

ST EDWARD'S OXFORD

JOB DESCRIPTION – Design Department Technician

Responsible to: Head of Design & Technology

Accountable to: Bursar

Relates to

- Pupils
- Teaching staff
- Non-teaching staff
- External suppliers

Job Summary

The Design Department Technician will work with the department's Lead Technician to support teaching and other activities within the Design and Technology (DT) Department. The Technician will undertake a wide range of tasks within the department, including contributing to the ongoing maintenance of departmental equipment and facilities.

Main Duties and Responsibilities

- Workshop maintenance:
 - Responsibility for daily organisation and ensuring an effective teaching environment
 - Contribution to rolling machine maintenance schedule (including development opportunities across the full range of machines)
- Teacher support:
 - Preparation of materials and tools prior to lessons
 - Responding to live maintenance issues during lessons
 - Development of teaching aids and demonstration kits for whole department use
- Facility Development:
 - Suggesting and implementing improvements to storage, workshop environment and organisation
 - Construction of displays of project work
- Pupil Supervision & Assistance
 - Supervision of pupils' free time workshop, in conjunction with other departmental staff
- Administrative tasks
 - Shared responsibility for processing orders
 - Preparation and maintenance of stock control
- Personal skill development
 - Attending internal and external courses as the department thinks appropriate
 - Opportunity to identify areas of personal interest where support will be provided to develop skills (including qualifications and training)
 - Ring-fenced weekly slot for personal development projects

(This is not an exhaustive list of duties and the Technician should expect variances in job content to help achieve the efficient running of the department).

Future development of the role

It is hoped that, in the future, the Technician may be able to give practical instruction to pupils, either in small groups or on a one to one basis and so to gain instruction/teaching experience. Such opportunities would be subject to the operational needs of the DT Department.

Hours and weeks of work

This is a full time post, working 8:30 am to 6:00 pm, Monday to Friday (less one hour for lunch) during term time and for a further 15 days in total per year – normally in the weeks preceding and following terms, resulting in a total of approximately 37 worked weeks per year. There is also a requirement to work approximately 4 Saturday mornings per term (8:30 am to 1:00 pm). Arrangements for work on Saturday mornings and outside term time are agreed between the Technician and the Lead Technician. The Technician may be able to take other breaks during the day, depending on the teaching timetable.

Holiday

The paid holiday entitlement is 5 weeks per annum and all holiday, unless in exceptional circumstances agreed by the Head of DT, should be taken outside term time & the working weeks specified above. When Bank Holidays fall during term time, they are regarded as normal working days, for which time off in lieu is allowed. The School's holiday year runs from 1 September to 31 August.

The total of paid weeks per year is 42 (37 worked weeks plus 5 weeks holiday).

Salary

The salary for this role will be £15,000 per annum, which includes payment for Saturday mornings. Salary is paid monthly, in 12 equal instalments.

Probationary Period

This appointment is subject to a probationary period of 3 months.

Pension

Participation in the School's pension scheme for non-teaching staff is available after one year's service.

Sickness Benefit

After one year's service has been completed, annual entitlement to sickness benefit is six weeks at full salary plus a further six weeks at half salary. During the first year of employment, sickness benefit will be payable at full salary for one month.

Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils and their families. Staff are required to exercise due consideration in the way they use such information and should not act in any way which might be prejudicial to the School's interest. Information which may be included in the category covers both the general business of the School and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times. The School is registered under the Data Protection Act 1984 and staff must not at any time use the personal data held by the school or disclose such data to a third person.

Child Protection at St Edward's

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the CRB.

Miscellaneous

Free lunches are available at times when the School's Catering Department is working. Employees may use the Esporta Leisure Centre, however, this is not a contractual entitlement.

PERSON SPECIFICATION – Design Department Technician

Headings	Essential Qualities	Desirable Qualities
Personal Circumstances	Able to work flexibly and work the necessary hours to meet the demands of the position	
Personal Attributes	<p>Enthusiasm</p> <p>A positive and good humoured nature</p> <p>Accuracy and an eye for detail, with a meticulous, systematic approach to problem solving</p> <p>Excellent organisational and interpersonal skills</p> <p>Keenness to keep abreast of changing technology</p> <p>A genuine interest in, and empathy with, children</p>	
Educational Qualifications	<p>A good command of the English language.</p> <p>Basic level of maths/numeracy</p>	<p>First Aid / Safety related qualifications</p> <p>Practical qualifications</p>
Skills, abilities and experience	<p>Good working knowledge of at least the following programs: Microsoft Word, Excel, Outlook, internet.</p> <p>The ability and willingness to update computer skills, as necessary</p> <p>The ability to relate well to people of all ages and at all levels</p> <p>The ability to work well as part of a team, but also to use initiative and to work autonomously, as necessary</p> <p>The ability to work to deadlines and prioritise tasks under pressure.</p> <p>Keen perception of safe working practices</p> <p>Working ability with either a range of materials or specific expertise with wood or metal</p>	<p>A knowledge of the independent schools sector</p> <p>Previous experience of working in a similar role or in a similar environment</p> <p>Previous experience of CAD or technical drawing at a basic level</p> <p>Interest in machines/vehicles or a practical hobby</p>
Child protection	<p>Commitment to the protection of children and young people.</p> <p>Willingness to work within the School's Child Protection guidance for staff and follow relevant organisational procedures.</p>	