

North London Collegiate School



Founded 1850

Design Technology Technician



Job Description

DESIGN TECHNOLOGY TECHNICIAN

Actual salary: £20,829 - £22,993 per annum (NLCS Independent scales)

To work Monday to Friday from 8.30 am – 4.30 pm, term time only plus INSET days and 3 additional days (34 weeks & 3 days per year)

Line Manager: Director of Art and Design

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The following duties will be deemed to be included in the duties which you may be required to perform:

- child protection, discipline, health and safety
- promoting and safeguarding the welfare of children and young persons for whom you are responsible and with whom you come into contact
- to attend meetings of the non-teaching staff at times notified to you by the Chief Operating Officer. You may on occasion be required to attend a meeting during the lunch period or after normal School hours

Main Purpose of the Job

The Design Technology Technician will be responsible for supporting the Design Technology curriculum. The role includes ensuring that teaching staff are thoroughly supported to teach dynamic and fast paced lessons, with materials prepared in advance and equipment and stock maintained to a high level. Technical support is also required for certain aspects of exam projects

Key responsibilities

- Organisation of classroom resources throughout the Design Technology;
- Setting up equipment and materials for lessons and practical exams;
- Supporting students and teaching staff in lessons, ensuring equipment is used in a safe manner;
- Monitoring and maintaining equipment and resources, ensuring it meets all relevant health and safety requirements;
- Ordering consumable materials and maintaining stock levels for the department.
- Preparation and labelling of equipment and putting up exhibition work;
- Preparing, maintaining and operating machinery e.g. wood and metal cutters;
- Display of student Art and Design work around the school campus
- Assisting in the Art Block as required.

Person Specification

Essential

- Relevant knowledge, skills and experience in Design Technology
- Experience of using machinery including tools for cutting wood, metal and plastics
- Ability to work effectively, both as part of a team and independently
- Proactive and flexible approach
- Good communication, organisational and interpersonal skills
- IT Literacy
- Knowledge of Health and Safety requirements when using Design tools and equipment

Desirable

- Experience of working with digital equipment

This post is suited to either a current Technology Technician looking for a change, or a graduate with a background in Design.

TERMS & CONDITIONS

Hours

Monday to Friday from 8.30am - 4.30pm term time only plus INSET days and 3 additional days each year.

Pension

The successful candidate will be eligible to join the School's Pension Scheme for Support Staff

Staff Benefits

Free school lunches are provided during term time. Free use of swimming pool and fitness suite. The School is a member of a BUPA group scheme; subscription is open to all staff.

Statutory Sick Pay

Statutory Sick Pay is paid in accordance with the relevant conditions in force at the time.

Expenses

Expenses necessarily incurred in the performance of official duties (for instance those related to hospitality and the use of his/her own car) will be reimbursed by the school.

Education

The successful candidate will be eligible to take part in any scheme for the education of daughters which is applicable to members of staff at North London Collegiate School.

Medical Examination

A Pre-employment Health Questionnaire will need to be completed by the successful candidate.

Probation

The appointment is subject to a probationary period of six months, after satisfactory completion of which the appointment will be confirmed. The successful candidate will be required to sign a contract of employment upon commencement.

Termination of Employment

The appointment will be subject to eight weeks' term time notice, in writing, on either side.

APPOINTMENT PROCEDURE

Candidates should send the following to The HR Manager by e-mail: NTSrecruit@nlcs.org.uk or by post to: North London Collegiate School, Canons, Canons Drive, Edgware, Middlesex, HA8 7RJ.

- A one page letter of application.
- Completed Application Form.
- References will be taken prior to interview **unless indicated otherwise**.

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be asked to apply to the Disclosure and Barring Service (previously Criminal Records Bureau) for an Enhanced Disclosure.

KEY DATES

Closing Date for applications: Friday 21st February 2020 (12 noon)

Interview Date: TBC