



Design & Technology Technician

Queen Elizabeth's Grammar School, Ashbourne Academy

Permanent

Required to work 37 hours per week, 42 weeks per year

QEGSMAT are seeking to appoint a Design & Technology Technician on a permanent basis to contribute towards effective teaching and learning by providing technical support to the Department. We are looking for the successful candidate to start as soon as possible.

The Trust's vision is to 'Question, Explore; Give; Succeed' and our exceptional staff, strong leadership and motivated children and young people, as well as excellent facilities, provide the successful formula for this. Queen Elizabeth's Grammar School Ashbourne Academy is an 11-18 Comprehensive School in the picturesque town of Ashbourne. The school enjoys an excellent reputation within the local community. Academic standards are already very high in all key stages but we are not complacent and continually seek to expand and improve upon opportunities afforded to our students.

The successful applicant will need to have a practical and flexible approach to work, ideally with experience in a similar setting and willing to support all areas of the department. The technician would work under the direction and instruction of senior staff to provide technical support to the Design & Innovation department. Responsibilities will include supporting classroom support, administration and ordering of materials, health and safety and the preparation of resources.

Applicants should ideally have knowledge of CAD/CAM, tool and machine maintenance, be computer literate and be skilled in Design Technology material preparation.

Queen Elizabeth's Grammar School Ashbourne Academy is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. If you are interested in this position please complete an application form found at <https://www.qegsmat.com/current-vacancies/> and email it to hr@qegsmat.com before the closing date.

Closing date for applications: 17th February 2019

Provisional Interview date: w/c 25th February 2019

Actual Salary: Scale 3 £17,681 - £18,672 (£16,031 - £16,929)

Potential Start date: ASAP



JOB DESCRIPTION

Post Title: Design Technology Technician

Responsible to: Head of Design & Innovation

Scale: 3 (SCP 14 – 17)

Weekly Hours: 37

Weeks Per Annum: 42

Post Objectives:

To contribute towards effective teaching and learning by providing practical and technical support to the Design and Innovation Department.

Other Considerations:

It will be necessary to work with information technology and associated systems in accordance with the school's policies.

All staff are expected to be flexible to ensure the most effective organisation and delivery of learning.

Duties and Responsibilities:

- To prepare materials and set up equipment, ensuring that it works satisfactorily, for Design and Innovation classes.
- To assist teaching staff, as required, with class practical work.
- To clean and put away tools and equipment after use across the department.
- To operate a safe and secure system for the storage of materials, tools and equipment ensuring they are readily accessible.
- To maintain tools and equipment in good working order and to organise repairs or specific maintenance as required.
- To undertake regular checks of rooms, ensuring that tools and equipment are ready for teaching.

- To advise teaching staff on potential problems with equipment.
- To ensure workshops are clean, safe and orderly at all times.
- To monitor levels of stock, to order new stocks ensuring best value at all times and to check departmental deliveries.
- To assist in maintaining the department's inventory of materials, tools and equipment.
- To assist in maintaining appropriate records, statistics and filing systems.
- To prepare display material as requested, maintaining interesting and stimulating displays workshop areas.
- To work in accordance with the school's Health and Safety Policy and COSHH guidelines.
- To keep up to date with curriculum and technical developments undertaking training as required.
- To maintain confidentiality and observe data protection and associated guidelines where appropriate.
- To carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.

METHODS OF WORKING

The post holder must:

- Maintain confidentiality and observe data protection and associated guidelines where appropriate;
- Maintain an awareness of Safeguarding Children;
- Understand and comply with the academy's Health and Safety Policy in the performance of their duties and responsibilities;
- Carry out the duties of the post in compliance with the academy's Equal Opportunities Policy;
- Understand and comply with all other relevant academy policies;
- Take an active part in appraising their own work against agreed priorities and targets in accordance with the academy's professional development and supervision arrangements;
- Undertake any necessary training associated with the duties of the post;
- Carry out any other reasonable duties and responsibilities within the overall function, commensurate with the grading and level of responsibilities of the post.



PERSON SPECIFICATION

| | Essential | Desirable | Evidence |
|-------------------|--|---|--------------------------|
| SKILLS | <ul style="list-style-type: none"> • Systematic and practical with strong organisational skills • Effective communication skills • Ability to work as part of a team or independently • Ability to work with diverse groups • Competent user of Microsoft Office software | | Interview Application |
| KNOWLEDGE | <ul style="list-style-type: none"> • Basic electronics • Health & Safety Procedures within a workshop environment • Understanding of COSHH regulations | <ul style="list-style-type: none"> • Basic Computer Aided Design and Manufacturing (CAD/CAM) packages. | Interview Application |
| EXPERIENCE | <ul style="list-style-type: none"> • Experience of working in a workshop environment • Experienced in the preparation of wood, metal and plastic • Experience of using hand and power tools | <ul style="list-style-type: none"> • Experience of Portable Appliance Testing | Interview Application |

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|-----------------------|---|---|--|
| | <ul style="list-style-type: none"> • Experience of record keeping and stock control | | |
| QUALIFICATIONS | <ul style="list-style-type: none"> • GCSE (or equivalent) Grade C or above in English and Mathematics | <ul style="list-style-type: none"> • Recognised relevant qualifications • First Aid | Certificates Interview Application |
| QUALITIES | <ul style="list-style-type: none"> • Flexible, innovative and willing to embrace new ideas • Enthusiastic and self motivated • Willing to develop through appropriate CPD opportunities • Ability to develop and maintain effective working relationships within differing contexts | | Interview Application |

Print Name _____

Signature _____

Date _____