



JOB DESCRIPTION

| | | | |
|------------------------|--------------------------------|-------------------------|-------------------|
| Job Title: | Design Technology Technician | Department: | Design Technology |
| Hours of Work: | Full time (Term Time) + 5 Days | | |
| Responsible To: | Head of Design Technology | Responsible For: | N/A |

Summary of Role:

The Design and Technology department here at Woldingham School is a successful, exciting and forward-thinking department. We deliver Design and Technology across KS3, 4 and 5 to the very highest level with pupils gaining access to the latest industry standard software applications including the Adobe Suite and Rhinoceros 3D CAD software. We are also fortunate to be well resourced with a range of CAM machines including a bank of professional 3D printers and a Laser Cutter in both of our Design and Technology laboratories. We deliver Product Design at GCSE and A 'Level which allows our students to develop their individual specialisms via a very wide range of skills including 3D Design, textiles, programming and also the more traditional elements such as woods, metals and plastics.

The requirements are for proven practical skills, through experience with woodworking, with metal, or engineering type activities, or even any other suitable 3D or Graphical activity, e.g. craft, or sculpture. A person is needed who is willing and able to work with machinery and has experience of working with a range of hand-tools.

It will be necessary that the person should be willing to undertake training to become certified in the safe use of machinery in the workshop. The school will arrange for such training to be provided.

As ICT is heavily used within design and technology a candidate with good ICT skills is preferred with a willingness to undertake in-house training to operate our CAD/CAM facilities and update several key electronic documents.

Specific Responsibilities:

- 1. Set up equipment, tools, and materials, for specific lessons.** Wood-based lessons require different equipment from metal, plastic, and graphics, all of which need to be organised in advance.
- 2. Cut materials to size for projects prior to lessons and during lessons.** Materials need to be prepared for lessons, usually this involves cutting, sometimes gluing.
- 3. Preparation of specific resources for projects.** Prepare Jigs, moulds/patterns etc for both new and ongoing projects.
- 4. Organise students' work, tools, and equipment.** Store work once dry, replace vices and clamps. Organise tools and equipment, rack new items, and label. Unpack and store wood, metal and plastic orders.

5. **Help with trial runs of projects.** Each new project undertaken with a teaching group needs a 'dry run' to explore possibilities and problems. Teaching materials and resources have to be prepared.
6. **Everyday maintenance of machines.** Including but not limited to: Remove dust from the extraction units. Complete daily equipment checks using log sheets to help monitor any specific reoccurring issues.
7. **Repair of damaged equipment.** Small bandsaw, fretsaw, soldering irons etc; all need regular maintenance. To highlight any specific repairs which need to be undertaken externally to HoD.
8. **Maintenance of Health and Safety policy.** Under the guidance of the Head of Department, assist with the implementation of policy according to regulations, check and record on an annual basis, update the Health and Safety document, and organise and implement the annual machinery maintenance by contractors.
9. **Help to establish an electronic record of students' work.** Each piece of work is photographed, recorded, and transferred to shared resources area. IT training will be given if required.
10. **Provide technical assistance and support during lessons.** To liaise with teacher in charge as to appropriate level of assistance to give students during a taught lesson.
11. **Ordering.** To oversee in the ordering of materials, ensuring that stock levels are monitored in advance and that HoD is made aware of any stock requirements.
12. **Maintain and update COSHH list.** To maintain an electronic list of resources held which are hazardous to health, highlighting the specific requirements for safe use and storage of such resources. Ensure that all COSHH substances are always stored safely and flag any changes to department should there be any updates.
13. **PAT testing.** Along with HoD department ensure that items are identified for testing at relevant times so that they can be made available so they can be tested.
14. **Departmental displays, visual aids and updating of elements of the departmental web page.** To work with classroom teachers and assist in the creation and maintenance of inspiring displays.
15. **Clearing away at end of lessons.** Assist and help organise in the clearing away at the end of lessons. Excess waste material to be cleared and vacuumed as to not cause trip/slip hazards. Clean down machines and work surfaces to provide a safe environment. Although students will be directed in the first instance to carry out these tasks, technician time will need to be allocated to ensure that the workshop is left in a clean state in readiness for the following lesson.
16. **Operate the range of CAD/CAM facilities within the department.** Process students' jobs and monitor progress on a variety of CNC machines; Laser Cutters, 3D Printers, Vinyl Cutter and Dye Sublimation Printer. Training for this can provided in-house where a candidate has a reasonable level of ICT experience.

Professional Development

All staff are encouraged to contribute their knowledge, skills, and experience by serving on working parties concerned with academic and pastoral policies. Although Woldingham is an independent school, the curriculum takes full account of developments in secondary education throughout England and Wales.

PERSON SPECIFICATION

| Essential | Desirable |
|---|-----------|
| Personal Behaviours | |
| <ul style="list-style-type: none"> • A candidate with experience of working with young people, with or without teaching experience. • A sympathetic person, who is patient, even tempered and calm when under pressure. • An effective communicator with good interpersonal skills. • An ability to take initiative and to be pro-active. | |
| Ethos and Whole School Values | |
| <ul style="list-style-type: none"> • Committed to operating as part of the School community. • Committed to the Sacred Heart Values. • Committed to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care. | |
| Safeguarding and Pastoral | |
| <ul style="list-style-type: none"> • Committed to safeguarding and promoting the welfare of children and young people. • A satisfactory Enhanced Disclosure from the DBS. | |

Terms and Benefits

- **Start Date:** September 2023
- **Working hours.** 37.5 hours per week Monday to Friday (8.15am – 4.15pm including 30 minutes unpaid lunch break). 34 weeks per year to include INSET days and preparations
- **Salary.** Competitive.
- **Holiday:** The holiday entitlement is 5 weeks per year plus public holidays (pro rata), An element is included in the salary to cover holiday pay entitlement. It is expected that holiday will be taken in school holidays.
- **Pension.** The DT Technician will be auto enrolled into the School's pension scheme.
- **Lunch.** A free meal is available in the dining room each working day when the kitchens are open, when on duty.
- **Parking.** There is free parking on site.
- **Gym and Pool.** There are staff sessions for use of these facilities.
- **School fees:** Subject to Governors' discretion, remission may be available for dependants of the job holder attending the school. If not already at the school, any child would have to meet the normal entrance requirements.