



# **Plantsbrook School**

'Be the best that you can be'

## **Arts & Technology Technician**

**Application Pack**

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# Welcome from the CEO

Thank you for your interest in this opportunity. I hope you find this information pack helpful, and that it furthers your aspiration to work with us. Please do take some time to read our values statement, contained within, which very much sets the scene for our work ethic.

We are a small academy trust with big ambitions. We're here to give children and young people a lifelong love of learning and equip them with the skills they need to realise their personal ambitions. Our schools are places where children flourish, in environments that celebrate success, deliver academic excellence and foster curiosity, inclusivity and creativity.

If you join us, you can expect equal emphasis on your development as a professional. We will support you in continually developing your skills and career, which could take you anywhere within our expanding network of schools.

We create exciting futures – both for our learners and our staff, and we'd love to welcome you on board.

I look forward to hearing from you.



Claire Pritchard, CEO



# About Our Trust

## Our Vision

Broadleaf Partnership Trust will lead and enable community centred schools that raise and realise aspirations, celebrate successes, and promote a lifelong love of learning.

## Our Values

**Aspiration-** We celebrate a culture of continuous improvement, where all stakeholders are motivated to achieve the very best for every child. We aspire to create learning environments that foster curiosity, inclusivity, talent and creativity so that every child is encouraged to recognise their potential and develops ambitions that reflect their future goals.

**Alliance-** Working in partnership across our schools and in affiliation with stakeholders, across the education sector and beyond, we can access information and networks that help to continually develop our people, communities and practice. Our collaborative approach enhances the strength of unity across our Trust whilst simultaneously recognising the uniqueness of our schools. We align many of our operational aspects whilst empowering learning leaders to meet the curriculum needs of their community.

**Agility-** We are agile in our approach, embracing change, and focused on excellence. We ignite and harness people's passion by encouraging experimentation and innovation to make learning meaningful, build organisational resilience and ensure our approach stays current. We adopt a culture of shared and servant leadership across our Trust that enables action and provides the flexibility to respond and adapt to the ever-changing climate.



**Broadleaf Partnership Trust**  
Upper Holland Rd  
Sutton Coldfield  
Birmingham  
B72 1RB



**Plantsbrook School**  
Upper Holland Rd  
Sutton Coldfield  
Birmingham  
B72 1RB



**Perryfields Academy**  
Oldacre Rd  
Oldbury  
West Midlands  
B68 0RG



**Town Junior School**  
Ebrook Rd  
Sutton Coldfield  
Birmingham  
B72 1NX



**Holland House Infant School & Nursery**  
Ebrook Rd  
Sutton Coldfield  
Birmingham  
B72 1NX



# Welcome from the Headteacher

Welcome to Plantsbrook School, and thank you for your interest in us and in this post.

At Plantsbrook we are fully committed to providing the best opportunities for our students to allow them to develop into fine young people and to achieve success. We want all Plantsbrook students to enjoy school and to make the most of each and every opportunity that comes their way. We want them to enjoy learning and recognise its importance in enabling them to be the best version of themselves. We want them to feel safe and comfortable in their school community and to feel part of the Plantsbrook family, which is supportive yet challenging. Above all we want them to be committed to hard work, good behaviour and to have respect for each other and themselves.

At Plantsbrook we firmly believe in strong partnerships, which informs our approach to working with parents and supporting our students to meet their full potential. We value being part of Broadleaf Partnership Trust and the opportunities this creates for our staff and students. We strive to keep getting better at what we do and we work tirelessly to live by our school motto, "be the best that you can be", always expecting our students to perform to their best. We offer a broad and challenging curriculum that seeks to develop the key skills, values and knowledge and understanding that will allow our students to be inquisitive, informed and prepared for the challenges of the modern world.

At Plantsbrook we understand the informed choices that education brings, which is why we focus our energies on enabling our students to make the right choices in all that they do. We are committed to creating a caring and supportive environment with high expectations and excellent behaviour. I am very proud to be Plantsbrook and I hope you will be too.



Kerensa Neal, Headteacher



# About Our School

## Welcome to Plantsbrook School

At Plantsbrook School, we have a simple motto: be the best that you can be. That applies equally to our students and our staff, as we are passionate about releasing potential and giving people the finest possible future. We provide an exceptional education for everyone, from the most able to those with learning difficulties and visual impairments.

A broad and balanced curriculum, delivered with flair by our talented teachers, gives pupils the skills and qualities they need to take them to the next stage of their lives. Through extension work and a rich extracurricular programme, we do whatever it takes to expand their minds and broaden their horizons – and we want to do the same for you.

A career with us could create opportunities across the multi-academy Broadleaf Partnership Trust, so we are looking for the brightest and best. Our location in the Birmingham suburb of Sutton Coldfield places us right at the heart of the country – and to release your full potential we will place you at the heart of our heavy investment in professional development.

In return for your passion and commitment, you can expect an exceptional package including a cashback healthcare plan, free GP helpline service for you and anyone in your household, employee assistance scheme (offering free and confidential advice and counselling), opportunities to receive career coaching and a cycle to work scheme.

We are #ProudToBePlantsbrook, and you will be too.

## Quick Facts



Headteacher: Kerensa Neal

Pupils: 1560

Staff: 157

Ofsted: 2019 Good

Information correct as of Sept 2023



# Job Description

**Title of Post:** Arts & Technology Technician

**Post Report to:** Senior Arts & Technology Technician

**Status:** Full Time 36.5 hours per week, Tem Time Only

**Salary:** Grade 2 £22,737 - £24,702 per annum, pro rata  
Actual salary £19,965 - £21,690

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## Job Purpose

To provide technical support to teaching staff and classes within Arts and Technology, comprising Art, Technology, Music and Drama.

To adopt a flexible approach in order to tackle a range of routine duties as well as ongoing developmental work.

### Specific Duties and responsibilities

Preparing materials and photocopying resources as specified by teaching staff.

Provide technical advice as and when appropriate to teaching staff.

Build teachers' aids and manufacture fixtures as required by department.

Carrying out visual safety checks and follow risk assessments in accordance with statutory codes of practice and instruction as issued by the, DfE or other Government Departments.

# Job Description

Ensure safety checks/services are carried out by authorised/approval contractors and report maintenance needs of specialist rooms to all staff concerned including Site Team.

Take appropriate action to minimise risk and avoid accidents, ensuring safe storage of all materials particularly those of a perishable, flammable, toxic or explosive nature.

Assist classes as requested by teaching staff, supporting students during practical work. e.g. preparation of food demonstrating well defined simple procedures as required by department.

Overhaul, maintain and repair equipment and apparatus used in Arts and Technology, manufacturing simple replacement parts if possible.

Collect special tools, spare parts for machinery or instruments and utensils where urgent repairs are required.

To assist with displays in Music, Drama, Art rooms and Technology e.g. exhibition and displays for open days, and the moderation of exam work.

To prepare and assemble materials required for food practicals and support students and teaching staff during their food lessons.

When required, provide emergency first aid for students/staff as part of the first aid rota (training will be provided as required, it is not a prerequisite on application).

Attend departmental meetings as and when required.

Ensure that at the end of each academic year the department is cleared of redundant items/projects and fully equipped for Autumn term.

This Job Description is current at June 2024, and is representative of the duties/responsibilities expected of the post. These duties and responsibilities are neither static nor exhaustive and, at the discretion of the Headteacher, are liable to variation to reflect any future changes required of this post.

**Closing Date: Friday 5 July 2024**

All posts are subject to an Enhanced Disclosure check with the Disclosure and Barring Service (DBS), for which proof of identity is required.

Broadleaf Partnership Trust is committed to the highest standards in protecting and safeguarding the welfare of the children and young people entrusted to its care at all times.



# Job Description Person Specification

	Essential	Desirable
Qualifications	GCSE English and maths A*-C or 9-4 or NVQ equivalent.	Health & Safety Certificate  Food Hygiene Certificate  First Aid Certificate or willingness to obtain
Experience, Skills and Knowledge	Ability and confidence to rectify practical mistakes  Ability to work on own initiative and organise own workload  Ability to communicate effectively with staff and students  Openness to ideas and ability to develop own ideas to find the best solution  Excellent personal and organisational skills  The ability to converse at ease with members of the public and provide advice and information in accurate spoken English.  Willingness to undertake relevant training	Previous experience in working as a Technician in a school or similar environment.  Experience of working with young people  Ability of practical cooking  Knowledge of Engineering workshop equipment and the ability to support students in the use of equipment.

## Personal Qualities

- Committed team player with the ability to relate professionally to all members of staff and work in a team
- Flexible and Enthusiastic
- Reliability and honesty
- Able to accept instructions from Line Manager(s) and act on them
- Be optimistic, enthusiastic and 'generous of spirit'.
- Have a sense of proportion and humour
- Be committed to safeguarding and promoting the welfare of children and young people

# Benefits Beyond the Classroom

## Employee Assistance Programme

Our EAP provides 24/7 access to a range of health and wellbeing services either via the phone or online, including structured counselling sessions, wellbeing resources, and financial and legal advisory services from trained experts.

## 24/7 GP Service

This service enables you and your immediate family access to a private GP service at any time of day or night. Appointments can be booked at a time to suit you, allowing you easy access to medical advice and diagnosis, private prescriptions and fit notes.

## Health Cash Plan

Our health cash plan allows you to reclaim costs related to dental, optical, therapeutic and other health related expenses, including diagnostic consultations, screening, hearing aids, surgical appliances and NHS prescriptions.

## Cycle to Work Scheme

This salary-sacrifice scheme allows you to purchase tax-free bicycle and safety equipment, spreading the cost over 12 or 18 months.

## Shopping and Lifestyle Discounts

Wider Wallet is an online discounts platform providing a range of offers and discounts from well-known retailers and high-street brands as well as discounts on dining, travel, technology, entertainment and days-out.

## Other Benefits

- Opportunities for career progression within an innovative and collaborative Trust
- Excellent CPD opportunities, including Coaching, tailored to support you throughout your career
- High-quality and comprehensive ECT development programme
- Flexible Working practices & supportive Time Off Work Policy
- Generous pension schemes



# How to Apply

If you are enthused by this exciting opportunity and want to join our team at Plantsbrook School we'd love to hear from you.

For further information and to apply visit our career site:  
[www.mynewterm.com/school/Plantsbrook-School/137053](http://www.mynewterm.com/school/Plantsbrook-School/137053)

Closing Date\*: Midnight, Friday 5 July 2024

\*We reserve the right to close the advert early if a strong field of applicants is received prior to the closing date.

If you would like to speak to someone in advance of your application, or arrange an appointment to visit us, please email HR at [hr@broadleafpt.co.uk](mailto:hr@broadleafpt.co.uk)

Further information including an Applicant's Guide, Privacy notices and our Recruitment and Selection Policy can be found on our career site.

We are committed to equality and value diversity, and therefore particularly welcome applications from under-represented groups.

This post is covered by Part 7 of the Immigration Act (2016) and therefore the ability to speak fluent and spoken English is an essential requirement for this role.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020, which means certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers. If they are disclosed, they will not be taken into account.

Broadleaf Partnership Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful candidates will be subject to an Enhanced DBS check, including a Barred List check.

