

FOOD AND TEXTILES TECHNICIAN

Candidate Pack



HEADTEACHER'S WELCOME



Thank you for your interest in applying to Dame Alice Owen's School. Though much of the information we have about our school is available on our website, we know you are busy so have put some key information in this pack to help you understand who we are and what we do.

Our school was founded 400 years ago by Dame Alice Owen, a remarkable philanthropist with an unusually modern vision for education. She established the first school in Islington and, as demand outstripped space, it moved to its current setting, in the Hertfordshire countryside, in 1976.

Today, Owen's is an exciting place to work where *"staff overwhelmingly feel well cared for"* and behaviour is *"exemplary."* [Ofsted December 2023] Ours is a school where teachers love talking about teaching and learning, where relationships between students and staff are positive and strong, and where we do what we can to keep workload manageable. We are never complacent; we are always looking for marginal gains in order to keep what we do reasonable, but exciting. It is the combination of interested students, dedicated staff, supportive parents, a rigorous and empathetic Governing Body and school leadership team (staff and student) which makes our school such a special place to be.

Dame Alice Owen's School is a mixed, partially selective secondary school with approximately 1,460 students including over 400 in our vibrant and highly successful sixth form. Our school benefits from some of the most able students in the country. In the 2024 A level examinations; 63% of all A level grades were A*-A with 87% of grades being awarded A*-B. In GCSE examinations, students achieved an average Attainment 8 score of 74.2 and an estimated Progress 8 score in the region of +0.9 with 34% of all grades awarded at level 9 and 94% of students achieving 5 or more grades 9 – 4 including English and Maths. Many of our school leavers from Year 13 have offers from top universities to choose from, including an average of 24 places at Oxbridge each year.

We were delighted to be recognised as 'The Sunday Times Regional School of the Decade' in 2020 and the country's highest ranking non-fully selective state school of the year many times over. Securing a place at Owen's has been described as *"winning the lottery"* in the Good School Guide, *"the golden ticket"* in Tatler and Ofsted judged us *"outstanding"* in all categories in December 2023, with no areas for improvement.

If you'd like to come and join us, we would love to meet you and talk to you more. Please call to arrange a chat, if you would like to, or just send us your completed application pack. I look forward to meeting you

Hannah Nemko
Headteacher



FOOD AND TEXTILES TECHNICIAN

**Part time, permanent post
Required for January 2025**

28 hours per week, term-time only

4 days per week (Tuesday - Friday), 8.30am - 4pm (with half hour unpaid for lunch)

Salary scale: H3/5, pro-rata actual annual salary £15,686

(based on £24,790, for the full-time equivalent post)

Closing date: 9am, Monday 9 December 2024

Interview date: Thursday 12 December 2024

We reserve the right to make an appointment before the closing date, so early applications are encouraged.

The Governing Body of this highly successful, partially selective, mixed school invites applications for the post of Food and Textiles Technician. The successful applicant will provide support to the teachers in the busy Food and Textiles department. A creative and practical background and the ability to use a sewing machine would be an advantage but are not essential.

You can read more about the Food and Textiles departments by following these links:

<https://damealiceowens.herts.sch.uk/departments/food-and-nutrition/>

<https://damealiceowens.herts.sch.uk/departments/textiles-design/>



WHY WORK AT OWEN'S

At Dame Alice Owen's, we appreciate that when staff are well looked after, and conditions are right for learning, students and staff thrive.

Owen's has a relaxed, supportive environment, the atmosphere is friendly and collegial and staff are nurtured and supported. Students at Owen's are engaged, well-motivated and behavioural issues are rare and well managed. Therefore, it is a place where you can focus your energies on developing effective teaching and learning strategies and grow as a practitioner. The Senior Leadership team are fully aware of the importance of a good work life balance and are mindful of this when supporting the teams they line manage. Meetings are kept to a minimum, as is cover, courtesy of a team of dedicated cover supervisors. There are regular, whole staff and departmental social events throughout the year, and, with a nod to our 400 year old traditions, Owen's is often a fun and interesting place to be.

Teaching at Owen's is not just a job; it's a fulfilling and rewarding experience that goes beyond the classroom, positively shaping both students' futures and teachers' careers. If you would like to work in a school where your passion for education can truly flourish, Owen's is the perfect place for you.

In addition to this we also offer a variety of benefits including:

- Access to an Employee Assistance Package, which provides staff with a wide range of health and wellbeing services including 24 hour access to a GP;
- Excellent facilities and resources including a Fitness Suite which is open to all staff for certain hours outside of the school day;
- Free on school site parking;
- Staff child places, in line with our admissions procedures;
- A great location - the school is situated on an attractive 35-acre site in the Green Belt. Central London is easily reached, in 15 minutes, by rail from Potters Bar and the school is close to motorway links.

Hear from members of our Staff in the [video here](#) about why they enjoy working at Dame Alice Owen's School.



JOB DESCRIPTION

Post Title: Food and Textiles Technician

Responsible to: Head of Food and Textiles

Job Purpose

- As a member of our small team, you will provide support for the teachers in this busy Food and Textiles Department. You will be expected to assist the other members of the team to cover the daily requirements for 4 teaching rooms, as requested by the teaching staff. You will receive whatever training may be required to fulfil the key responsibilities below.

Key accountabilities

- Preparing rooms and equipment (including cutting out fabric and weighing ingredients);
- Putting equipment/computer trolley into the classrooms prior to class and collecting after;
- General department housekeeping, including using the dishwasher and tumble dryer, wiping down work surfaces after practical lessons, returning stock to stock cupboards/shelves in the prep room;
- Photocopying and collating worksheets and tests which complement the schemes of work;
- Assisting in the monitoring of various department consumables;
- Maintaining the sewing machines e.g. winding bobbins, changing sewing needles etc.;
- Communicating telephone messages to students/teachers when the need arises;
- To complete any other duties deemed appropriate for your role by the Line Manager, or Headteacher.

PERSON SPECIFICATION

| Qualifications and Training | Desirable/ Essential |
|--|----------------------|
| Good standard of literacy and numeracy | E |
| 5 GCSEs including grade C in English and Maths | E |
| Additional qualifications relevant to the post | D |
| Knowledge and Experience | |
| Experience from a similar post | D |
| Experience of working in the food or textiles industry | D |
| Knowledge and practical ability in food preparation and textiles | D |
| Experience of classroom teaching | D |
| Excellent administration, organisation and management skills | E |
| Ability to use the Microsoft Office Suite/Google Suite | E |
| Knowledge of/willingness to understand equal opportunity issues for students and staff | E |
| Clear commitment to the safeguarding of students | E |
| Personal | |
| Desire to work with young people to help advance them in their studies and skills | E |
| An energetic, committed individual with high personal standards and an unwavering commitment to excellence for all | E |
| Open and enthusiastic | E |
| A problem solver with a 'can do' attitude | E |
| Ability to multitask, prioritise, stay relaxed under pressure and deal with numerous challenges simultaneously | E |
| Willingness and clear commitment to be involved in extracurricular activities | D |
| Excellent emotional intelligence, interpersonal and communication skills | E |
| Flexibility | E |
| Ability to use own initiative | E |
| Resourceful, patient and resilient | E |
| A friendly manner and good sense of humour | E |

HOW TO APPLY

Applications will be accepted by completion of an application form via MyNewTerm on our vacancies page - <https://damealiceowens.herts.sch.uk/introduction/vacancies/>. We are not able to accept CVs for any posts based in school.

To arrange a tour or informal discussion about this position, please contact Carolyn Cerny, Head of Food and Textiles, via cernyc@damealiceowens.herts.sch.uk

The school is committed to safeguarding children, young people and vulnerable adults and promoting the welfare of children and expects all staff to share this commitment. Please take time to read our [Safer Recruitment](#) and [Safeguarding and Child Protection](#) policies.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and applicants will be required to declare any convictions, cautions, reprimands and warnings that are not “protected” (as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)). Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, scrutiny of the information provided in your application form and an enhanced Disclosure and Barring Service disclosure check.

We fully appreciate the time and consideration which go into applying for a new job. If there is anything we can do to help you through this process or if you have any general enquiries, please do not hesitate to ask via recruitment@damealiceowens.herts.sch.uk

