

# **Strangford College**

## **Job Application Pack**

for the post of



## **Technician 2**

**Technology & Design / IT (Term time only)**

Completed applications should be returned to:  
Principal's Secretary, Strangford College, Abbey Road, Carrowdore,  
BT22 2GB.

**Applications should be received no later than 12 noon on  
Thursday 5<sup>th</sup> August 2021.**



Dear Candidate

I am absolutely delighted that you have shown an interest in applying for this post at Strangford College.

We are a grant maintained, 11-18, integrated college. We are situated in the village of Carrowdore, in an attractive and purpose built campus. We are fortunate to have enthusiastic, well behaved students in our community. It is our ambition to be one of the best schools in Northern Ireland, and as such, we have a focus on quality, creative Teaching for Learning. It is our aim to tap into the wealth of potential held by all our students to help them to compete at the highest levels in our ever changing world.

This is an excellent time to join Strangford College. We are highly oversubscribed and have plans to expand.

The job is a term time position as Technician 2 and will cover two practical departments in the areas of Technology & Design, Audio Visual and IT. The post involves working alongside the teachers of these Departments to ensure the school meets the needs of our students.

The successful applicant should be a good team worker and should have experience of working with both adults and children in a busy environment.

The Governors are absolutely passionate about securing the very best for Strangford College and the Community - they will expect commitment and drive but coupled with sensibility and humility. A sense of humour and a willingness to work hard are also huge attributes.

I very much look forward to hearing from you. I appreciate the amount of time that goes into an application, so thank you in advance for considering joining us.

Regards

Clare Foster

Principal

# Job Description



## **STRANGFORD INTEGRATED COLLEGE**

### **JOB DESCRIPTION**

<b>POST:</b>	Technician 2
<b>RESPONSIBLE TO:</b>	The Bursar through the relevant Subject Leader
<b>RESPONSIBLE FOR:</b>	Maximum of 5 staff (see paragraph 1 below)
<b>SALARY SCALE:</b>	NJC Points 5-6 (£19312 - £19698 pro rata)
<b>HOURS:</b>	36 hours per week (Term-time only)

### **JOB PURPOSE:**

To provide technical support and assistance to teaching staff in the implementation of the school's/departments' educational programme.

### **MAIN DUTIES AND RESPONSIBILITIES:**

#### **1. SUPERVISION**

1.1 Shared supervision of appropriate staff including the management and allocation of duties.

1.2 Identification and provision of on the job training to appropriate staff.

#### **2. PROVISION AND MAINTENANCE OF FACILITIES AND PRACTICAL RESOURCES**

2.1 Assist teaching staff in the development and manufacture of teaching aids and models.

2.2 Preparation of resources for all classes including the setting up, testing, demonstration and dismantling of suitable resources as per agreed schemes of work.

2.3 Collect, clean and store all equipment and materials securely in designated storage areas. Ensure items are maintained in a state of 'ready for use'.

2.4 Dispose of used materials in a safe and approved manner.

2.5 Ensure that mandatory and/or statutory checks of materials and equipment are carried out by qualified personnel.

2.6 Inform designated line manager of materials and equipment found to be in an unsatisfactory/unsafe condition and arrange for repair and disposal of such items.

2.7 Ensure no authorised person has unsupervised access to equipment and materials when not in use.

2.8 Advise on health and safety issues in relation to the use of equipment.

- 2.9 Set up of Audio-Visual Equipment throughout the College for events and assemblies.
- 2.10 Assist with the storage, distribution and monitoring of digital devices in the College.

### **3. ADMINISTRATION**

- 3.1 Development, maintenance and operation of manual and/or computerised systems in relation to administrative tasks associated with the area of work.
- 3.2 Maintenance of inventory/records of departmental resources.
- 3.3 Assistance in the ordering/purchasing, receiving, checking, storing and distribution of resources.

### **4. GENERAL**

- 4.1 Support all staff in ensuring the general safety of pupils.
- 4.2 Assist with evacuation in emergencies.
- 4.3 Undertake photocopying as required.

### **5. Technical staff may be required to undertake any of the following duties:**

- 5.1 Handling cash in relation to the purchase of practical materials.
- 5.2 Assisting with hospitality at meetings and school functions.
- 5.3 Carry out minor maintenance repairs throughout the school within the competence of the employee.

# STRANGFORD INTEGRATED COLLEGE

## JOB SPECIFICATION

PERSON SPECIFICATION	ESSENTIAL	DESIRABLE
<b>QUALIFICATIONS</b>	<p><b>The following criterion will be applied at shortlisting.</b></p> <p><u>Applicants must have the following by the closing date:</u></p> <ul style="list-style-type: none"> <li>Have 5 GCSE's Grades A*-C or equivalent. Qualifications to include English and Mathematics at an equivalent or higher grade</li> </ul>	<p><u>Preference may be given to those applicants who have:</u></p> <ul style="list-style-type: none"> <li>Higher level qualification in a related subject area.</li> <li>A Health &amp; Safety and / or First Aid Qualification</li> </ul>
<b>EXPERIENCE</b>	<ul style="list-style-type: none"> <li>Experience of working with children aged 11-18 years</li> <li>Experience of working with practical materials</li> <li>Experience of operating machinery related to the practical school setting</li> </ul>	<ul style="list-style-type: none"> <li>Experience of working in a similar post in a school setting</li> </ul>
<b>The Board of Governors reserves the right to enhance the criteria if necessary in order to facilitate a manageable shortlist.</b>		
<b>KNOWLEDGE</b>	<ul style="list-style-type: none"> <li>Knowledge of the requirements of a Technician 2;</li> <li>Knowledge of general administrative processes and records;</li> <li>Knowledge of Health and Safety regulations.</li> </ul>	
<b>SKILLS</b>	<ul style="list-style-type: none"> <li>Organisational skills;</li> <li>Interpersonal skills;</li> <li>Communications skills;</li> <li>Administrative skills;</li> <li>People Management skills;</li> <li>ICT skills.</li> </ul>	
<b>PERSONAL QUALITIES</b>	<ul style="list-style-type: none"> <li>Confidentially;</li> <li>Child centred approach;</li> </ul>	

	<ul style="list-style-type: none"> <li>• Ability to work as a member of a team;</li> <li>• Ability to use own initiative;</li> <li>• Interpersonal skills;</li> <li>• Approachable;</li> <li>• Sensitive;</li> <li>• Ability to work under pressure to strict deadline;</li> <li>• Ability to manage conflicting priorities;</li> <li>• Flexible.</li> </ul>	
<b>OTHER REQUIREMENTS</b>	<ul style="list-style-type: none"> <li>• Willingness to undertake job related training as and when required.</li> </ul>	

It is essential that you fully describe in the application form how you meet the criteria sought. Please provide information against each requirement, providing dates and ensuring that where requirements are time bounded you provide detail and dates that fully satisfy the requirement. It is not appropriate to simply list the various posts that you have held. Assumptions will not be made from the title of your post.

### **DISCLOSURE OF CRIMINAL BACKGROUND**

**If you have been appointed for a post that involves ‘regulated activity’ under the Safeguarding Vulnerable Groups (NI) Order 2007, the Education Authority will be required to undertake an Enhanced Disclosure of Criminal Background.** Please note that you WILL be expected to meet the cost of an Enhanced Disclosure Certificate, which is currently £33. Details of how to make payment will be sent to you at the pre-employment stage.

Further details in relation to legislative requirements can be accessed on [www.nidirect.gov.uk/vetting](http://www.nidirect.gov.uk/vetting) or [www.dojni.gov.uk/accessni](http://www.dojni.gov.uk/accessni)

Applications must be returned by Thursday 5<sup>th</sup> August 2021 at 12 noon to:

By Post: The Principal’s Secretary  
Strangford Integrated College  
Abbey Road  
Carrowdore, BT22 2GB

By email: [jpierpoint232@c2kni.net](mailto:jpierpoint232@c2kni.net)

Late or faxed applications will not be accepted.

**Posts involving work in educational establishments are subject to the provisions of the Children and Vulnerable Adults (NI) Order 2003.**

Strangford College is an Equal Opportunities Employer.

# Memorandum on Child Protection





This information originates in Department of Education Circular 2006/06: [www.deni.gov.uk](http://www.deni.gov.uk)

The Board of Governors of Strangford College seeks to discharge its duty of care to all students attending the College and to conduct employment procedures equitably and well.

**1. Candidates are reminded that:**

- All posts in this College are regarded as 'regulated positions' under the terms of the Protection of Children and Vulnerable Adults (NI) Order 2003 (POCVA).
- It is a criminal offence for any individual to apply for, offer to do or accept any work, paid or unpaid in a regulated position if that individual is:
  - Entered on DHSSPS list of those Disqualified from Working with Children.
  - Entered on Department of Education's list of unsuitable people.
  - Subject to a disqualification from the courts.
  - Where there is reason to suspect that an application has been received from such an individual the matter will be reported to the police and full co-operation given to any subsequent investigations including disclosure of all relevant documents.

**2. Each candidate must:**

- Declare any criminal conviction on the application form.
- Indicate that they are eligible to apply for a regulated position.
- **Provide the following if called for interview:**
  - Photographic proof of identity
  - Original birth certificate
  - Authorisation for school to initiate Vetting and Barring Procedures (used only for candidates recommended for appointment).
- **Provide the following if recommended for appointment**
- Proof of qualifications entered on application form.

**3. Candidates are advised that:**

- False or incomplete declaration of criminal convictions or false claims of qualifications will render an application ineligible and any recommendation for appointment will be withdrawn.
- Where the outcome of a Criminal Record Check, initiated as part of the Vetting and Barring Procedures, is unsatisfactory, in the opinion of the Principal, having consulted the Chairperson of the Board of Governors, a recommendation for appointment will be withdrawn.
- Due process will be followed but, if an individual has taken up post before the discovery of false or incomplete declaration of criminal convictions, or false

claims of qualification, or failure to disclose ineligibility to apply for or to hold a regulated position, the employment will be rescinded with immediate effect.

- In making application for a regulated position in Strangford College, candidates acknowledge the school's right to:
  - Carry out pre-employment and criminal record checks.
  - Take cognisance of such information as the school deems appropriate and make decisions accordingly
  - Require full compliance with the requirements set out in this memorandum.
  - Disqualify those candidates who fail to comply.
  - Disclose relevant documents to the PSNI in the event of any investigation.

A Criminal Record will not necessarily be a bar on obtaining a position in the College.

# Information on Acknowledgement



**Strangford  
College**

*In hoc signo vinces*



## **Information Regarding Acknowledgement**

**To:** All Applicants

**Post:** Technician2

**Date:** August 2021

**Please note:**

Because of increasing postal charges and the administrative time required to acknowledge every application received, your application will not be acknowledged.

Strangford College thanks you for your interest in this post and we trust you understand why this approach has been adopted.