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REDMAIDS'
HIGH SCHOOL
FOR GIRLS | BRISTOL



Part-time Technology Technician Required from 1st February 2022

Redmaids' High School: A company limited by guarantee, company number: 5165135. Registered Office: Westbury Road, Westbury-on-Trym, Bristol, BS9 3AW. Registered charity number: 1105017

About this Post

We are seeking to appoint a part-time Technology Technician from 1st February 2022 on a one-year fixed term contract in the first instance.

About the School

Occupying a spacious, green and open site near to Bristol city centre, Redmaids' High School is the oldest Girls' School in Britain with a history that dates back to 1634. Formed out of a merger between The Red Maids' School and Redland High School in 2016, we are proud to be one of the leading independent day schools in the South West.

Staff and governors of the school are united in a vision of ambitious and caring education, which helps each and student fulfil their aspirations. We are committed to playing a proactive role in encouraging students to define and shape the paths they will take and the world around them beyond their time with us. High standards of personal achievement are nurtured as part of a warm and supportive community, where equal emphasis is placed on independence and co-operation. Students relish the chance to consider how their individual ambitions can be realised through effective collaboration, as well as throwing themselves into a diverse range of opportunities across the school.

Staff development is an important part of our approach, providing teachers with the best possible platform to demonstrate their subject passion and expertise. Inspiring students by communicating our own love of subject to them is a key part of our approach, reinforced through educational research and a collaborative environment. Technology plays an important part in the life of the school, with all students and staff having their own iPads. This has allowed us to develop a range of approaches to better work and communicate with students in all areas of the school, as well as developing their own foundation for engaging with the changing world around us.

All members of the community are involved in the vibrant extra-curricular life of the school. Whether supporting our superb music, dance and drama productions, leading academic clubs and societies or participating in trips, there is much to enjoy for teachers and students alike in the world beyond the classroom walls. We are fortunate to have superb facilities available across the school site; our Sixth Form centre is a world-class space, while our main hall provides an outstanding venue for productions and concerts and is a beacon for performing arts across Bristol. We are looking forward to the next phase of our ambitious being realised in September 2021 with the opening of the Lawns, boasting a brand-new all-weather hockey pitch and sports facilities.

Mission Statement

Redmaids' High School aims to provide an educational experience for students in which intellectual development, academic success and pastoral care are complemented by high quality performance in the arts, sport and co-curricular activities.

We aim to develop the academic ability of girls from many different backgrounds and cultures and to fulfil their potential by equipping them with the skills and knowledge to succeed in a changing world.

It is our aim that girls here will be happy, independent and ambitious students who enjoy learning and who are able to make a positive impact on their world.

We encourage them in their social, personal, moral and spiritual development and we foster a sense of community through a friendly and caring environment.

These aims are underpinned by a commitment to their professional and personal roles as young women connected to a global society, and by a strong awareness of their unique founding cultural heritage and traditions.

Responsible to:

The responsible to the Head of Department and Director of Finance and Operations.

Essential Key Skills:

- Essential that the candidate must be able to independently plan and organise their time efficiently and effectively.
- An understanding of food allergies and intolerances, methods to reduce environmental impact of Food Science subject, management systems for practical tasks and in-depth knowledge of food hygiene and safety standards.
- The ability to demonstrate practical skills to students through previous experience of a working kitchen, be able to identify a range of culinary skills and confident use of IT presentation software for displays and resources.

Duties:

- Preparation and cleanliness of the Food Science room for lessons as required.
- Preparation in advance of practical lessons and food demonstrations.
- Retaining a Food Hygiene and Safety certificate.
- The provision of practical assistance in lessons to staff and pupils as requested by class teacher or HOD (if different).
- Organisation of student work, tidying away student work and clearing room to make tidy in preparation of next lesson.
- The organisation and control of ingredients purchasing, to include taking delivery, unpacking and checking off items and their safe storage. Checking stock levels of ingredients and equipment, sourcing and ordering new stock after discussion with the Head of Department / budget holder.
- Safe storage of the completed work of students at the end of their practical lessons.
- Planning and preparation of resources to be used for demonstration purposes.
- Ensuring hygiene and food safety checks after practical work.
- Health and safety checks of machinery and equipment to ensure they are maintained and in good working order.
- Maintenance of Food Science room and storage areas for Technology, keeping them in tidy working order. All loose materials and equipment to be returned to the correct place and class room to be tidied at the end of each session.
- Any other duties commensurate with the responsibilities of the role which may be required.
- Computer literate to carry out administrative and other functions related to the smooth running of the Technology department.
- Help in preparing displays and promotional materials including the social media presence for Food Science in Technology and promotion of the subject.
- Develop and replace on a regular basis the displays in classrooms and corridors.
- Helping to ensure a safe working environment.
- Attending departmental meetings as and when appropriate.
- Attending training opportunities as appropriate.
- Safeguard and promote the welfare of all children in and visiting the school
- Other responsibilities as requested by the Head.

The role of the Technology technician is to aid, plan and assist the delivery of lessons; this may involve instruction directly from the teacher or through independent time allocation.

The technician may be required to support students on a one to one basis. Whilst we encourage staff to be approachable and supportive; we must ensure staff do not over familiarise themselves with students in line with safeguarding policy.

Hours of Work

- 12 hours per week worked over two days during term time.

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

Working hours and conditions

Working Hours

Normal working hours will be those necessary to carry out the duties of the post as part-time Technology Technician. 12 hours per week worked over two days during term time, Tuesday and Wednesday.

Salary

The salary is likely to be around £19,000 per annum (to be adjusted for part-time working arrangements).

Pension

The School is part of the Teachers' Pension Scheme and all teachers are automatically included in the Scheme. An alternative scheme is also offered which staff can opt in to. (Further details are available from the DFO.)

Lunch

All Redmaids' High staff are provided with a free lunch on the days that they are working in school.

Education

Discount for staff children.
Reciprocal staff discount for The Queen Elizabeth's Hospital School for Boys.

Car Parking

Limited car parking is available on site.

Equal Opportunities

The School is an equal opportunities employer and is committed to equality of opportunity for all staff. Applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

How to apply

Please send a covering letter and Application Form addressed to the Director and Finance and Operations, Mr Mark Marshall at Redmaids' High School, Westbury-on-Trym, Bristol, BS9 3AW or email to s_wooldridge@redmaidshigh.co.uk (DFO's PA)

The closing date for applications is 9.00am on 19 January 2022

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS).

The safeguarding responsibilities of the post are given in the job description and are in line with the School's safeguarding policy.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children."

Registered Charity No. 1105017