Gladesmore
Community School













Design Technology Technician
Information Pack

Design Technology Technician

Salary: Scale 5 [Salary Range: £33609 to £35109 pa)

36 hours x 52 weeks

We are looking to appoint an enthusiastic individual with skills in wood, metal, plastic, graphics and the use of associated machinery and with a good aptitude in the use of CAD/CAM. The postholder will organise teaching materials, provide assistance in lessons plus manage and order resources.

Gladesmore is a very friendly place to work with a rich ethnic and linguistically diverse staff and pupil community. The ethos is inspiring and positive. In four successive Ofsted inspections the school has been judged to be outstanding in every category and exemplary in these.

Please see the school website for the application pack or contact the school for further details
Applications must be submitted through the Gladesmore Community School application form.

Closing date: Monday 30th November 2026
Interview Date: Week commencing 30th November 2026

Gladesmore Community School is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to an Enhanced Disclosure via the Disclosure and Barring Scheme, confirmation of qualifications, experience checks and satisfactory references. An online check of publicly available information will be completed to assess shortlisted candidate's suitability to work with our children.

Shortlisted candidates will be required to bring in a copy of their photo ID and most recent DBS certificate on the day of the interview.

Message from the Headteacher

I am delighted to introduce myself as the Headteacher of Gladesmore Community School. I am incredibly excited to have been appointed to lead this wonderful school and am ambitious to provide our community with the highest quality learning environment.

Thank you for considering the post of Head of Kitchen. At Gladesmore, we have a very clear and simple vision:

To provide an outstanding all-round education where our pupils make impressive progress in a positive, friendly, community atmosphere.

Gladesmore is an outstanding school with an inspiring "family" atmosphere. We are deeply committed to our REACH values of Respect, Enthusiasm, Aspiration, Cooperation, and Hard work. To thrive here, you will need energy, resilience and drive. We look to appoint staff who are ambitious for our children and are committed to promoting their life chances.

I hope that, having looked at the information available, if you think the post might be suitable you will decide to make an application. This information provides a clear picture of the school and an idea of what it will mean to become a member of our staff. If you have enquiries regarding this post please contact Mrs Naidoo, Executive Officer, and we will endeavour to answer your questions.

Staff at Gladesmore are committed to our vision; it is to provide an outstanding all-round education where our pupils make impressive progress in a positive, friendly, family community atmosphere.

We look forward to you joining the Gladesmore family and playing a key role in our future success.

If you would like to join our exciting enterprise, you will need energy and drive as well as the commitment to the principle of equality of opportunity.

I look forward to hearing from you.

Yours sincerely,

Paul Bernard
Headteacher

DREAM REACH ACHIEVE
respect | enthusiasm | aspiration
cooperation | hard work

About the School

Gladesmore Community School is a mixed 11-16 comprehensive school situated in the urban area of South Tottenham, London, bordering the edge of Stamford Hill and adjacent to Markfield Park which backs onto the River Lea. Seven Sisters Tube Station, Tottenham Hale tube, bus and train terminus and South Tottenham Railway Station are all within a short walking distance. The school serves a community of high economic disadvantage; typically, over 50% of our pupils are eligible for free school meals.

School Population

The school has nine forms of entry. It has an impressive reputation locally and is enormously oversubscribed currently with a roll of 1250. In recent years the school has taken an annual bulge class into all year groups. Numerous staff members choose to send their own children to Gladesmore.

We have a wide diversity of ethnic, linguistic and religious backgrounds in the school and this provides a tremendously rich culture. We delight in the fact that there are over 55 languages spoken by pupils. Our largest ethnic groups are of African, Caribbean or Turkish heritage. As a community comprehensive school, our intake consists of a broad ability range including children with special educational needs and very able, gifted and talented pupils.

Visitors are invariably impressed with our calm, happy and positive family atmosphere in the school. Pupils are respectful and well behaved. There is a wonderful ethos in the school enjoyed by all and it enables children to make excellent all-round progress.

Working relationships between the staff and pupils and between the staff are exceptional. This is one of the reasons why staff turnover is remarkably low. The pupils are a delight to work with and are highly appreciative of the efforts made by staff. Our children really enjoy school and are proud to be part of the Gladesmore family; attendance for instance, is the best in the region and is consistently well above the national average.

Leadership

There is a very clear and simple vision for the school and the Gladesmore Ethos Statement is articulated through the simple term REACH, which promotes our key values and stands for: **R**espect; **E**nthusiasm; Aspiration; **C**ooperation; and **H**ard work. REACH to be a Star!

Our school motto was written and selected by pupils: **Dream, REACH, Achieve.**

We have simple but ambitious goals for the school. All faculty and year group teams draw up their own development plans to focus on continued improvement. All staff are encouraged to help shape our development and pupils make a significant contribution to this as well.

Gladesmore has been rated as 'Outstanding' by Ofsted since 2008. In successive inspections HMI/Ofsted teams have awarded outstanding grades and within these deemed the school to be exemplary. HMI's have been impressed by what they had seen.

evertheless, we believe there is still much we can improve; we are fully committed to self-evaluation and continuously look at what we can do to continue to improve. There are numerous opportunities and procedures designed for us all to share good practice and learn from each other. Whilst the school is doing very well there is more for us to learn and aspire to.

Achievement

Our aim is to continue to raise all round achievement and expectations through effective learning and teaching. We offer an innovative range of programmes and strategies to provide pathways enabling children to reach their potential. As a result, rates of progress are impressive. Our progress scores place us in the top band of schools nationally. All subject areas are very strong. Comparative statistics also show that the achievement of SEND, EAL, black and minority ethnic groups are all outstanding. We intend to improve these further.

Curriculum and Assessment

Our aim is to provide pupils with a broad, balanced and challenging curriculum that fosters a love of learning and enables all students to reach their potential. We build on pupils' prior achievements to develop the breadth and depth of their knowledge, as well as their skills and understanding. Our curriculum offer is not solely about the delivery of the National Curriculum, although this is the foundation because it secures entitlement for all pupils but it goes well beyond that to include a broader range of opportunities.

Continuous assessment enables pupils to understand exactly where they are with their learning and what their next steps should be. Reports on progress are issued to parents/ carers each half term ensuring that everyone is kept up to date on pupil progress. Where necessary some pupils are given opportunity to work in smaller groups, thereby providing additional support focused on the needs of the individual.











Staffing

Although the school has some excellent facilities its greatest asset is the staff. We have a superb staff team that creates a warm, cheerful atmosphere and forges an effective climate for learning. Colleagues say that working at Gladesmore is stimulating and inspiring. Morale is excellent and we actively promote the strong ethos of mutual support. Visitors are invariably impressed by the friendly and pleasant atmosphere in the school. It is fundamental for us to go out of our way to ensure that colleagues are supported, appreciated and happy in their work.

Our recruitment programme targets teachers and support staff not just for their subject knowledge. We particularly seek out people who really care about the progress of children and are deeply committed to making a difference to our community. Gladesmore staff are characterised by their friendly, cheerful and positive outlook. We value these characteristics highly.

Once appointed, we expect that all staff will continue with their professional development, which emphasises teamwork and the sharing of good practice. Our programmes for trainees and new staff is particularly strong and has been highly praised by HMI. Staff are valued; morale is high and there is strong recognition that everyone plays an important role in enabling our school to succeed and operate harmoniously.

The diversity of our staff group reflects the diversity of the pupil population and we are proud that our rich diversity of staffing is well balanced throughout the organisation at all levels of seniority. Applicants from black and ethnic minorities are encouraged. Staff work hard both in the classroom and in developing activities outside the curriculum. People enjoy working at the school and consequently the turnover of staff is very low.

Opportunities for professional development and growth are impressive; it is not unusual for staff to have gained promotions within the school. Those who leave tend to do so for promotion, retirement or because they are leaving the area.

The exceptional care for the individual, together with the high quality of teaching means that, although Gladesmore is a large school, it is also very friendly and supportive. Colleagues particularly appreciate this. We are highly committed to staff well-being and run numerous activities and have very well-established support structures in place to ensure that staff feel supported as individuals. Staff turn-over is exceptionally low and morale is unusually high. Staff work hard and enjoy a positive climate at work that is extremely rare.



Premises

The buildings are substantially built and house classrooms and corridors of good size. We have gradually been able to improve the buildings and facilities to an outstanding standard. Each subject area has specialist accommodation. Classrooms are spacious being well above standard size and all have interactive whiteboards. Each faculty area has its own dedicated IT and office suite.

The pupils, staff and parents are proud of the school. We enjoy a happy, cheerful atmosphere and we have positive links with the community. We are frequently congratulated by visitors on the friendliness of the children and staff, the quality of display, the calm atmosphere and the absence of vandalism and graffiti.

Extra-Curricular, Community Activities and Partnerships

We have an impressive Saturday and Summer School provision. Year 7 pupils together with older pupils attend Mathematics, English, French, Spanish, Computing and/or Music sessions.

Pupils have access to a wide range of activities at lunchtime and after school. We have a strong sporting tradition and large numbers of pupils are involved in the many clubs and teams which operate. We enrich children's experience through lively school assemblies and productions. All subject areas are outstanding and run well attended after school clubs and revision classes. We have a wide array of mentoring and guidance schemes and run a programme for gifted and talented pupils.

We have strong partnerships with our feeder schools and are neighbours with Crowland Primary School, which is attended by the children of several staff members. We also have close links with the excellent London Academy of Excellence - Tottenham and sixth form centres that are the onward destination for Gladesmore pupils. We are genuinely a community school and find that our parents/carers are generally supportive and appreciative of our involvement in the community.

In recent years we have obtained numerous awards, including the Royal Crest and the London Peace Prize. We also have strong international links and frequently work with schools overseas, funded through successful Erasmus bids. Our success has given Gladesmore a strong profile both within Haringey and further afield







Job Description
Design Technology Technician

Purpose of Post: To provide a technical support service to the Design & Technology department

Line Manager: Head of Technology Faculty

Main Duties and Responsibilities

1) Preparation of materials for Resistant Materials: wood, metal, plastics and other materials for learning and teaching.

2) Preparation of materials for Graphics: paper and boards, vinyl stickers and other materials used for different printing methods.

3) To be responsible for the regular servicing and maintenance of machinery, benches and other equipment, including the regular sharpening, setting and adjustment of hand and machine tools.

4) To be responsible for the regular maintenance of graphics equipment such as the Roland Camm machine, sublimation equipment, die cutter, heat presses and the laser printers.

5) To carry out maintenance of machines and tools as appropriate.

6) To be responsible for the safe and tidy storage of tools, materials, resources and children's work

7) To liaise with other agencies on the repair and maintenance of equipment.

8) To collect tools, when necessary, materials and other equipment from external suppliers for use within the department.

9) To advise on suitable equipment and suppliers by sourcing goods at competitive prices.

10) To design and construct models, teaching aids, jigs, templates and finding solutions to problems and providing assistance to pupils in practical projects especially at KS4.

11) To prepare rooms and materials for lessons, demonstrations, displays, exhibitions and examinations in the Design & Technology and related curricular areas.

12) To prepare and manage resources required for individual classes in Design & Technology in a timely manner.

13) To set up tools, equipment and machinery in teaching rooms.

14) To assist with the management of capitation, ensure the maintenance of adequate stock levels by recommending stock needed, preparing orders and keeping stock records.

15) Preparation/photocopying of worksheets, booklets, resources and exam papers.

16) To carry out regular health & safety checks on the Design & Technology rooms/worksheets, tools, machines and equipment reporting serious defects.

17) Keep an updated risk assessment of the workshops.

18) To be aware of, and comply with, Health and Safety at Work requirements specifically relating to the duties of this post.

19) Responsible for ensuring health and safety hazards in the Design and Technology rooms are suitably dealt with.

20) To advise and support other staff in the use of equipment and materials.

21) To be aware of recent technical and IT developments especially in CAD/CAM and to contribute to the development of the department.

22) Providing support and assist teachers and pupils as necessary:

23) Helping to raise achievement by assisting pupils with specialist techniques;

24) Lead/support practical sessions to demonstrate procedures and techniques.

25) Assist in devising and evaluating practical projects undertaken.

26) Assist in the use of and devising ICT resources.

27) Set up, demonstrate and manage ICT software and machines for Design & Technology.

28) Providing cover work and support necessary for cover lessons.

29) Assist with educational trips including driving of minibus if required.

30) Preparing and putting up display boards and showcase displays.

31) Provide support for whole school projects and initiatives as may be needed

32) Collating and checking teachers' assessments for external exams.

33) Dispatching sample coursework to examiners.

34) To generally assist new staff, trainees and temporary staff as may be required

The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.

Employees are required to comply with School Policies and to work cooperatively with colleagues to promote a positive school ethos.

The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.

Employees may deal with sensitive material and should maintain confidentiality in all school-related matters.

This job description is not necessarily a comprehensive definition of the post. It will be updated periodically. The duties may be varied at any time to meet the changing demands of the school at the reasonable discretion of the headteacher/line manager.

Person Specification
Design Technology Technician

Experience

- A proven, excellent track record of working well with others
- Experience of working in a physically demanding role

Skills and Attributes

- The ability to work flexibly within the structures of the school and as part of a busy working environment
- Ability to work well as part of a team
- High level of commitment to play a significant part in the delivery of high-quality service
- Excellent verbal communication
- Excellent organisation skills with the ability to prioritise tasks
- Relevant knowledge of the safe use and application of workshop equipment
- Ability and willingness to undertake a wide variety of tasks relating to the role
- Ability to plan schedule of work and fulfil job requirements
- Excellent practical/craft skills
- Excellent ICT related skills especially in CAD/CAM
- Clear verbal communication.
- Ability to promote a positive working ethos within the learning environment.
- A commitment to the promotion of pupil attainment and well-being
- Excellent working rapport with children
- Excellent written English skills and numeracy skills
- Good knowledge of health & safety
- Excellent common sense and judgment in relation to the role
- Ability to oversee
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Other Requirements

- Physically fit
- The ability to work flexibly and safely with the varying demands of working in a busy practical environment
- The ability to earn the respect and the confidence of staff and pupils.
- Excellent role model
- The ability to engage constructively with, and relate to, a wide range of young people with different ethnic and social backgrounds
- A knowledge of, and commitment to, the promotion of Equal Opportunities.
- A strong commitment to participate in training and development
- Excellent attendance and punctuality.
- A full, clean driving license would be an advantage.

How to Apply/Recruitment Process

Application deadline

Completed application form and DBS declaration must be received by deadline in the advert.

Applications may be submitted to:

Email documents to:

admin@gladesmore.com

Completing the application

Candidates are asked to complete all the standard information required on the application form and to submit a supporting statement addressing the job requirements.

References

Candidates are advised that references will be taken up immediately after shortlisting. Candidates are asked to ensure that their referees are aware of the need to respond within the timescale set. In all cases two professional references are required.

The posts will be offered subject to satisfactory completion of pre-employment checks.

Safeguarding children

Gladesmore Community School is committed to safeguarding and promoting the welfare of students and expects all staff and volunteers to share this commitment. Appointment to this post will be subject to an Enhanced Disclosure via the Disclosure and Barring Scheme, confirmation of qualifications, experience checks and satisfactory references. An online check of publicly available information will be completed to assess shortlisted candidate's suitability to work with our children.

Feedback

Please note that we do not confirm receipt of applications.

Selection process

Candidates who are shortlisted will be contacted and invited in to participate in the selection process. We do not inform candidates if they have not been shortlisted.

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