its background and its current position and aspirations, and about the job – our expectations of the successful candidate and a job description. It also includes a DBS information sheet, information about the application and selection process, and our Data Protection responsibilities.

Support staff at Trinity play an important and integral part in the school's life. This is a permanent, part-time, term-time only position, working 3 or 4 days/21 or 28 hours per week. The working hours are 08:15-15:45. The salary is Grade 4, point 7-11 (£20,444-£22,129), which will be pro rata according to the number of days worked. This position could increase to full time in September 2023.

When completing the application form please provide full details of your qualifications, employment (paid or voluntary) and the interests and skills that you have that would equip you to undertake this role. Please also outline any experience (paid or voluntary) you have of working in a school and ensure that you provide information to illustrate how you meet the points outlined in '*what we want from you*' and the main tasks of the job description. Please ensure that you provide a continuous list of your work history, explaining any gaps or breaks if necessary.

The closing date for applications is **09:00 on Monday 19 September**, interviews are currently scheduled for week commencing Monday 26th September.

Trinity Church of England High School is committed to the protection and safety of its pupils and operates a Safer Recruitment policy. An appointment will be subject to an enhanced Disclosure and Barring Service check.

If after reading all of the contents of this pack you wish to apply for the post advertised then I would like to take this opportunity to thank you for your application and your investment of time and, whatever the outcome, I wish you well in the future.

Yours faithfully

A handwritten signature in black ink, appearing to read 'Julian Nicholls', written over a white background.

Julian Nicholls
Head





Trinity Church of England High School was opened in 1984 with the foundation motto of *“Faith in the City, Value in People, Excellence in Education”*.

Today, over thirty years on, Trinity is an outstanding place of learning, promoting the education of students in a community which is positively Christian but welcomes the children of parents of other faiths.

Trinity quickly established itself as a popular school serving the City of Manchester and districts beyond. Its

teachers, support staff and students worked to create a school with a distinctive atmosphere, both demanding and caring, which reflects the hopes that parents have for their children. This outlook contributed towards the genuine sense of partnership between home and school and has, in turn, helped to provide feelings of security, structure, happiness and well-being.



Located adjacent to Manchester University, Manchester Metropolitan University, Manchester Museum, the Science Park and the Royal Northern College of Music, we are easily accessible from all parts of the city and are close to the many amenities of the city centre. We make good use of our proximity to both universities, theatres, galleries, museum, the RNCM, the Aquatics Centre and Sports City. The school’s excellent sports facilities comprise a sports hall, fitness suite, gymnasium, dance studio, full-size floodlit artificial pitch and floodlit 3G multi-sport courts. The sports centre assists our links with the community.



School departments are well resourced and this has enabled us to combine the best of tradition with innovative practice. We seek to develop a breadth of experience so that, for example, our science, technology and mathematics are well balanced by artistic, linguistic, aesthetic, creative, moral and spiritual activities. Special attention is paid to developing the capacity of students to study independently and co-operatively.

Students joining Trinity from primary school are selected from various religious traditions in given proportions in order to maintain the Christian character and Anglican distinctiveness of the

school. At the same time, we encourage and promote a tolerant understanding of different religious beliefs and cultures.

Trinity's most recent full Ofsted Inspection took place in January 2014, and we were judged to be 'Outstanding' in all categories and 'Outstanding for overall effectiveness'. The most recent National Society (Anglican) Inspection, in June 2016, assessed Trinity 'Outstanding' in every category and 'Outstanding' overall. Also in 2016, we achieved two further accolades: Full International School and Teaching School status.



Trinity recently benefited from a £21.5 million Wave 4 BSF Buildings & ICT Investment, which comprised an 80% rebuild and 15% modernisation. Work was completed in the summer of 2011 and the new school was formally opened by the Archbishop of York in September 2011. We became a converter academy the following year. Trinity is now able to offer an outstanding 21st century education to its 1400 students.

The latest capital development, the £3 million brand new Trinity Sixth Form Centre, opened in September 2016, and has a capacity of 240 students, eventually taking the school student population up to 1460. Following the opening of the Sixth Form, we had a one day OFSTED inspection in October 2017, and we received confirmation that the school continues to be 'outstanding', including the Sixth Form.



In conclusion, our overall aim is *"To provide a Christian environment in which young people are safe, secure, cared for and happy, and are able to develop into articulate, confident and well qualified citizens of the world."*

Julian Nicholls, Head
School Year 2022-23

Job Description for the Post of: **Technician for the DT Engineering and Food Department**

Introduction

Job descriptions have been written to help produce an effective school. They are written statements of what the jobs involve, what staff are expected to do, and the responsibilities involved in the jobs. They provide a basic framework for discharging professional and managerial responsibilities. These basic frameworks provide a means by which job-holders and persons assuming the responsibility for the job-holders can mutually discuss the nature of the job.

Job descriptions also allow others in the school to understand what the jobs entail. They are not meant to be static or exclusive; rather, the nature of a school environment means that flexibility in jobs is desirable and inevitable. The spirit in which jobs are performed is essential to an effective school.

Responsible To:

To be responsible to the Head through the Head of Department.

Main Purpose of Job:

The role of the Engineering Technician is to support the smooth running of the Engineering and Food Department, including preparing materials and specialist technical support and maintaining equipment and tools to ensure the teaching environment is kept to a high standard.

This job description is not intended to be a complete list of duties and responsibilities but indicates the significant requirements of the post. It may be amended at a future time to account for the Department's developing needs. The postholder will undertake any other duties at the request of the Head appropriate to the remit.

Main Tasks

1. To ensure the safety and wellbeing of all students and to report any safeguarding or child protection concerns through the school's reporting procedures. To contribute to the safety and wellbeing of colleagues.
2. Act as point of contact for Engineering support, assisting in providing advice or training to staff and students on the use of systems and general equipment as well as software packages, producing and maintaining user guides and manuals in consultation with other staff if required, within the area.
3. To prepare materials and equipment for lessons and projects, including preparing demonstration materials and resources and stocking classrooms with consumable items.
4. To assist with the day-to-day organization within the Engineering Department.
5. To share in the responsibility for security in the Department.
6. To maintain and carry out regular maintenance tasks of all machines and equipment in all teaching workshops, prep rooms, and CAD/CAM rooms to ensure safety and reliability in compliance with current Health and Safety regulations. This will include cleaning, oiling, sharpening, removing dust, minor repairs, and checking test equipment such as multimeters.
7. Carry out weekly, termly, and annual Health and Safety checks on all equipment and machinery.
8. To maintain all necessary safety signs adjacent to machinery and maintain a record of all equipment checks.

9. To assist with the maintenance of general school equipment as appropriate.
10. To liaise with the site manager to ensure that LEV, Equipment maintenance, and PAT testing is completed annually and to maintain a record of such checks to be available on request.
11. To assist teaching staff in ordering resources, receiving incoming goods, checking delivery notes, storing materials and confirming invoices.
12. To assist with stock control and maintain the good order and organisation of the workshop and its storage facilities.
13. To control, take stock and safely store all chemicals, flammables and specialised solutions, ensuring that current Health and Safety, COSHH and HSE regulations are adhered to.
14. Keep sinks and worktops clean; maintain PPE in a serviceable condition; Ensure all equipment is accounted for, in the correct place and replaced where necessary, keep stock rooms and tool rooms clean, tidy and orderly.
15. To undertake photocopying as required, including preparing teaching material, booklets, photocopying and laminating for staff and students.
16. To be aware of current Health and Safety regulations, BS4163 and assist in producing Risk and COSHH assessments.
17. To be aware of, and to comply with, all departmental/school instructions and procedures relating to health and safety at work.
18. Undertake general health and safety, supervision of small student groups using equipment and working in a practical setting, ensuring safe working methods as per departmental policy and BS4163.
19. Keep abreast of the latest technology and best practices to ensure excellent service is consistently delivered. Take responsibility for own professional development, continually keeping updated about new initiatives in Technology/Engineering.
20. To provide in-class support to individual students, as requested by the teacher-in-charge.
21. Provide PCB etching demonstrations and observe small groups of students working safely when carrying out their PCB etching. (Training will be provided to the successful candidate).
22. To prepare displays and practical materials and equipment for Parents'/Open Evenings and refresh and display items of work around the Department, as and when requested.
23. To assist teaching staff in promoting and raising the profile of the Engineering Department.
24. To assist in commissioning equipment for use in Computer-Aided Design, Engineering and Manufacture in the Engineering Department.
25. Carry out waste removal regarding packaging materials, general department waste and students' work following Trinity High School recycling policy and data protection.
26. To undertake other duties as required in line with the grade and responsibilities of the post.

Person Specification for the Post of:

Technician – DT Engineering and Food

Attributes	Essential	Desirable	Assessed
Qualifications & Training	<ul style="list-style-type: none"> • An engineering background and relevant qualifications or significant experience; • Good numeracy and literacy skills, at least equivalent to RQF Level 2; • Ability to carry out risk assessments in relation to classroom engineering work; • Right to work in the UK. 	<ul style="list-style-type: none"> • Evidence of continuing professional development 	Application and copies of relevant certificates brought to interview.
Knowledge, Skills and Experience	<ul style="list-style-type: none"> • Confidence in preparing resources and equipment to set guidelines; • Confidence in safely setting up a range of engineering demonstrations; • Experience of record keeping and file maintenance • Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools; • Knowledge of relevant COSHH and HSE regulations. 	<ul style="list-style-type: none"> • Experience as a DT/Engineering Technician; • Previous experience of working in a school and knowledge of national curriculum requirements; • Ability to maintain a range of tools & equipment; • Knowledge and Health and safety legislation as it relates to the work of a school and working with young people; 	Application, references and interview.
Personal Attributes	<ul style="list-style-type: none"> • Ability to communicate and liaise effectively with a range of people such as colleagues, students and outside agencies; • Effective oral and written communication skills; • Ability to plan, prioritise own workload, cope with competing demands, work under pressure and meet deadlines; • Excellent organisational skills and ability to work in a methodical manner; • Ability to work effectively as a member of a team; • Supportive of school's excellent staff attendance & punctuality record; • Honesty and integrity. 	<ul style="list-style-type: none"> • Ability to establish positive relationships with pupils. 	Application, references and interview.
Other	<ul style="list-style-type: none"> • Commitment to equality of opportunity and the safeguarding and welfare of all students; • Committed to promoting the ethos of the school; • Commitment to own Continuing Professional Development and progression; • Willingness to undertake training; • This post is subject to an enhanced Disclosure and Barring Service check. 		References and interview.

Technician – DT Engineering and Food

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Contract term: Permanent

Contract type: Part-time, Term-Time only, 21 or 28 hours per week (3/4 days)
The working hours are 08:15-15:45. This position could increase to full time in September 2023.

Scale: Grade 4, point 7-11 (£20,444-£22,129), which will be pro rata according to the number of days worked.

This is a great opportunity to come and work in our very highly rated secondary school in central Manchester. We are looking to appoint a suitably experienced and qualified technician to support the smooth running of the Engineering and Food Department, including preparing materials and specialist technical support and maintaining equipment and tools to ensure the teaching environment is kept to a high standard.

WHAT WE CAN OFFER YOU:

- The opportunity to join our Outstanding school of 1500 students aged 11-18, supported by a hugely talented, hard-working staff team;
- Excellent facilities in new and refurbished buildings;
- Enrolment in the Local Government Pension Scheme;
- Free parking and use of the school Fitness Suite;
- Cycle to Work Scheme in operation;
- Holiday entitlement of 25 days plus bank holidays, rising to 30 days after 5 years' service;
- Access to Health Assured's 24/7 Employee Assistance Programme;
- Staff Wellbeing Fund for initiatives, activities and social events that support staff mental and physical health;
- We are a socially inclusive and equal opportunities school and committed to and actively promote equal opportunities for all our students and staff.

WHAT WE WANT FROM YOU:

- An engineering or design technology background, ideally with experience of working in an education setting;
- Good communication, written and interpersonal skills are vital for this role;
- Confidence to order, organise and prepare a variety of equipment and resources for different lessons and staff;
- Knowledge of safe working practices, eg Health & Safety legislation, COSHH & HSE regulations;
- Well organised and professional with a flexible and positive approach to all aspects and areas of your work;
- Ability to work independently, responding to tight deadlines, prioritising work whilst collaborating with colleagues to achieve goals and complete projects within timescales;
- Good numeracy and literacy skills, at least equivalent to RQF Level 2, with excellent IT skills;
- Supportive of the school's excellent staff attendance and punctuality record.

Training will be provided on safeguarding and school specific IT applications.

The closing date for applications is **09:00 on Monday 19th September**. Interviews are currently scheduled for week commencing Monday 26th September.

CVs **will not** be considered. Please go to the Tes or Greater Jobs website and apply online.

Trinity CE High School is committed to safeguarding and protecting the welfare of young people and expects all staff to share this commitment. The school operates a Safer Recruitment policy. The successful applicant will be subject to appropriate child protection screening, including checks with past employers and the Disclosure and Barring Service.

Trinity CE High School Safer Recruitment Procedure



Trinity CE High School is committed to safeguarding and promoting the welfare of all students. In order to meet this responsibility, we follow a rigorous selection process to discourage and screen out unsuitable applicants.

Disclosure

Level of Disclosure Required: **ENHANCED**

This post is classified as having substantial access to children and so is exempt from the Rehabilitation of Offenders Act (ROA) 1974. Shortlisted applicants will be sent a form to complete and required to declare:

- All unspent convictions and conditional cautions;
- All spent convictions and adult cautions that are not protected (ie that are not filtered out) as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2020). For further information on filtering please refer to [Nacro guidance](#) and the [guidance published by the Ministry of Justice](#) (see, in particular, the section titled 'Exceptions Order').

We recognise the contribution that people with criminal records can make as employees and volunteers and welcome applications from them. The Governing Body is an equal opportunities employer and is committed to eliminating prejudice in employment. A person's criminal record will not in itself debar that person from being appointed to this post. Any information given will be treated in the strictest confidence. Suitable applicants will not be refused posts because of offences which are not relevant to, and do not place them at or make them a risk in, the role for which they are applying.

All cases will be examined on an individual basis and will take the following into consideration:

- Whether the conviction is relevant to the position applied for;
- The seriousness of any offence revealed;
- Your age at the time of the offence(s);
- The length of time since the offence(s) occurred;
- Whether the applicant has a pattern of offending behaviour;
- The circumstances surrounding the offence(s), and the explanation(s) provided;
- Whether your circumstances have changed since the offending behaviour.

If you are shortlisted to attend for interview you will be asked to complete a confidential Criminal Records Declaration Form, which you will send to the HR Manager. The information disclosed on the form will not be kept with your application form during the application process. The information will only be seen by those who need to see it as part of the recruitment process.

It is important that applicants understand that deliberate attempts to conceal the information requested in the confidential form could result in disciplinary proceedings or dismissal. Further advice and guidance on disclosing criminal records can be obtained from [Nacro's Criminal Record Support Service](#).

All applicants who are offered employment will be subject to a criminal record check, and a check will be made with the Disclosure and Barring Service (DBS) before the appointment is confirmed.

Any information will be treated with the strictest confidence and you will only be prevented from obtaining employment if it is considered that you have a criminal record that makes you unsuitable for the post in question. *This information is sent out with application packs for all posts.*

A form similar to this will be sent to shortlisted candidates prior to interview:

Criminal Record Declaration Form (Exempt Positions)			
If you are unsure about how to answer the questions on this form, please contact <u>Nacro's</u> Criminal Record Support Service on 0300 123 1999 or helpline@nacro.org.uk . All enquiries to this service are confidential. You will not be asked for any personal details, unless you want information or advice sent to you.			
Surname:		First name:	
1. Do you have any unspent convictions or conditional cautions? YES <input type="checkbox"/> NO <input type="checkbox"/>			
2. Do you have any spent adult cautions (simple or conditional) or convictions that are not 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended)? YES <input type="checkbox"/> NO <input type="checkbox"/>			
If you have answered YES to either question, you now have two options for disclosing your criminal record:			
Option 1: You can disclose your criminal record on a separate sheet, if you mark a cross (X) on the line below and attach the details in an envelope stapled to this Form. The envelope should be marked CONFIDENTIAL and state your name and details of the post.			
I have attached details of my conviction separately_____ (please mark with an X if appropriate.)			
Option 2: Please provide details in the space below.			
DECLARATION			
I declare that the information provided on this form is correct. I understand that the declaration of a criminal record will not necessarily prevent me from being offered this role at Trinity CE High School.			
Signed:		Date:	

Reference Checking

References from the previous and current employer will be taken up for shortlisted candidates, and where necessary employers may be contacted to gather further information. Referees will be asked about whether the applicant has been the subject of any safeguarding concerns, so referees should be a senior person with the appropriate authority.

Probation

All new staff will be subject to a probation period of six months (which may, in certain circumstances, be extended by up to a further six months). The probation period is a trial period, to enable us to assess an employee's suitability for the job for which they have been employed. It provides us with the opportunity to monitor and review the performance of new staff in relation to various areas, but also in terms of their commitment to safeguarding and relationships with pupils.

The Application Process

The school's policy is that we do not organise tours of the school pre-application/interview, in case it disadvantages those candidates who do not have the same opportunity to visit. If called for interview all candidates are given a tour of the school by a senior member of staff. We hope you understand our position and that this does not put you off submitting an application.

To apply for this position please go to the advertisement for this post on the Tes website and complete all fields on the online application form prior to the deadline. If you require an application form, please contact recruitment@trinityhigh.com.

Please ensure that the form is completed by the closing time & date of **09:00 on Monday 19th September**. Interviews are currently scheduled for week commencing Monday 26th September.

Unfortunately, due to the large number of applications that we receive, we are unable to respond to unsuccessful applicants. Feedback is only provided to shortlisted candidates who attend for interview.

Candidates who are shortlisted will be contacted to inform them that they have been selected and to confirm their availability to attend for interview. This will be by telephone in the first instance and by email, so please ensure that these details are correct and provided in full on your online application.

On confirmation of attendance, candidates will be informed of the relevant information needed to prepare for a skills test and/or interview, depending on the post they have applied for.

The Interview Process

On confirmation of your attendance, you will be emailed information regarding the arrangements for the day, such as time of arrival and information about a skills test or observed lesson, depending on the post applied for.

Candidates are asked to bring relevant qualification certificates, plus photographic ID and DBS certificate (if they have one). These are checked by HR on arrival at reception.

Following the lesson or test, the recruitment and selection panel will analyse the results, and further shortlisting may take place prior to the interviews.

Trinity Church of England High School is committed to the protection and safety of its pupils. An appointment will be subject to an enhanced Disclosure & Barring check.

Data Protection Statement

Information that you provide for the purpose of your application will be used as part of the recruitment process. Any data supplied will be held securely and access restricted to those involved in dealing with your application and the recruitment and selection process.

Once this process is completed, the data relating to unsuccessful applicants will be stored for a maximum of 6 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personnel record.

All processing of personal data by the school is undertaken in accordance with the principles of the General Data Protection Regulation 2016.

