**Job Title: Design and Technology Technician**

Department: Design and Technology

Reports to: Head of Design and Technology

##### Background

Hurstpierpoint College is a successful independent school, and a significant medium-sized enterprise in mid- Sussex with around 350 employees and a turnover of some £18 million pa. It is both a stimulating and a pleasant place to work.

The College is amongst the most successful independent schools in Sussex. It is co-educational and comprises a Senior School, Preparatory School, and Pre Prep with just over 1,000 pupils in all. Over half the pupils in the Senior School are boarders (full or part-time).

##### Role Summary

The Design and Technology department in the College comprises four full and part time teaching staff who teach pupils from both the Senior and Prep schools. The Technician is a member of the Support Staff of the College, however, on a day to day basis the Technician will work under the direction and guidance of the Head of Design and Technology, with responsibility for providing resourcing and administrative support for the Design and Technology department.

##### Principal Responsibilities

These include but are not limited to;

* Assisting the teaching staff and pupils in keeping the Design Centre a safe working environment in accordance with B.S. 4163 and CLEAPSS.
* Assisting members of the teaching staff with the supervision of small groups of pupils working at specific pieces of equipment as required, which may include CAD/CAM.
* Instructing individual pupils in the safe use of tools and equipment as they progress with coursework projects.
* Keeping the workshops, prep room and equipment within them in good working order, including servicing and maintaining machinery on a regular basis.
* Ordering and supervising the control of stock, materials, equipment, tools and sundries ensuring best value is achieved.
* Recording and supervising the issue and collection of pupils’ textbooks.
* Cutting and preparing materials to size and shape, as required by staff and pupils, using a wide range of commercial machinery.
* Producing demonstration models, jigs, patterns, moulds, formers and other items of equipment as required.
* Assisting in the preparation of displays and exhibitions for parents’ evenings and open days, including the creation and maintenance of departmental display boards.
* The establishment and maintenance of a system of racking and storage for tools, equipment and pupil work.
* To be responsible for the processing of deliveries, the movement of materials within the department and the general tidiness of the storerooms and prep rooms.
* Reporting any problems encountered in the Design Centre to the Head of Department and log through the GRS Services Desk, as soon as possible.
* Maintain the departmental asset log, listing higher value and desirable items.
* Keeping records of work requested and undertaken, including local exhaust ventilation (LEV) testing, PAT testing and health and safety auditing.
* Carrying out any tasks reasonably requested by the Head of Department and management of the College consummate with the post.

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| **Criteria** | **Essential/****Desirable** | **How Assessed** |
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| **Qualifications** |
| Educated to A Level standard with GCSEs (or equivalent) at grade C or above in Maths and English  | Essential | Certificates |
| Appropriate current safety certificates for working with machinery (further qualification can be arranged) | Desirable |
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| **Experience** |
| Working in a school or college | Desirable | Application Form / Interview |
| Reasonable experience of working in a workshop environment with a variety of tools and machines | Essential |
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| **Knowledge & Understanding** |
| Good working knowledge of Microsoft Office package, in particular Excel and Word | Essential | Application Form / Interview |
| Using a variety of tools and machines | Essential |
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| **Skills and Competencies** |
| Good oral and written communication skills | Essential | Application Form / Interview |
| Ability to communicate effectively with a diverse range of people of all ages and at all levels, and especially with department colleagues | Essential |
| Good interpersonal skills | Essential |
| Meticulous attention to detail | Essential |
| Proven ability to keep accurate records | Essential |
| Able to work with and motivate pupils, whilst developing a culture of mutual respect with them | Essential |
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| **Attributes** |
| Ability to work in a way that promotes the safety and wellbeing of children and young people | Essential | Interview |
| Flexible approach to duties undertaken and working hours | Essential |
| The ability to work as part of a team and on own initiative | Essential |
| Empathy with the independent school sector | Essential |
| The ability to work under pressure at times | Essential |
| Hardworking and self motivated | Essential |
| Well organised with good time management | Essential |
| Enthusiastic, with the ability to foresee what needs doing | Essential |
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| **Other Requirements** |
| Satisfactorily meeting the College’s employment checks – Disclosure & Barring Service, health assessment, references, qualifications and legal entitlement to work in the UK | Essential | Checks and clearances |

The appointment will be confirmed following six months’ satisfactory service.

This job description is current at the date shown below. It may be subject to variation by management in consultation with you to reflect or anticipate changes in, or to, the job.

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| **Working hours:** | The post is initially for three days a week It is anticipated that this post will be full time from September 2020. Normal working hours are from 8.15 am to 4.15pm, Monday to Friday, with half an hour (unpaid) break for lunch, during term time (34 weeks per annum). There may be the requirement to work occasional additional hours when necessary, such as at the beginning and end of terms to complete tasks, tidy areas and prepare for the term ahead. |
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| **Salary:**  | The starting salary is negotiable and dependent upon qualifications, skills and previous experience. Salaries are reviewed annually. |
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| **Additional benefits:** | Free lunches are available during term time and there is parking on site. |
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|  | Membership of the College’s contributory pension scheme with The Pensions Trust. |
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|  | Child care vouchers and BUPA private medical scheme which employees can subscribe to. Use of College facilities: library, gym and swimming pool. |
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Closing date for applications is Friday 28th September 2018.

To apply for this position, please send an application form, your curriculum vitae and a covering letter explaining why you are interested in this post, how you think you are suitable and how you meet the person specification to:

Mrs Caroline Hall

HR Manager

Hurstpierpoint College

Hassocks

West Sussex

BN6 9JS

Or send your application by email to: jobs@hppc.co.uk.