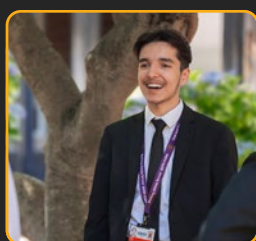




BARKING ABBEY SCHOOL

TECHNOLOGY AND ART TECHNICIAN (INCLUDING HOSPITALITY)

RECRUITMENT PACK



WE ARE AN **OUTSTANDING** SCHOOL



BELONG
BARKING

ASPIRE
ABBEEY

SUCCEED
SCHOOL

www.barkingabbeyschool.co.uk



GIVE

AND

EXPECT

THE

BEST



Contents

Headteacher's Welcome.....	4
The Recruitment Process.....	5
Advertisement.....	6
Job Description.....	8
Person Specification.....	10
About the Department.....	11
Our Ethos and Values.....	12



Headteacher's Welcome

Welcome to Barking Abbey school and thank you for expressing an interest in applying for the position of Technology and Art Technician (including Hospitality).

For me there are three simple things that I want us to achieve at Barking Abbey school.

First, our motto 'Give and Expect the best' leads us to want to be the best in everything we do. We have some of the best results in the area, we have pupils at the best universities, we have the most pupils on apprenticeships in the entire country, we have basketball players in the best leagues and so much more. We have all of this because we push our pupils and each other to excel. All of us try to be our best every day.

Second, I firmly believe that if you can't see it you can't be it. We want to give our pupils the chance to see successful people of every religion, colour and background whilst they are at school. Whatever their dreams we want to support them and provide the networks and contacts to help them to achieve.

Finally, we want our pupils to have a voice in the world. To be confident enough to express their views and also to have the knowledge to be able to make an effective contribution. The more you know the more powerful you can be in the world.

Sir Tim Brighouse said "If a teacher makes the weather the school creates the climate." and I firmly believe this. It is our role as a leadership team to create the best possible learning environment for our teachers to teach in. In return we expect the best possible teaching from them and our results show this over time. We have created systems and structures that support high quality learning, whilst minimising workload and maximising impact.

If you share our ethos and values and absolutely believe in the potential of all young people then we can offer you the chance to make a difference and change our community for the better, and look forward to receiving your application form and welcoming you to our school.



Tony Roe
Headteacher

The Recruitment Process

All interested applicants must complete the online application form on the MyNewTerm website.

The interview process will be organised to provide a range of assessment tasks and opportunities for candidates to find out more about the school and demonstrate their ability to fulfil the role.

Key Dates

Closing Date for Applications	Friday 2nd October 2026
Interviews week commencing	Monday 5th October 2026

Please note all dates are subject to change.

We warmly welcome visits to the school. To arrange this please email: jobs@barkingabbeyschool.co.uk



Advertisement

Technology and Art Technician (including Hospitality)

Commencing: ASAP

Salary Scale: 4 (Pt 7 £30,288 – Pt 10 £31,611, full time) Prorated salary range is likely to be approx. £24,612 – £25,687, (dependant on experience, weeks per year and continuous service). Based on working 35 hours per week, Term time only.

Permanent, 35 hours per week, term time only (Likely hours of work during term time are likely to be 8am to 4pm. (Subject to change to meet the operational needs of the school)

Do you enjoy working with young people?

Are you an outstanding organiser who may have a passion for cooking or are you good general handy person that enjoys working with different materials and tools?

An exciting opportunity has arisen for a Technology and Art Technician (including Hospitality) to join our school and make a real difference to the smooth and effective running of our Technology, Art and Hospitality departments.

The primary purpose of the role is to provide day-to-day technical and organisational support, including preparing and setting up materials, apparatus and equipment for practical lessons, ordering and organising resources, maintaining stock and providing technical and in-class support to teachers and students.

Hospitality and Food Technology will form an important part of the role. You will support the preparation and organisation of practical food lessons, helping to ensure that cooking areas, equipment and resources are maintained safely and in accordance with appropriate food safety standards.

You will also assist with the safe use and maintenance of tools, machinery and equipment, help maintain safe and tidy practical working environments, and support the effective organisation of resources across the departments. The role will involve working across both our Sandringham and Longbridge campuses.

Previous experience within Technology, Art, Hospitality or Food Technology would be beneficial; however, we are also interested in candidates with relevant practical or workshop-based experience and a willingness to learn. Specialist training and support will be provided for the right candidate. The person specification specifically allows for candidates willing to develop their experience of working within a food-based environment. You will work alongside supportive and talented colleagues and inspirational students in a busy and rewarding school environment.

If you are practical, organised, enthusiastic and interested in making a difference to young people's education, whatever your background or previous experience, we would be delighted to hear from you.

Barking Abbey is an Ofsted Outstanding heavily over-subscribed dual campus secondary school in the London Borough of Barking and Dagenham, with a well-deserved reputation for academic excellence and a supportive professional environment.

The school is located less than 10 minutes walk from Upney tube and 15 minutes from Barking mainline station.

Barking Abbey celebrates its diversity, and we positively welcome applications from all sections of the community. If you are interested in making a difference in young people's lives whatever your background or history please apply.

In return we offer:

- A supportive and encouraging staff team
- The opportunity to access a wide range of CPD opportunities within and beyond school
- A school which understands the importance of staff well-being and workload management
- A positive ethos with excellent behaviour reinforced by highly visible SLT and centralised behaviour systems

We are proud that Ofsted recently judged the school to be Outstanding in all areas. The report states; "This is a large and diverse school where difference is valued. Pupils, and students in the sixth form, are supportive and respectful of each other. Pupils' conduct is exemplary, both inside lessons and around the school. Leaders have established simple and clear rules that everyone understands. Pupils are focused, engaged and participate well in lessons. Staff feel that their workload and well-being has been carefully considered by leaders. They appreciate their open-door policy". (Ofsted, February 2024)

Please click here to find out more information about what it is like to work at Barking Abbey:

<https://www.barkingabbeyschool.co.uk/home/join-us/staff-vacancies/>

Barking Abbey is committed to safeguarding and promoting the welfare of children and is an Equal Opportunities Employer.

This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process, including Disclosure check, will be undertaken on all successful applicants.

Online searches may be conducted for all shortlisted candidates and will be conducted for all successful candidates as part of our due diligence checks.



Job Description

Job Title	Technology and Art Technician (including Hospitality)
Grade	Scale 4
Department	Design Technology and Hospitality
Location	Sandringham and Longbridge Campuses
Line Manager	Heads of Department

Purpose of the role

To assist with the setting up of apparatus, materials and equipment for classroom lessons. To provide assistance with the preparation of teaching materials for practical lessons. To provide technical support to staff and pupils on the safe use of materials, tools and machinery. To ensure work areas are tidy, arrange apparatus and equipment as appropriate.

The following indicate some of the principal tasks and responsibilities:

Main duties and responsibilities

- Responsible to the Heads of Department for the technician service to the Technology and Hospitality Departments.
- Checking and maintenance of equipment, resources and accessories, arranging for maintenance where necessary.
- Ensuring general maintenance of facilities. To assist staff to clear up at end of lesson/ day to maintain a safe and tidy work area within Health and Safety requirements. Preparing a range of materials for teaching purposes. Preparing, setting up and checking equipment and apparatus. This will include materials relating to DT and Hospitality/ Food technology.
- Issuing equipment to teaching staff and pupils and maintaining appropriate records.
- Providing technical advice and assistance to teaching staff and pupils.
- To liaise with ICT technician over faults, problems and software.
- Ordering materials and equipment and setting up and operating systems of stock control.
- Participating in the selection of new items of equipment recommending specifications where appropriate.
- Investigating sources of supply to ensure best quality and value from various suppliers.
- Receiving deliveries, and certifying invoices for payment.
- Operating a system of stock control including appropriate storage systems, for departmental resources.
- Participating in the development of the Departments' practical facilities.
- Maintaining standards of safety and security in relation to the technical service to the Department.
- Attend meetings as and when required.
- Reporting any defects in relation to premises, fittings, services, machinery and equipment.
- Filing and photocopying teaching materials as requested by teaching staff.
- Providing in-class support for teaching staff.
- Other appropriate technician duties as requested by the Heads of Department.
- Other duties as may be required by the Headteacher commensurate with the grade.

Health and Safety

- To actively contribute towards a safe environment. This includes machine and equipment maintenance.
- To ensure safe and secure storage of equipment and materials.
- To ensure safe disposal of materials and broken equipment.

General

1. Ensure compliance with the Council's Equal Opportunities in Employment Policy.
2. Ensure compliance with Health and Safety Legislation, Council, and Departmental Health and Safety Policies.

The above mentioned duties are neither exclusive nor exhaustive and the post holder may be called upon to carry out such other appropriate duties as may be required by the Head Teacher within the grading level of the post and the competence of the post holder.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This job description is current at the date below but will be reviewed on an annual basis and, following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

Employees Signature		Date	
Line Managers Job Title	HoD DT and Hospitality	Date	



Person Specification

	Criteria	Essential	Desirable	Assessment Method Application A Interview I Task T		
				A	I	T
Knowledge & Skills	Good oral and written communication and numeracy skills.	✓		✓	✓	
	Good IT skills.	✓		✓	✓	✓
	Knowledge of basic Art and DT principles.		✓	✓		
	Understanding of DT workshop practices and procedures. A willingness to learn how to work within a food based environment	✓	✓	✓		✓
	Workshop skills in relation to hand and machine tools.		✓	✓		
	Good working knowledge of the following: • Health & safety requirements, including a willingness to attend first aid training. • policies and procedures that have an impact upon the role.		✓		✓	
	Checking and maintenance of workshop machinery, tools, components, and accessories including determining maintenance schedules and keeping appropriate records. Arranging for maintenance where necessary.		✓		✓	✓
	Knowledge of, or willingness and ability to learn, applications of new technology in the Art and Design and Technology Workshops and to contribute to curriculum development.		✓	✓	✓	
	To liaise with Network Manager and IT technician over faults, problems and software.	✓			✓	
Qualifications	GCSE or equivalent grade 4/ C or above in English and Maths.	✓		✓		
	GCSEs or A levels in Engineering, Product Design, Graphic Design, Art		✓	✓		
Experience	Experience of working in an Art or DT workshop (or other workshop based situation) or a school environment		✓	✓		
	Ordering materials and equipment and setting up and operating systems of stock control.	✓		✓	✓	
	Filing and photocopying teaching materials as requested by teaching staff.	✓			✓	
Attitude & Personal Qualities	Honesty and Integrity.	✓		✓	✓	
	Understanding the need to use discretion and respect confidentiality.	✓		✓	✓	
	Commitment to safeguarding and promoting the welfare of children and young people.	✓		✓	✓	
	Understanding of the requirements of data protection and disclosure of information.	✓		✓		
	Ability to work independently and as part of a team.	✓		✓	✓	
	Ability to improvise.		✓		✓	
	Willingness to undertake training in relevant skills.	✓		✓		
	Ability to remain calm under pressure.	✓			✓	
	Ability to demonstrate an awareness of equality and diversity and to promote these through working practices.	✓		✓	✓	
	Problem solving approach.	✓				✓
	Good organisational skills and ability to work to deadlines.	✓				✓

Attitude & Personal Qualities	Criteria	Essential	Desirable	Assessment Method Application A Interview I Task T		
				A	I	T
	Ability to work flexibly and outside of normal school hours.		√		√	
	Current driving licence and car for travel and transport between Sandringham & Longbridge Campus.		√	√	√	
	Ability to form and maintain appropriate relationships and personal boundaries.	√		√	√	
	The stamina, physical and mental, to meet in full the demands, stresses and challenges of a busy support role. Good attendance record.	√		√	√	

About the Department

Promoting the importance and development of creativity, problem solving and enterprise skills in our learners. We aim to enable our learners to engage with the issues effecting tomorrow's society and to be adaptable as individual problem solvers.

We strongly believe that creativity and design are essential skills required by the nation. We are preparing our learners for a vast range of future careers, some of which do not even exist yet!



Our Ethos and Values

BRAVERY **E**XCELLENCE **S**ELF-DISCIPLINE **T**EAM-BA

The Barking Abbey way is to give and expect the **BEST**.

We asked pupils to select three words that describe Barking Abbey to them. The most popular responses became the core values of our school.

BELONG
BARKING

ASPIRE
ABBEY

SUCCEED
SCHOOL

Our vision is to provide a happy, caring and stimulating environment where all students will recognise and be given opportunities to maximise their potential – academically, spiritually and socially - and ensure that they are well equipped to meet the challenges of education, work and life.

Barking Abbey aspires to:

- Develop confident, articulate, assertive young people.
- Foster well-rounded, empowered, resilient, independent young people.
- Nurture young people who will go out and change the world for the better.
- Enhance opportunities through creating an inspirational learning environment where all students aspire to achieve their potential - ensuring that no student is left behind.
- Raise aspirations – giving students the necessary tools to explore and be who they want to be.
- Encourage individuals to be adaptable, aspirational and unafraid to question and evaluate.
- Engender a sense of belonging, and of pride in the school, themselves and their wider community.

Barking Abbey is a heavily over-subscribed split site secondary school in the London Borough of Barking and Dagenham, and has a well-deserved reputation for its friendly and supportive atmosphere and its excellent academic achievements. With a large KS5 provision and an Additional Resourced Provision (ARP) on both of our campuses, the school provides a varied role for the right individual.

