

Position of  
**D.T WORKSHOP MACHINIST  
& TECHNICIAN**

Yarm School,  
North Yorkshire



**YARM SCHOOL**

EDUCATING FOR LIFE

Co-educational | Day School | Ages 3-18 | HMC



[WWW.YARMSCHOOL.ORG](http://WWW.YARMSCHOOL.ORG)



## THE ROLE

We are looking to recruit an experienced workshop machinist to support our thriving, well-resourced, modern, and vibrant design and technology department. Health and safety is paramount and the maintenance of machinery and general practical working areas is a key focus of the role. The successful candidate will also get to work with computer-aided design for our flatbed CNC router, laser cutters, combination table saw and plasma cutter casting equipment to name a few pieces of equipment.

This is an exciting and hands-on opportunity to work in a busy and dynamic DT department. The successful candidate will mainly focus on the workshop area but should be able to provide support across all areas of Design Technology, both in and out of the classroom. Each day is busy and varied and we are looking for an individual who is energetic and enthusiastic.

The successful candidate has to be willing to work as part of a collective team, implement instructions, work under pressure and achieve tight deadlines. Someone who has had experience in working with a range of different machines is desirable as well as an in depth understanding of both metal and woodworking skills. We

welcome applications both from individuals who have experience working in a classroom environment and those without.

## DEPARTMENTAL MISSION STATEMENT

At Yarm School we want students to aspire and become autonomous and creative problem solvers, individually and as members of a team.

In realisation of this we will ask them to respond to needs and opportunities; think independently, create ideas and develop designs through a process of Design Iteration. It is our belief that through Design and Technology, all pupils can become discriminating and informed users of products with the potential to become opportunistic innovators of the future.

The department consists of 5 full time members of staff; 4 teaching staff and the workshop technician.



## THE SCHOOL

Yarm School was founded in 1978. Growing quickly since that time, it is now firmly established amongst the country's leading co-educational day schools, with a superb academic reputation as well as a firm commitment to extra-curricular activities and trips. In addition to the Senior School, there is a Preparatory School, and a Pre-Prep which includes a Nursery. In total, there are over 1,100 pupils between the ages of 3 and 18.

There is an impressive array of facilities and accommodation at the Senior School, including a large classroom wing on the banks of the Tees which enjoys beautiful views, a dance studio, extensive sport and drama facilities, underground changing rooms and a bar serving the award-winning Princess Alexandra Auditorium. The Pre-Prep and Preparatory Schools have their own self-contained accommodation on a safe and equally delightful site. The Pre-Prep is housed in a modern purpose-built development, whilst the Preparatory School is located on the site of the original Yarm Grammar School founded in 1590.

The School has ample outdoor space, sporting facilities, a boat house and friendly communal areas. A timber yurt provides space for the outdoor education and eco school curriculum.

## BENEFITS OF WORKING AT YARM

- Friendly working environment with a committed community of staff.
- Staff receive a generous discount on school fees (pro rata for part time roles).
- Occupational DC pension with a choice of contribution levels (maximum employer contribution 12%) & Life assurance (death in service benefit of twice annual salary).
- Dedicated on-site free parking.
- External employee benefits scheme providing access to a variety of retailer discounts.
- Free Employee Assistance Programme providing confidential counselling, legal and financial advice.
- Use of school gym outside school hours.
- Discounted Auditorium tickets for School productions.
- Training and CPD available on inset days.
- Variety of paid absence schemes to support our employees when required.
- Excellent location to Yarm High Street with access to retailers and river walks.
- A conscientious approach to sustainable development and proactive in incorporating green initiatives around the school.

## PERSON SPECIFICATION

	Essential	Desirable
Personal competencies	Excellent written and verbal communication Ability to work in a team and independently Excellent time management and organisation Listen and carry out instructions Proactively ask for help Professional attitude An interest in all aspects of design technology	Emotional Intelligence Resilient Problem-Solving Skills Innovative
Experience	At least 2 years experience working and maintaining a safe functional workshop. Must have worked with the following machinery: Table Saw Wood turning lathe CNC machine Plasma Cutter Vertical Milling Machine Metal Lathe Laser cutter Overlockers	Working in a school environment Working with children
Education / Qualifications	GCSE's or NVQ's DATA H&S Certificates COSHH	First Aid Qualification
Relevant technical skills	Using Google Suite Accuracy using machinery A specific technical workshop skill i.e. woodwork, metal work	

## CONTRACTUAL MATTERS

- The successful candidate will be expected to take up the appointment as soon as possible once all pre-employment vetting has been returned to a satisfactory standard.
- The post is offered on a Term Time basis (including INSET/ Preparation Days) plus four weeks during the school holidays. Term time work pattern is 40 hours per week, Monday to Friday 8am - 4.30pm the demands of the post may require occasional working outside of those hours e.g. Open Mornings (Saturdays).
- the post is salaried and pre-agreed overtime will be paid at the School's discretion.
- There is a probationary period of 6 months.
- The salary will be commensurate with the experience and skills of the candidate and in the range of the Yarm School Education Support Scale at £13.00 - £15.25 per hour (plus holiday pay)
- The successful candidate will be entitled to join the Yarm School Pension Scheme for support staff after a period of three months.
- Please note that the School operates a no-smoking/ no vaping policy on its entire site.

## RESPONSIBILITIES

- To accurately prepare materials for lessons by the required deadline under the instruction of Design & Technology teachers. This may include but is not limited to: accurately preparing wood stock for projects, building jigs/templates, and preparing class resources for lower school.
- To ensure the workshop is left tidy after each lesson and that tools and equipment are returned to the correct place, this includes leaving the workshop tidy and safe and the end of each day.
- To be suitably qualified in the use of machinery and be prepared to receive training as appropriate. (Training will be provided if not certified).
- To be responsible for the daily maintenance and cleaning of the machinery in the department and to record all checks and maintenance in the log.
- To regularly check all power tools and report any issues of unsafe tools to the Head of Department.
- To maintain the hand tools to ensure they are safe to use and working at optimum capacity.
- To clear and maintain the extraction ventilation units throughout the department.
- To ensure all materials are stored safely and correctly.
- To keep storage areas safe, organised, tidy and ensure that materials can be retrieved safely.
- To maintain and update the department inventory, ensuring that the Head of D.T is advised for timely reordering purposes, including receiving and storing of deliveries.
- To ensure that all dangerous or hazardous materials are stored safely in locked cabinets away from the pupils.
- To report all accidents to the Head of Department and in the Accident Log Book.
- To report any inappropriate behaviour of pupils and take steps as required to prevent any behaviour that may be of danger to pupils.
- Under the instruction of the teaching staff, assist in DT practical lessons as and when required.
- To keep clear lines of communication with the Head of the D.T Department on progress reports of all of the above points and updating a daily job list.

## CRIMINAL RECORDS CHECK

Yarm School is required to seek a Disclosure from the Disclosure and Barring Service (DBS) in respect of successful applicants for all posts at the School where staff may come into contact with children. A criminal record will not necessarily be a bar to working in the School. Applicants who are invited to interview should provide details of any criminal record under separate, confidential cover to the Headmaster before attending the interview. A copy of the School's policy on Vetting and Suitability Checks and the DBS Code of Practice may be obtained from the School Manager. Before an appointment is made routine checks will be undertaken to confirm identity and qualifications etc.

This post is not pupil-facing as such, but nevertheless involves substantial opportunity for access to children and is therefore exempt from the Rehabilitation of Offenders Act 1974. This means that you will be required to confirm that you are not on the DBS Children's Barred List or disqualified from working with children and further to declare any convictions, cautions, reprimands or final warnings that are not "protected" as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020) or other Orders of the Courts made against you, even if they would otherwise be regarded as 'spent' under this Act.





## SAFEGUARDING

Yarm School is committed to safeguarding and promoting the welfare of children. The successful candidate will be subject to vetting checks including an enhanced DBS check.

Applicants for all vacancies at Yarm School are encouraged to read these policies on our website before applying:

[Safeguarding and Child Protection Policy](#)  
[Vetting and Suitability Policy](#)

## EQUAL OPPORTUNITIES

Yarm School is committed to ensuring that all job applicants and members of staff are treated equally, without discrimination because of any protected characteristics as defined in law. We welcome applications from anyone who considers that they meet the requirements of the job advertised.

## APPLY

The application form is available on the [Yarm School website](#).

**Deadline for applications is 12 noon, Thursday 23rd January.**

All applicants **must** use the Application Form provided. We cannot accept applications in any other format. You may also submit a covering letter to the HR Department explaining your suitability to the post and a copy of your CV.

Completed application forms, with covering letter, should be emailed to the HR Department ([HR@yarmschool.org](mailto:HR@yarmschool.org)) as soon as possible and no later than the closing date, or posted in hard copy to:

Yarm School  
The Friarage  
TS15 9EJ  
01642 786023