



Cranbrook
School

Art/Food Tech Technician

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Cranbrook School is a mixed state grammar school with 842 pupils aged 11-18 years, including 234 boarders. For its first 400 years the school was known as Queen Elizabeth's Grammar School with strong roots in the small town of Cranbrook. Day pupils come from within 10 kilometres (6.2 miles) of the school, following a test to judge their suitability for an academic education. Boy and girl boarders are admitted from a wide area, having sat the same test. Although it is a selective school, Cranbrook admits a wider ability range than many other grammar schools. It provides a challenging curriculum for the academic high flyers whilst at the same time catering to the requirements of those of more relatively modest abilities. The value added scores that are achieved each year bear testimony to the success of the provision.

Pupils join at the age of 11 or 13, and in Year 10 they start their two-year GCSE courses in nine or ten subjects. Most students then qualify for the Sixth Form, this being supplemented by a healthy intake into Year 12 from other schools. All Sixth Formers follow a two-year GCE course, leading to A2 exams in Year 13. This summer the GCSE pass rate was 97%, with 53% at Levels 7-9 pass. At A Level the pass rate was 99%, with 32% at A*/A.

For a state school the facilities are very impressive. Within the seventy acres of school grounds are found the six boarding houses, the Queen's Hall Theatre (used for assemblies, school productions, visiting theatre companies and concerts), a well-stocked library and lecture theatre. Sports facilities include a large sports hall, dance studio, gymnasium, weights room, heated outdoor swimming pool, squash courts and extensive playing fields and facilities for the boys' and girls' games - hockey, rugby, cricket, netball, tennis and athletics – as well as an astro-turf pitch. The school also possesses a purpose-built Performing Arts Centre which houses a drama studio and music practice rooms, and a Sixth Form Centre which was recently refurbished to very high standards and features a large and sound-proofed study area as well as informal seating and kitchen facilities. The school boasts an Observatory and Science Centre named after Dr Piers Sellers OBE, a former student and NASA astronaut.

As a school, Cranbrook is very keen to educate the whole person and to this end it runs a wide programme of extra-curricular activities, including the voluntary CCF (combined cadet force) and Duke of Edinburgh Award Scheme, as well as a broad range of sports, music and drama, both during the week and at the weekend. We have a long tradition of overseas trips and in recent years groups have travelled to South America, Portugal, Nepal, Southern India and The Battlefields of Flanders. These visits have been for sports tours, cultural exchanges, adventurous activities and to work on projects.

Cranbrook is an active school which will appeal to those prepared to give generously of their time and to take academic work very seriously. The school seeks to appoint staff who will involve themselves fully in the life of the school and applicants are invited to indicate areas where they would be able to make a contribution.

Cranbrook School welcome's NQTs and has a number of experienced mentors on our staff, all NQTs and their mentors are offered additional training through Kent Teach to help ensure a positive experience during their NQT year.

An interesting blend of the maintained and independent traditions, Cranbrook is a place with deep roots in the past but with its eyes clearly focused on the future. Our School Self Evaluation process includes a focus on ways to improve staff and student performance. A series of groups, led by different members of staff, investigate and report back on specific areas of interest. Our most recent Ofsted inspection (2015) and Ofsted boarding provision inspection (2018) both rated us as 'Outstanding'.

Much of Cranbrook's success results from the involvement of its committed Governing Body. The Governors take a genuine interest in the School, attend many of its functions, are involved in the regular reviews of departments and houses and work closely with the Leadership Group on new initiatives.

Cranbrook is very proud of its outstanding boarding status underpinned by its vibrant boarding community fully involved in the co-curricular activities within the school. This includes a programme of activities for the boarders remaining on site at weekends. Cranbrook has 234 boarders shared across six houses each with its own ethos and identity and a marked sense of house pride. The facilities for our boarders are excellent, with the in house catering often highlighted for particular praise. As a school we have a long tradition of providing a full fixture programme on weekends and a variety of trips and activities on Sundays for which a number of staff give up their time. The boarding life of the School offers both staff and students many new and enriching experiences and makes this a most interesting and congenial place to work.

The town lies in the Weald of Kent, about fifteen miles from Maidstone, Ashford, Hastings and Tunbridge Wells, and London is just an hour away by train from nearby Staplehurst. General information about the school can also be found on its website at www.cranbrookschool.co.uk.

Job Details:

Job Title: Art/Food Tech Technician

Responsible to: Heads of Art & Food Tech

Accountable to: Bursar

Location: Cranbrook School

Job Purpose:

To provide technical support equally to Art and Food Tech departments, by the preparation of tools, equipment and materials for lessons and displays

To undertake a practical health and safety role for each department

Job Summary and Key Tasks:

To maintain, and upgrade when required, Art and Food Technology department resources in line with current Scheme of Work and to maintain teaching spaces to a good standard

To prepare materials for Art and Food Tech lessons, as requested by each member of department, using the appropriate machine or hand tools.

To demonstrate methods and techniques to students during lessons, as requested by the appropriate member of staff and under their direction

To ensure each teaching room is tidy and clean, including the cleaning of sinks, draining boards, equipment and the tidying of bookshelves.

To liaise with the caretaker or the cleaning supervisor if the standard of cleaning falls below an acceptable level

To ensure all tools and equipment are stored securely after use and controlled use of specialised equipment and materials.

To ensure all students' work and unused material is returned to the appropriate storage area.

To assist in preparing classroom and corridor displays and art exhibitions

To ensure each teaching area is locked and secure when not in use.

To carry out daily visual checks of all machinery, before being used by students, maintaining and mending equipment and machinery where necessary.

To report all Health and Safety hazards to the appropriate head of department.

To ensure departmental first aid boxes are kept up to date and stocked.

To prepare Art room for life drawing lessons and Food Tech rooms for demonstrations when required.

Supervising Students and Support supervisors as and when necessary

Support with reprographics and maintenance of printers

To carry out other tasks reasonably requested by each head of department, in accordance with the post holder's skills and qualifications

Person Specification:

- ✓ Reliability
- ✓ Good communication skills
- ✓ Experience of working successfully with a diverse range of people
- ✓ Ability to work independently
- ✓ Confidence, imagination and drive
- ✓ Flexibility and adaptability

Knowledge and Experience:

Knowledge of different printing methods would be an advantage, the ability to prepare silk screens ready for printing would be desirable, but a willingness to learn new skills is very important.

Good administrative skills important, to be able to source materials from suppliers and support with exam administration

This job description is not intended to be an exhaustive list of responsibilities and activities within the post but is intended to reflect the major elements envisaged. The duties may change in consultation with the post holder, in line with service needs.

Terms and Conditions

Hours: 17.5 per week – flexible, to be mutually agreed

Salary: A7 £16,823 - £6,125 pro rata

The position is term time only plus 1 week inset days

An entitlement to join the Kent County Council Local Government Pension Scheme is applicable.

A six month probationary period is applicable.

Occupational health clearance

Cranbrook School is committed to safeguarding and promoting the welfare of children and young people. All staff appointed will be required to pass an DBS check before commencing employment.

Cranbrook School welcomes applications from people with disabilities.

(A copy of our recruitment policy is available on request)

THE APPLICATION AND APPOINTMENT ARRANGEMENTS

We look forward to receiving your application completed as fully as possible and returned to Julie Cousins. Please also send a hand written letter stating reasons why you would particularly be interested and suitable for this post, in support of your application

Closing Date: 25 September 2020

Interviews to be held shortly afterwards

Return applications to: Ms Lisa Olsen-Ruud, by e-mail or post,

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Cranbrook
Kent TN17 3JD

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