

CANDIDATE INFORMATION PACK: TECHNICAL TEAM MANAGER

(LCC Grade 7 SCP 6-11)

Closing date:	Monday 2 November (9am)
Interview Date:	TBC
Working Hours:	37 hours per week Term time plus 10 days
Contract Basis:	Permanent
Salary:	£33,119 to £37,563 pro-rata
Applications to:	bgallagher@aldergrange.com



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1. Letter from Headteacher

Dear Potential Colleague,

Thank you for your interest in the post of Technical Team Manager. We are looking to recruit a qualified and experienced school Technical Team Manager to join our Art, Design and Technology Team (ADT).

The successful candidate will support pupils and teachers in Art and Technology - and will become an integral part of the team. You will also be responsible for managing our current technicians within school.

The role is offered on a permanent basis, and is full-time, part year – meaning you will work 37 hours per week, and work some days outside of term time, to support pupils and the Art, Design and Technology Team.

We were Ofsted inspected in March 2026, and are pleased to have achieved the expected standard in six areas. We are rightly proud of our school ethos and values. Every experience we offer our students must reflect these values, and all members of our team have a role to play.

You will find Alder Grange to be a great place to work: despite being constantly busy we enjoy each other's company and always seek to be a warm, friendly, and welcoming team. The wellbeing of pupils and staff is our number one objective.

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.

As an equal opportunities employer, we intend that no job applicant or employee shall receive less favourable treatment because of his or her sex, marital status, race, colour, nationality, national origin, ethnic origin, disability, age or sexual orientation, nor be disadvantaged by any other conditions or requirement which cannot be shown to be justifiable.

If this sounds like the school for you, and you are interested in looking around the school ahead of your application, then please do make contact and we will arrange a mutually convenient time

Yours,

A handwritten signature in black ink, which appears to read 'Jo Griffiths'.

Jo Griffiths
Headteacher

2. School Information

We are located in the Rossendale Valley, a beautiful part of East Lancashire, within easy reach of the Pennines, the Yorkshire Dales and only an hour away from the Lake District. It is just over 10 miles north of Manchester and has easy links into the city and other major population centres across the North West. Rossendale is a great place to work, rest and play in a community renowned for its humour and hospitality.

We are rightly proud of our school ethos and values. Every experience we offer our students must reflect these values, and all members of our team have a role to play.

The school has approximately 60 teaching staff and regards all as 'Leaders'. The Senior Leadership Team is led by the Headteacher Mrs Joanna Griffiths. The Headteacher assumes responsibility for all that the school does and focuses on leading the school's work on strategic planning, self-evaluation and leadership development, school effectiveness and oversight of the day-to-day running of the school and its systems.

The Senior Leadership Team comprises the Head Teacher, Mrs Joanna Griffiths; two Deputy Heads: Mr Adam Good and Mr Kenny Riddell; and the School Business Manager, Mrs Beth Gallagher. The wider Senior Leadership Group also includes Assistant Head Teachers and Associate Assistant Headteachers.

The academic departments are the responsibility of Curriculum Leaders. Teams of Form Tutors are led by Heads of Year whose roles are to work as partners with Curriculum Leaders in securing every pupil's academic attainment and personal achievement.

There is a regular calendar of meetings for all these teams and there are various working groups and key committees in operation at any time.

Our commitment to all colleagues' professional development is an important part of our school culture.

The school has strong safeguarding procedures and these are used in making all appointments. Alder Grange also has strong Equal Opportunities and Staff Attendance Policies.

The entire school site is designated as a no smoking, and no vaping area. All appointees are required to respect this.

3. Department Information

There are currently 4 teaching members of the department, who teach pupils in KS3, KS4, and KS5

Our technician is a highly valued member of the team, helping prepare resources for lessons and supporting pupils as required

Technician time is directed by the Curriculum Leader for ADT

4. Post Specification – Design Technology Technician

Post Title: Technical Team Manager – Art, Design & Technology

Salary Scale: Grade 7 | £33,119 to £37,563 (pro-rata)

37 hours per week (Term Time, plus 10 days)

Responsible to:

The post holder is ultimately responsible to the Head teacher, but on a day-to-day basis is line managed by the Curriculum Leader for Art, Design and Technology.

Purpose of the Post:

To work with teachers to manage the provision of technical support for learning activities, working with pupils in the delivery / demonstration of practical learning activities and preparation and maintenance of teaching areas and equipment for pupils.

To ensure the Health & Safety of pupils and staff by organising the statutory and regulatory servicing of all equipment as required.

To manage, support and develop other technical support staff, including Food Technology and Science.

Accountabilities/Responsibilities – appropriate for this post:

Key duties:

1. Take a lead role in planning, developing and organising equipment, systems, policies and procedures for the specialist technical area.
2. Plan, prepare and set up specific curriculum resources / materials / equipment for lessons, as directed by the curriculum leader to support and meet curriculum requirements
3. Implement structured and agreed practical learning activities for groups or on a one-to-one basis, as prepared by, and under the direction of, the class teacher
4. Assisting in demonstrations as necessary
5. Supporting pupils with practical work
6. Develop, prepare and maintain specialist resources as required
7. Ensure the safe and secure storage / of allocated resources / materials / equipment to prevent unauthorised access / misuse
8. Tidying up and accounting for all tools, materials and equipment at the end of each lesson, returning all items to the appropriate storage places and clearing rooms after practical sessions,
9. Clean and undertake maintenance of equipment as needed to ensure it is clean and in good working order
10. Update and maintain records, including production of reports and analysis of information
11. Keep, update and maintain records of safety checks and repairs of equipment
12. Complete minor repairs to equipment and fittings as requested
13. Contribute to planning and development of systems, policies and procedures for their technical area
14. Produce relevant risk assessments and safe systems of work for the ADT department
15. Ensure the adherence to health and safety regulations by technical support staff within the school
16. Demonstrate the use of equipment to technical and other staff
17. Provide clerical and administrative support to the department as directed
18. Order and maintain resources within an agreed budget
19. Ensure the safe treatment and disposal of used materials, including hazardous substances, and respond to actual or potential hazards.

Additional Supporting Information – Specific to this Post

Indicative knowledge, skills and experience

- Working at or towards appropriate national occupational standard (NOS), for example laboratory and associated technical activities or supporting teaching and learning as appropriate to the type of technician role with knowledge/skills equivalent to national qualifications level 4 or equivalent experience in a specialist area.
- Broad knowledge and understanding in the technical area for which support is provided equivalent or higher than a specialist teacher
- Knowledge and understanding of supporting pupils in a specialist area

The above form sets out the area of work in which duties will generally be focused, and gives an example of the type of duties that the postholder could be asked to carry out. **PLEASE NOTE** that this is for guidance only. Post Holders are expected to be flexible and to operate in different areas of work/carry out different duties as required.

This Post Specification should be read in conjunction with the accompanying Person Specification.

5. Person Specification – Design Technology Technician

Personal Attributes required (on the basis of the job description)	Essential (E) or Desirable (D)	To be identified by: (e.g. application form, interview, reference etc.)
Qualifications - GCSE in Maths and English - Grade C / Level 5 and above (<i>please provide evidence with application form</i>) - Relevant qualification at Level 3 or above in Design Technology or similar (<i>please provide evidence with application form</i>) - Design and Technology Association (DATA) qualification and training in the use of band and circular saws, milling machines, centre lathes and laser cutter (<i>please provide evidence with application form</i>)	E E D	AF & I AF & I AF & I
Experience - Experience of working in a school environment - Experience of Keeping Children Safe in Education and Safeguarding - Experience of safe usage, operation, cleaning, upkeep, minor repairs and maintenance of workshop equipment - Experience of managing and supporting a team - Experience of supporting pupils with challenging behaviour - Experience of Health & Safety – writing risk assessment and safe systems of work	E E E D D D	AF & I AF & I AF & I AF & I AF & I AF & I
Knowledge/skills/abilities - Comprehensive understanding of design and technology methodologies and practices - Up to date knowledge of engineering design, construction techniques and solutions - Knowledge of health and safety, electrical regulations and COSHH. - Approachability by pupils and staff - Good communication skills - Knowledge of classroom roles and responsibilities - Ability to work as part of a team - Ability to assist pupils - Ability to accurately follow instructions/directions - Have an eye for detail, working to a high standard of accuracy	E E E E E E E E E	AF & I AF & I AF & I AF & I AF & I AF & I AF & I AF & I AF & I
Other - Commitment to undertake in service development - Commitment to sustaining good attendance at work - Commitment to safeguarding and protecting the welfare of children and young people - Commitment to equality and diversity - Commitment to health and safety	E E E E E	AF&I R AF&I E E

Equal opportunities

We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Safeguarding Commitment

This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment and to follow school safeguarding procedures and guidance for safer working practice.

6. Other Information

Attendance Policy Statement This school is committed to achieving and maintaining a high level of attendance from all employees through the application of good management practice. All employees must recognise the importance of good attendance and ensure that any sickness absence is kept to a minimum.

Whilst supporting employees during periods of sickness, the School Management Team monitors levels of sickness absence in school regularly and takes action in accordance with the local authority guidelines adopted by the school to deal with unacceptable levels and frequency of sickness.

Good attendance enhances the service delivered by schools, minimises staffing difficulties and ensures best value to the school. All employees in this school must understand the importance of good attendance to the operation, performance and image of the school and must show a commitment to achieving and maintaining a high level of attendance.

Child Protection Policy Statement This school is committed to safeguarding and protecting the welfare of children and young people and expects all staff and volunteers to share this commitment and to follow school safeguarding procedures and guidance for safer working practice.

In this school, the welfare of the child is paramount. This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

All staff should understand their responsibility to safeguarding and promoting the welfare of children and young people. Staff are responsible for their own actions and behaviour and should avoid any conduct which would lead any reasonable person to question their motivation and intentions. Staff should work, and be seen to work, in an open and transparent way.

Attitudes towards promoting and safeguarding the welfare of children and young people will be scrutinised during the selection process for the post that you have applied for. If you are appointed to this post, information in relation to safeguarding and protecting children and young people will be provided at induction. This practical guidance for safe working practice will provide information about which behaviours constitute safe practice and which behaviours should be avoided.

Equality of opportunity Alder Grange school is an equal opportunity employer, dedicated to a policy of non-discrimination in employment on any basis including age, gender, race, colour, nationality, ethnic origin, disability, gender, religion, age, marital status, sexual orientation and/or medical condition. We are committed to achieving equal opportunities in the way we deliver services to the community and in our employment arrangements. We expect all employees to understand and promote this policy in their work.

Medical Clearance Appointment to this post is subject to satisfactory medical clearance. If you are selected for appointment, you will be contacted by Occupational Health who will arrange for you to complete their on-line health declaration form.

Policies Alder Grange School has a range of policies and handbooks that help to make clear our expectations and ways of working. These are always shared openly with staff and are accessible to everyone. There are several policies that prospective employees should be aware of when making an application. All members of staff will be asked to sign a declaration as part of the induction process to acknowledge that they have read and understand some of the key policies, e.g. Child Protection, Health & Safety, Acceptable use of IT and Code of Conduct.

Health and safety

All employees have a responsibility for their own health and safety and that of others when carrying out their duties and must help us to apply our general statement of health and safety policy.

Thank you for taking the time to read this information pack.

We wish you every success in any application you may make.