



Oldbury Wells



OLDBURY WELLS SCHOOL
BRIDGNORTH Shropshire WV16 5JD

Curriculum/Resource Assistant (Design and Technology)

Job details

Grade:	NJC Grade 4, SCP 5
Salary:	£12.18 per hour / £19,650 per annum (pro-rata)
Contract Type:	Full time - 37 hours per week. Term Time only – 43.60 weeks.
Contract Term:	Fixed Term Contract until 31.08.2025 (subject to review)
Start date:	4 th September 2024
Closing date:	9am, Wednesday 10 th July 2024 <i>*Applicants are encouraged to apply early as the School reserve the right to start the interview process before the closing date.</i>

Oldbury Wells is a popular school at the heart of its community rated 'Good' by Ofsted with consistently positive outcomes at GCSE, our core purpose to "Inspire education and Inspire lives'. We are a flourishing academy, the founding school of the TrustEd Schools which currently comprises a family of nine schools all based within Shropshire.

We are seeking to appoint an enthusiastic individual to join our Design and Technology and Art Departments to be an integral part of our creative team as a Curriculum/Resource Assistant (Design and Technology). This individual will provide practical support for pupils and the teacher in Design and Technology subjects.

Key responsibilities of the role will include:

- Assisting in some lessons
- Producing support materials
- General support to staff
- Health and Safety upkeep of workshops and teaching rooms
- Maintenance and servicing of machines
- Stock control and ordering of equipment and materials
- Providing support in other areas of the school e.g. library

The successful candidate will have well-developed interpersonal skills and the ability to work well as part of a team or independently as required. First-class administrative and organisational skills are essential for this role and as well as experience of working with computers as a key role is to prepare materials using CAD/CAM facilities. Most importantly, you will have a passion for D&T and learning which will promote an enthusiasm and love of the subject amongst the students.

Full details of the role and application process are available from the School's website, www.oldburywells.com/our-school/vacancies

For further information or an informal discussion about the post, or to arrange a visit, please contact Nicole Carter, School Business and Operations Manager on 01746 765454 or at Nicole.carter@oldburywells.com

Application Process

The closing date for applications is **9am, Wednesday 10th July 2024**. Interviews will be held week commencing Monday 15th July 2024*. **Applicants are encouraged to apply early as the School reserve the right to start the interview process before the closing date.*

An email will be sent to shortlisted candidates with details of the interview process. If you have not heard from us within a week of the closing date, please assume your application has been unsuccessful.

If you think you are the person for the job, please download and complete an application form which is available from the school website www.oldburywells.com/our-school/vacancies

Completed application forms should be returned by the closing date to Nicole Carter, School Business and Operations Manager, at the school or by email to nicole.carter@oldburywells.com. **Please note CVs will not be accepted.**

The appointment is subject to satisfactory pre-employment clearances including references, medical clearance and an enhanced DBS Disclosure under the "Rehabilitation of Offenders Act 1974". Further details regarding this check are available by visiting www.dbs.gov.uk. This school is committed to safeguarding and promoting the welfare of children and young people/vulnerable adults and expects all staff and volunteers to share this commitment.

The ability to communicate at ease with stakeholders and provide advice in accurate spoken English is essential for the post.