



PRAESTAT OPES SAPIENTIA

# HAMPTON SCHOOL

## Senior Technician – Design Technology

Job Title: Senior Technician – Design Technology

Reporting Line: Head of Design Technology

Location: Hampton School

### Role Summary

Responsible to the Head of Department, the primary role is to assist in the smooth running of the department. The successful candidate will be expected to have sound knowledge and experience relating to the use and maintenance of the machinery used within the department, and be proactive in supporting the teaching staff in the safe delivery of curricular and extra-curricular project work.

### The main responsibilities and duties of the post are:

- Preparation of teaching equipment and materials for groups and individuals.
- Organisation of workshop equipment (including tidying and cleaning).
- Availability during timetabled practical lessons to provide support and safety supervision of teaching sets.
- Liaising with teachers about projects, specific pupil needs, and teachers' support requirements.
- Organising and planning, or conducting both routine and non-routine maintenance, servicing, and repair of machine tools, workshop equipment, and hand tools, including the upkeep of records and the maintenance log.
- Manufacture of jigs, fixtures, tools, and teaching aids.
- Stocktaking and re-stocking, including leaving site to physically purchase materials and supplies locally as necessary (materials, fittings, equipment and components).
- Maintenance of the departmental budget spreadsheet and regular liaison with the School Accountant to ensure good financial management and to keep the Head of Department updated each month.
- Maintenance of safe working practices by:
  - contributing to departmental H&S policies and practices in conjunction with the Head of Department and Health and Safety Consultant.
  - keeping up to date with current procedures and best practice through continuing professional development.
  - the safe handling, storage, and disposal of materials and hazardous substances.
- The use of ICT equipment for e-mail, ordering stock and record keeping.
- Telephone and web based ordering.
- Record keeping.
- Individual project manufacturing support.

- Issuing and collecting Text Books.
- Responsibility for the general security of the department, in conjunction with all departmental staff, including locking rooms and isolating power when not in use.
- Any other jobs deemed to be reasonable and appropriate to the role upon request from the Head of Department.

**Please note** that there may be some changes and additions to the above. This document is designed to provide applicants with a “flavour” of the position and responsibilities and is not necessarily comprehensive, however, the employee may be called on to perform other tasks as directed by the Head of Design Technology, Headmaster or anyone acting on their behalf.

#### Person specification

- Proficiency in the use of CAD/CAM (routing & milling, turning, laser cutting, vinyl cutting, engraving, and 3D printing).
- Competence in the manufacture and assembly of photo-etched printed circuit boards.
- A knowledge of or willingness to be trained in the use of workshop machines across all material types (woods, metals, plastics, and electronics)
- Full DATA Health & Safety Accreditation (training will be available if not already held)
- The Senior Technician must be fully skilled
- Must be experienced in the use and maintenance of the machines in the department, and sufficiently confident in a workshop environment to cross train and transfer skills to any machines they are not currently familiar with.
- A smart appearance, friendly/polite demeanour and good communication skills.
- A genuine interest in helping pupils to develop manufacturing skills to enable them to reach their full potential and assisting them to resolve manufacturing problems.
- Energy, commitment and enthusiasm, directed towards the smooth running of a challenging, demanding and progressive department.
- Ability to identify and complete work in an unsupervised fashion.
- Be flexible and adaptable in order to meet the ever changing needs and priorities within the department.
- The ability and willingness to learn new skills.
- A willingness to assist staff to develop their manufacturing skills.
- Line management skills essential

#### Other

- To act as Fire Marshal and First Aider as required. Training will be provided.
- Any other reasonable tasks required by the Headmaster and/or Bursar in association with the above role.

#### Training

Given the diversity and challenges of the work involved, it is anticipated that training will be necessary to fulfil all aspects of the role. Much of this training can be provided in-house but where necessary this will be provided by outside agencies. We are more interested in a skill-set and a willingness to be adaptable than a list of existing qualifications.

## **Equal Opportunities**

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals; and, to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements are required to attend an interview please inform the School.

## **Safeguarding**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Safeguarding Designated Persons or to the Headmaster.

## **HAMPTON SCHOOL - SALARY AND OTHER BENEFITS**

### **Salary**

Daily/hourly rate to be agreed and discussed prior to appointment.

### **Hours and Holidays**

Hours are 8.30am – 4.30pm term time only (approx. 35 weeks per annum) plus 1 week during the School holidays.

Additional work is to be discussed and agreed with the Senior Technician and Bursar.

### **Drinks and Snacks**

Members of staff are provided, at no cost, with tea/coffee and light snacks during the working day.

### **Lunch**

Lunch is provided to members of staff at no cost.

### **Parking**

Currently staff parking on site is permitted. All those who wish to park must obtain a permit from the Front Office.

***The above non-contractual benefits are currently available to members of staff. They are at the discretion of the Governors, who reserve the right to withdraw them without notice.***

Further details of the School are available on the website.