



**Meole Brace School**

Learning - Respect - Success

## **Applicant Information**

Workshop Assistant

Hours per week: Flexible dependant on applicant (hours to be discussed)

Start Date: As soon as possible  
(12 Month Fixed Term Contract)





# Meole Brace School

Learning - Respect - Success

December 2025

Dear Sir/Madam

Thank you for taking the time to consider applying for the post of Workshop Assistant. We are seeking a highly motivated and effective member of staff to join our D & T Department.

We are a caring inclusive community school, committed to allowing our students and staff the opportunity to develop and prosper. The school is committed to being a safe environment, free from disruption, discrimination or intimidation, so that we can all learn and teach, and be happy. Specifically our key foundations for a successful education at Meole Brace School are 'Learning, Respect and Success'.

If you are interested in applying for the post, and want to join a school that always seeks to improve, through a mixture of hard work, ideas and commitment, then please complete the application form and return for the attention of Mrs Julie Richards, Meole Brace School, Longden Road, Shrewsbury, SY3 9DW or via email to [recruitment@meole.co.uk](mailto:recruitment@meole.co.uk) by Wednesday 31st December 2025 at 12 noon.

Yours sincerely,

Mrs Mary Pope  
Acting Headteacher





# Meole Brace School

Learning - Respect - Success

## About Meole Brace School

Meole Brace School is a caring and cheerful community committed to developing academic, personal and social skills of all our students to the highest standards. We are an 11-16 Academy, with approximately 1350 students on roll. Our principal aim is to enable them all to lead happy and successful lives, in school and beyond. Through our core values of 'Learning, Respect and Success', we encourage all our students to be self confident, to enjoy learning and to achieve their full potential. Excellent teaching and learning is at the heart of everything we do, but we also believe that all young people can thrive if they feel valued, feel safe and are suitably challenged. We are proud of our school, and we work together as a team to provide a stimulating and high quality learning experience for all.

We have a wide ranging whole-school CPD program, as well as individual pathways. In May 2022 we merged with another local multi-academy trust to form the TrustEd CSAT Alliance, which includes 9 schools, 5 of which are secondary schools. This brings an excellent additional level of opportunity to share best practice and work collaboratively. Further information can be found here: <http://www.trusted-schools.com/>

Meole Brace aspires to the highest possible standards, is constantly developing and promotes innovation. Staff enjoy a strong sense of team spirit and well being and are fully supported by the dedicated leadership team. We operate on an ethos of mutual respect and kindness.

### Recent parent views

*"I've been incredibly impressed with the school since our son started. The values upheld by our family are upheld at school. You've helped him become the young man we want him to be"*

*"My son has just completed 5 years at Meole Brace school and received excellent GCSE results . He also has a positive experience at the school and made good connections with the teachers who I feel are dedicated , committed and caring toward the children."*

*"I have two children who have been at Meole and cannot speak highly enough about the school."*

We are very proud of our school, our students and our staff, and we hope that you will want to join our hard working and committed team.



## D & T Department

There are 7 members of teaching staff within the Design Technology department, supported by 2 technicians. We are well resourced and work in 7 specialist teaching rooms, which offer the students a broad range of experiences.

All members of the department have their own teaching room, although there is some sharing, depending on the focus area being taught. All rooms are fitted with interactive whiteboards, a PC and various specialist pieces of equipment that link to the strand of technology being taught in the room. We also have a prep room for cutting up materials and various storerooms that are linked to the teaching rooms. We have two dedicated computing rooms in the department and laptops that are shared across the food rooms and workshops. Both of the Resistant Materials workshops have a wide range of machines, including 2 laser cutters and various small CNC machines.

Students in all year groups are taught in mixed ability classes, and class numbers are usually smaller than other classes around the school. We have approximately 270 pupils per year group and in KS3 we teach all the students and in KS4 students can opt for a specialist area for their GCSEs. At KS3, pupils are taught 4 hrs per fortnight and at KS4, pupils are taught 5hrs per fortnight. KS3 students are taught on a carousel system where they rotate around 4 or 5 strands that include; Resistant Materials, Textiles, Computer Studies, Graphics and Food Technology. At KS4 we offer a broad range of choices that are made up of Engineering, Product Design, Graphics, Food & Nutrition, Hospitality & Catering, Computer Studies and Textiles. This is a popular choice for students at Meole Brace School and we have seen an increase of students choosing Technology at KS4 in recent years.





## D & T Department Cont'd

Teachers in Design Technology focus on their area of specialism, although there has to be some flexibility at times, but support is always given for the expert in the area being taught. Our two technicians, support the department across all areas and help with the preparation of teaching materials, resources, maintenance of tools & machines and support staff and students in class at times.

We currently run a number of afterschool session, where students come in to complete additional work and get extra support with their courses. Through the year we also run a range of visits and have entered a number of competitions linked to STEM and Technology.





**Meole Brace School**

Learning - Respect - Success

## **Advertisement – Workshop Assistant**

**Grade 4**

**£13.26 per hour**

**Flexible—Hours to be discussed**

**(12 Month Fixed Contract)**

**Term Time only**

**Required to start as soon as possible**

We are looking to appoint an energetic and enthusiastic individual to join our D & T Department at Meole Brace School supporting the Resistant Material & Graphics areas.

The successful candidate will need to have good communication skills and be willing to show flexibility when working as part of a team. They will also need to show an understanding of and commitment to supporting the needs of our students.

Visits are welcomed. We are very proud of our school and would like the opportunity to share it with you on a normal working day.

Further information about the school and an application pack visit our website: [www.meolebrace.com](http://www.meolebrace.com).

Completed application forms should be emailed to [recruitment@meole.co.uk](mailto:recruitment@meole.co.uk).

**Closing date: Wednesday 31st December 2025 @ 12 noon**

**Interview date: Tuesday 13th January 2026**

*Meole Brace is committed to equal opportunities, safeguarding and promoting the welfare of children and young people. We expect all employees to share this commitment. All appointments will be subject to a satisfactory Disclosure and Barring Service (DBS) check.*

**Meole Brace School  
Longden Road  
Shrewsbury SY3 9DW**

**01743 235961  
[admin@meole.co.uk](mailto:admin@meole.co.uk)  
[www.meolebrace.com](http://www.meolebrace.com)**





# Meole Brace School

Learning - Respect - Success

## Job Description – Workshop Assistant

### Details of Post

- ▶ Workshop Assistant
- ▶ School/ Federation/ Academy/Trust:
- ▶ Reporting to: Head of Department
- ▶ Main Workplace: D & T Department
- ▶ Grade and SCP: Grade 4 (SCP 5)

*The school is committed to safeguarding and promoting the welfare of its pupils and expects all staff and volunteers to share this commitment. All appointments are subject to an enhanced Disclosure and Barring Service (DBS) check.*

*All support staff posts are subject to the Asylum and Immigration requirements*

### Purpose of Post

We are looking for a motivated and flexible individual who thrives in a fast-paced environment. You will play a key role in the Design and Technology department with a range of responsibilities:-

- ▶ To support DT teachers in preparing for lessons and practical activities
- ▶ To support students during their DT lessons and practical activities
- ▶ To contribute to the overall ethos, work and aims of the Academy

### Principal Duties and Responsibilities

#### 1. Support for pupils

- ▶ Support pupils in accessing learning activities under the guidance of the teacher

#### 2. Support for the teacher

- ▶ Ensure the maintenance of a clean and orderly working environment.
- ▶ Timely and accurate preparation and use of specialist equipment/resources/materials as set out in instructions.
- ▶ Undertake basic record keeping as directed.
- ▶ Assist the teacher with learning activities ensuring health and safety and good behaviour of pupils.
- ▶ Provide clerical/administrative support e.g. photocopying, printing and display etc.
- ▶ General maintenance of technology rooms and equipment.





**Meole Brace School**

Learning - Respect - Success

## **Job Description – Workshop Assistant**

### **3. Support for the curriculum**

- ▶ Support practical elements of the DT Resistant Materials course ensuring a safe working environment.
- ▶ Monitor and arrange orderly and secure storage of supplies.
- ▶ Maintenance of everyday equipment, check for quality/safety.
- ▶ Undertake simple repairs and report other damages.
- ▶ Operation of everyday equipment in accordance with instructions.
- ▶ Assist with ordering and checking deliveries.
- ▶ Preparation of materials and equipment for lessons.

### **4. Support for the school**

- ▶ Monitor and arrange orderly and secure storage of supplies
- ▶ Maintenance of everyday equipment, check for quality/safety.
- ▶ Undertake simple repairs and report other damages.
- ▶ Operation of everyday equipment in accordance with instructions.
- ▶ Assist with pupil first aid duties, liaising with parents/staff etc.

### **5. Other Responsibilities**

- ▶ Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- ▶ Be aware of and support difference and ensure equal opportunities for all.
- ▶ Contribute to the overall ethos/work/aims of the school.
- ▶ Appreciate and support the role of other professionals.
- ▶ Attend and participate in relevant meetings as required.
- ▶ Participate in training and other learning activities and performance development as required.

### **6. Safeguarding**

- ▶ Be aware of and comply with safeguarding responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

### **7. Data Protection and other statutory responsibilities**

- ▶ Be aware of and comply with data protection responsibilities as outlined in the school's Staff Code of Conduct and related policies and procedures.

### **8. Other duties**

- ▶ Any other duties that the Headteacher, EHT/CEO/Governing Body/Trustees feel is commensurate with the post. Whilst every effort is made to explain the main duties and responsibilities of the post each individual task undertaken may not be identified







**Meole Brace School**

Learning - Respect - Success

## Job Description – Workshop Assistant

### 9. Review

- ▶ This job description is subject to review by the Headteacher .EHT/CEO/Governing Body/Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

### Review and Signatures

- ◆ This job description is subject to review by the Headteacher/EHT/ CEO/ Governing Body/Trustees in negotiation with the post holder at any time. However, an annual review of this job description and allocation of responsibilities will take place as part of agreed performance management arrangements.

**Job Description and Personal Specification agreed by:**

**Post holder:** .....

**Signed:** ..... **Date:** .....

**Name of line manager:** .....

**Signed:** ..... **Date:** .....





# Meole Brace School

Learning - Respect - Success

## Person Specification – Workshop Assistant

	Essential	Desirable
<b>Qualifications</b>	<ul style="list-style-type: none"><li>♦ Good Standard level of education</li></ul>	<ul style="list-style-type: none"><li>♦ 5 GCSE's or equivalent, including English and Maths (or relevant subject qualification)</li><li>♦ First Aid qualification</li><li>♦ NVQ Level 2 or equivalent</li></ul>
<b>Work or relevant experience</b>	<ul style="list-style-type: none"><li>♦ Experience of maintaining/using workshop equipment &amp; tools</li></ul>	<ul style="list-style-type: none"><li>♦ General technical/resource support</li><li>♦ Keyboard/computer skills</li><li>♦ Experience of working in an educational setting or other relevant environment</li></ul>
<b>Knowledge and understanding</b>	Good numeracy and literacy skills	<ul style="list-style-type: none"><li>♦ Ability to use relevant technology e.g. computer, video, photocopier</li><li>♦ Health &amp; Safety training on workshop equipment</li></ul>
<b>Skills and Abilities (relevant to post)</b>		<ul style="list-style-type: none"><li>♦ Good ICT skills</li><li>♦ Skills using CAD software</li><li>♦ CAM skills—3d printer, CNC machines, laser cutter</li></ul>
<b>Personal Qualities</b>	<ul style="list-style-type: none"><li>♦ Good communication skills</li><li>♦ Ability to relate well to children and adults</li><li>♦ Ability to work well as part of a team</li><li>♦ Flexibility and reliability</li></ul>	

