



ST JAMES'
CATHOLIC HIGH SCHOOL



Technician for Creative Technology and Expressive Arts

Candidate Information | April 2025



A message from the Headteacher



Thank you for your interest in St James' Catholic High School. This is an exciting time to join St James' as we look to move our school to the next level.

We are a good oversubscribed school (OFSTED 2022) located in Stockport, South of Manchester. Our school is made up of 825 students and 100 staff. St James' Catholic High School is a thriving Catholic community that places children at the centre of everything we do. The Diocese of Shrewsbury judged our school to be a "Good" Catholic school.

St James' is a highly academic performing school:

- **Impressive positive progress 8 scores** for the previous four years
- In 2024, **77% of students attained a Grade 4 or above in both English & Mathematics (the equivalent to the old Grade C)** with **59% achieving a Grade 5 or above in both English & Mathematics**
- **87 grade 9s and 128 grade 8s were awarded to our students in 2024**, demonstrating exceptional attainment across a wide range of subjects
- Exceptional results in open, Maths and English subjects placing us in the **top 20% of similar schools nationally**

Our school is at the cutting edge of teaching and learning and thrives on providing outstanding opportunities for the young people we serve. All our staff work to provide our young people with the skills, knowledge and understanding in order to achieve their full potential.

Inspired by the example of St James, the purpose of our school is 'To educate and develop global Catholic citizens'. Our three school values of Family, Faith and Excellence are lived out every single day by staff, students and all stakeholders.

The reputation of our school is exceptional within Stockport and across the Shrewsbury Diocese for academic excellence, impeccable pupil conduct and for providing outstanding additional opportunities for our young people. The result is that our young people develop into global Catholic citizens who are proud to profess their faith and who make a positive contribution to society.

At the root of our success is our St James' community. This is built on strong, positive relationships between all staff, students and parents. Our parents support our school and develop their children at home whilst our dedicated staff are relentless in driving excellence by providing the best educational experiences and opportunities for our students. Underpinning this excellence are our unique values, Catholic ethos and our mission. We are inspired and driven by the Gospel where we are told: 'With God all things are possible' (Matthew 19:26).

If you would like to find out more about our school and community, please contact Kirsty Bowers, PA to the Headteacher on 0161 482 6900 or at headteacherpa@stjamescheadle.co.uk

Anthony Pontifex
Headteacher



The Governors wish to appoint a

Technician for Creative Technology and Expressive Arts

Part Time, 11.5 hours per week – Monday and Tuesday with the flexibility to increase hours by a further day (term time only)

Scale 3 £24,790 - £25,183 pro rata (actual £6,590 - £6,695)

The St James' Catholic High School Mission:

*To ensure everyone within our school **family** achieves their full potential, to encourage learning and development through **faith**, and to strive for **excellence***

Applications are welcome regardless of the personal faith of the applicant, providing they are supportive of the school's Catholic ethos

St James' Catholic High School is a popular and oversubscribed 11-16 mixed comprehensive Catholic High School which was judged by OFSTED to be a "Good" school in April 2022

The Diocese of Shrewsbury judged our school to be a "Good" Catholic school

The governors of the school wish to appoint an outstanding, dynamic and highly motivated Technician for Creative Technology and Expressive Arts

Closing Date: Monday 28th April 2025, 12noon

Interviews: Friday 2nd May 2025

Please note a current CES application form (Support Staff) and a Model Rehabilitation of Offenders act 1974 – Disclosure form must be completed for this post – CVs will not be accepted. Forms can be emailed to headteacherpa@stjamesheadle.co.uk

St James' Catholic High School is an equal opportunity employer which is "Positive about Disabled People". Whilst all applicants will be judged on merit alone, we particularly welcome applications from groups currently under-represented in the workforce, who meet the person specification for the post

St James' Catholic High School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure & Barring Service



Technician for Creative Technology and Expressive Arts

School Mission Statement

St James' Catholic High School aims to ensure everyone within our school family achieves their full potential, to encourage learning and development through faith, and to strive for excellence.

Purpose

As a technician you will commonly take responsibility for:

- preparing equipment and teaching areas for practical classes;
- maintaining equipment and teaching areas;
- ensuring a safe classroom environment;
- supporting teachers in practical classes;
- helping students to obtain the most out of their learning experiences;
- carrying out administrative and other tasks related to the smooth running of the department.
- using and maintaining a range of workshop tools, equipment and machinery
- risk assessments and COSHH
- preparation of materials and ingredients while also ensuring all are in date

Principal Accountabilities

Practical Tasks

- Prepare equipment for practical lessons, organise necessary practical equipment to ensure that the correct resources are available for lessons.
- To assist when required in practical lessons to support staff and children to help with maintaining health and safety
- Supporting individual children during a practical activity;
- Modifying apparatus and equipment for those children with physical disabilities.

Administrative Tasks

- Order equipment to ensure that the resources are available for lessons to enable demonstrations and practical lessons to run smoothly
- Photocopying, printing and duplicating
- Reporting any equipment or other maintenance issues promptly to your line manager
- Health and Safety audits, checks, reporting, servicing, ordering, repairs

Scope for Impact

The post holder is responsible for all equipment and ingredients and needs to ensure they are in date, are used safely and are fit for use in the various lessons.

General responsibilities:

- To become familiar with the school procedures and regulations as set out in the staff handbook and other documentation, as appropriate to the responsibilities and to follow these.
- To implement the school's health & safety policy currently in force and assist with safeguarding the health and safety of children when they are on the school premises.
- To participate in arrangements for the appraisal of your performance.
- To carry out such other duties as the Head of Faculty or Headteacher may from time to time reasonably determine.

Line Manager Responsibilities:

The line manager will give guidance on:

- working with teaching staff;
- confidentiality of some work within school (pupil circumstances and assessments);
- supporting teaching and learning and helping children with their practical work;
- maintaining safe working procedures and the approach to risk assessments;
- setting up and maintaining displays

Other Specific Duties

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified. It is not a comprehensive statement of procedures and tasks, but sets out the main expectations of the school in relation to the post holder's professional responsibilities and duties. This post is subject to Enhanced DBS disclosure.

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task may not be identified.

The post holder will be expected to comply with all reasonable requests from the Headteacher to undertake work of a similar level that is not specified in their job description.



Technician for Creative Technology and Expressive Arts

Job Requirements	Status of Criteria		Method of Assessment	
	Essential	Desirable	Application	Interview/task
Relevant experience				
Knowledge of art and technology and the ability to communicate and demonstrate this knowledge effectively to staff and children.	✓		✓	✓
Understanding of online ordering	✓		✓	✓
Experience of working in a school, or similar based busy environment		✓	✓	✓
Education and Training				
Educated to GCSE or equivalent including English and Maths – Grade C or above	✓		✓	
Experience with ICT	✓		✓	
Further qualifications in ICT		✓	✓	
Use of basic technology (computer, photocopier etc)		✓	✓	
Knowledge and Skills				
Thorough understanding of Health and Safety procedures within a workshop environment.	✓			✓
Ability to work flexibly and adapt to situations as they arise	✓			✓
Interpersonal Skills				
Ability to relate to other school staff, and students.	✓		✓	✓
Good communication skills	✓		✓	✓
Able to work to agreed priorities and to deliver accurate results on time.	✓		✓	✓
Professional attitude	✓		✓	✓
Ability to exercise tact and discretion	✓		✓	✓
Strong organisational skills	✓		✓	✓
Attention to detail	✓		✓	✓
Ability to work as a member of a team and independently and to work on own initiative	✓		✓	✓
Self motivated	✓		✓	✓

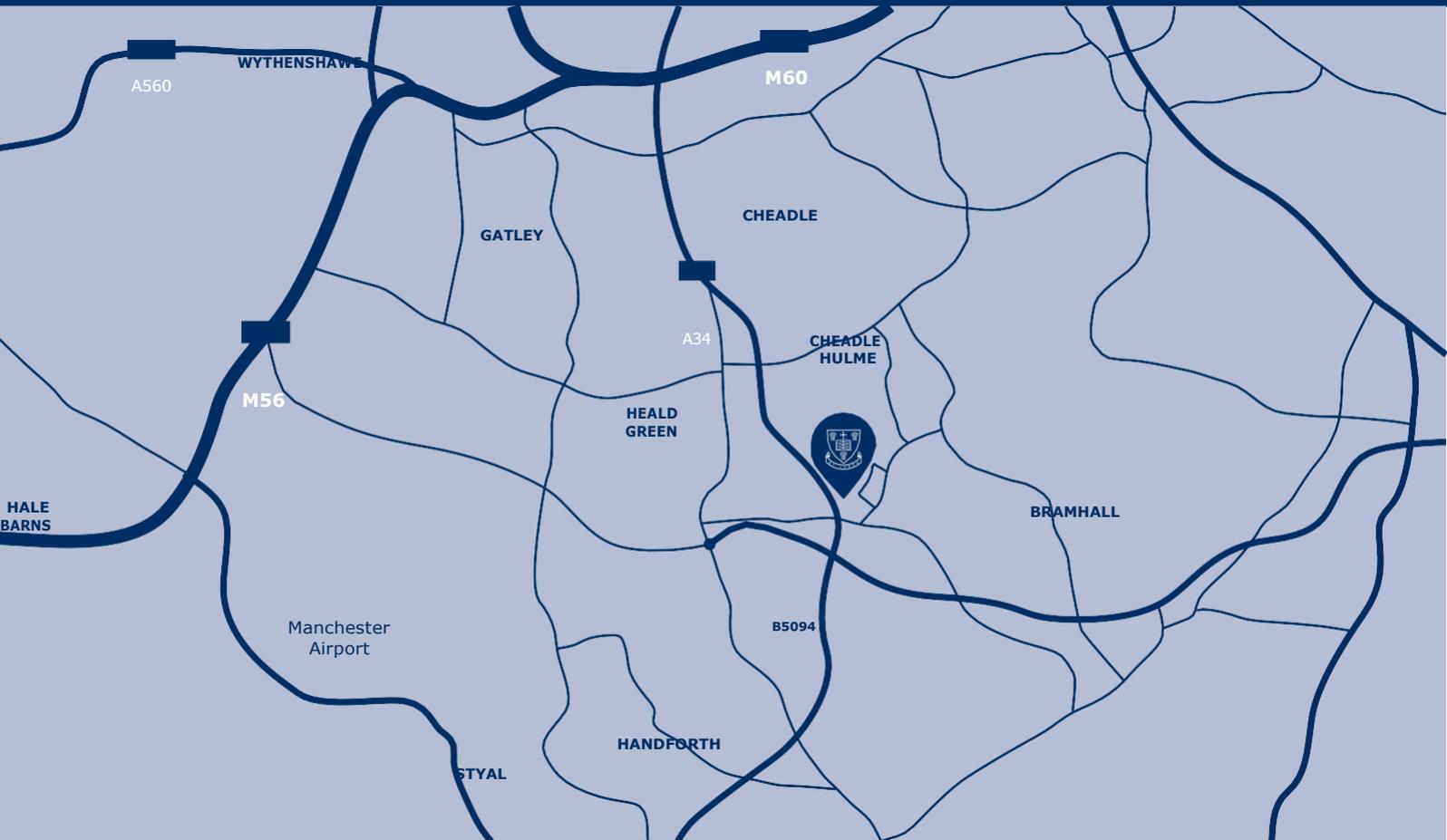
Contact

Kirsty Bowers
PA to the Headteacher

0161 482 6900
headteacherpa@stjamesheadle.co.uk

www.stjamesheadle.co.uk

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