

Dear Applicant

Thank you for requesting details of the post of School Technician at Newcastle High School for Girls. I hope that the enclosed information will encourage you to apply for this important position in our successful and happy school. You will also find the School offers a very pleasant and supportive atmosphere in which to work.

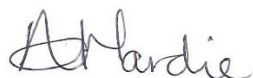
I regard every member of staff as extremely important. It is essential that anyone joining Newcastle High School for Girls has the ability and drive to help us improve further by participating wholeheartedly in all aspects of school life and promoting our ethos.

We are all committed to helping every individual in the School, both staff and pupils, achieve their full potential. We have a thorough Induction Programme for all staff and the Staff Room is lively and welcoming.

Extensive building and refurbishment programmes in recent years mean that both our Senior and Junior School sites have some of the most impressive school facilities in the region and, indeed, the UK.

I do hope that you will apply for this post. Newcastle High School for Girls is a wonderful School in which to work and this is an exciting opportunity. I look forward to hearing from you.

Yours faithfully



Mrs A Hardie  
Head

## About the School



Newcastle High School for Girls is the North East's leading independent girls' day school. Founded in 2014, following the merger of two very long-standing predecessor schools, NHSG is a state-of-the-art, modern school with a tradition and history stemming back almost 150 years.

We are an all-through school (ages 3-18) with around 250 girls in the Junior School and 450 in the Senior School, including over 100 in the Sixth Form, who, together with around 150 staff, make up a friendly and welcoming community.

The Junior and Senior Schools occupy their own separate campuses around a mile apart and this role is based at our Senior School site. Our two campuses are situated within the suburban, leafy areas of Jesmond and Sandyford, both with excellent transport links to the Tyne & Wear Metro and bus services from across the region.

Our School is a very popular choice at all ages, with girls joining us from most parts of the Tyne & Wear metropolitan area, as well as areas further afield in Durham, Northumberland, the Tyne Valley, the Borders and Teesside.

Girls who attend NHSG are bright, enthusiastic, eager to learn and have high aspirations. Our public examination results are consistently outstanding, and girls go on to study a wide range of subjects at prestigious universities in the UK and abroad. NHSG is highly regarded for the way it achieves its outstanding outcomes within a particularly warm and supportive environment, with pastoral care and achieving the best for every girl at the heart of everything we do.

# Overview of School Technician Role



## About the Role

We are seeking a proactive and adaptable School Technician to support the delivery of practical teaching and learning across a range of creative and practical subjects, including Art, Dance, Drama, Food Technology, Music, Sport, Science and Textiles.

This is a dynamic, hands-on role offering the opportunity to work closely with teachers and pupils to ensure that all practical lessons, rehearsals, performances, exhibitions and activities run smoothly, safely and efficiently. The role will suit someone who enjoys variety in their day-to-day work, takes pride in maintaining high standards, and thrives in a busy school environment.

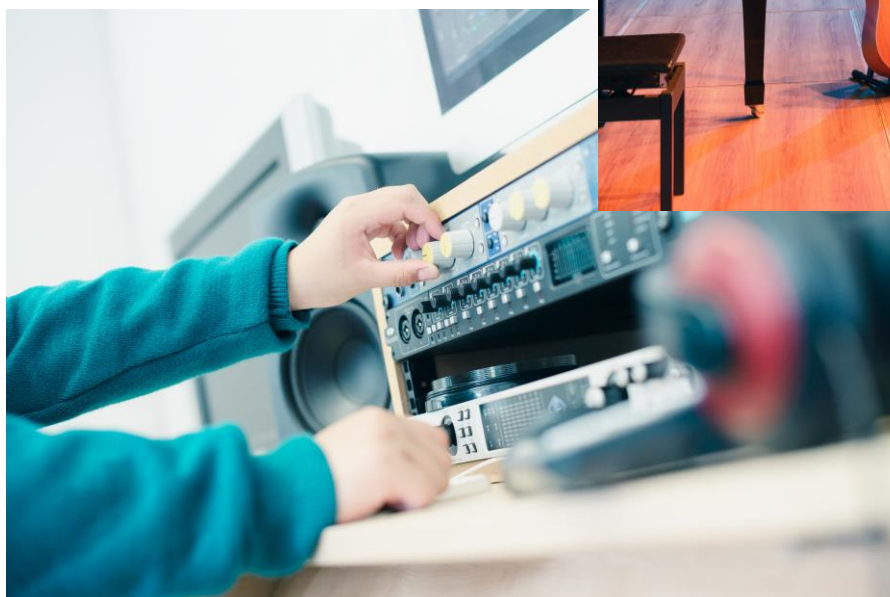
You will be responsible for preparing and setting up materials, equipment and spaces in advance of lessons and events; providing practical support during sessions where needed; and maintaining a safe, clean and organised working environment. Your work will directly support teaching and co-curricular activities, contributing to a positive and inspiring experience for pupils across the departments you assist.

Key responsibilities include:

- Preparing, setting out, testing and clearing away equipment, materials and teaching spaces for lessons and co-curricular activities.
- Assisting teachers and pupils during practical sessions, including demonstrating equipment or processes and supervising safe use.
- Maintaining departmental equipment such as sewing machines, kilns, ovens, heat presses, musical instruments, sound and lighting equipment, and sports apparatus.
- Managing stock levels and storage, supporting ordering processes and ensuring safe, tidy and accessible storage of materials.
- Cleaning and maintaining workspaces, surfaces and equipment in line with health and safety expectations.
- Assisting with the creation of classroom displays, visual resources and exhibition materials.
- Supporting school events, performances, practical assessments and open days as required.



The successful candidate will be well-organised, reliable and confident working across a range of subjects. Strong interpersonal skills and a flexible, team-focused approach are essential, as is an interest in supporting pupils with hands-on, practical learning.



## About the Girls' Day School Trust



The GDST is a family of 24 independent schools and 2 all girls' academies across England and Wales. As specialists in girls' education, we tailor our teaching to the way girls learn best and instil in them the conviction that there is no limit to what they can achieve.

At GDST, we focus not only on what is learned but how it is learned. Ensuring our girls are confident and fearless, determined to show what they can do. Nothing holds our girls back – they are encouraged to embrace every role and subject. As a result, they trust their own abilities and are alive to every opportunity.

We concentrate on creating an environment where all can thrive and learn from one another. Physical and emotional well-being is paramount, which is why every GDST school provides an incredible array of extra-curricular activities and wellbeing programmes.

Within this family, networking opportunities enable staff to share best practice and develop initiatives that benefit all our schools and pupils. In addition to supporting the work of individual schools in providing excellent induction and development opportunities for staff, the GDST provides access to an extensive training programme, GDST Learn. This includes development opportunities and grants for some individual courses of study.