

## THE LADY ELEANOR HOLLES SCHOOL JOB DESCRIPTION

**POST TITLE:** D&T Product Design Technician (Full Time)

**RESPONSIBLE TO:** Head of Product Design

**MAIN PURPOSE OF POST:** To provide technical support to teaching staff and classes primarily in the Product Design area of the curriculum. To adopt a flexible style in order to tackle a range of routine duties in the Design and Technology Department.

### MAIN DUTIES:

- Prepare and provide materials, equipment and other resources needed to enable teaching staff and students to work efficiently, safely and effectively in the classroom environment.
- Set up hardware including ICT and CAM equipment required by teachers for class demonstration or student use.
- Work alongside teachers during design and make activities in lessons to aid safe and effective student progress.
- Liaise with teachers and students in the sourcing and preparation of materials for individual design projects.
- Create and maintain an inventory of materials and other stock items and prepare purchase orders.
- Design and manufacture or source pieces of equipment, jigs, fixtures and teaching aids as required by staff for class demonstration or for student use.
- Organise and maintain the Product Design areas so that they remain efficient and pleasant areas in which to develop and manufacture high quality models and prototypes.
- Ensure that in all Product Design areas, tools, equipment, materials, computer software and hardware and other resources are kept in an operable and safe condition and ready for use by staff and students.
- Undertake routine maintenance of modelling workshop machines and hand tools, and rapid prototyping/CAD room equipment and keep accurate records of this maintenance.

### **Specific responsibilities include:**

- Organise and oversee annual inspections of workshop equipment.
- Keep comprehensive records of H&S documentation including DATA sheets for materials and substances used in the department.
- Ensure all new pieces of equipment are PAT tested by the school's maintenance department.
- Check that all machinery continues to comply with the appropriate Health and Safety regulations and safe working practices outlined by the HSE.
- Regularly maintain hand and machine tools to ensure they function safely and efficiently.
- Record and report any defects with electrical, electronic and ICT equipment.
- Undertake regular cleaning of dust and other waste from machinery and equipment.
- Check, clean, repair and replace personal protective equipment (PPE). Document and report any health and safety issues to the appropriate personnel and/or take remedial action as appropriate.
- Print teaching materials for teachers and students as required including copying, scanning and collating examination papers.
- Check and consolidate student CAD/CAM files for laser cutting/3D printing/dye sublimation.
- Assist with the updating of departmental documentation on the iLP and other electronic media.
- Create and maintain displays of student work in the department and assist in the preparation of the annual exhibition of GCSE/A Level work.
- With prior negotiation, participate in departmental trips/talks/evening exhibitions that take place in relation to the effective running of the department's extra-curricular provision.
- Carry out other duties as reasonably fall within the purview of this post as designated by the Head of Department.

### **GENERAL**

- To take part in training programmes provided by the school.
- To undertake such other duties which may be reasonably required.

### **SAFEGUARDING**

To adhere to school policy on safeguarding and updating training as required. To ensure the safeguarding and well-being of children and young people at the school in accordance with school policies.

**LADY ELEANOR HOLLES  
PERSON SPECIFICATION**

	Essential	Desirable	Assessment (Application Form/ Interview/Reference)
<b>Qualifications/Training</b>			
Professional qualifications BTEC, HNC etc.	✓		AF
Educated to degree level or equivalent		✓	AF
Health and Safety Training Certification		✓	AF
<b>Experience and knowledge</b>			
Proven experience of digital and traditional manufacturing using a range of materials.	✓		AF/I/R
Computer literacy with a knowledge of Microsoft Office and CAD/CAM software.	✓		AF / I/R
Can demonstrate good understanding of the latest DT curriculum requirements.	✓		AF/I/R
<b>Personal skills and attributes</b>			
Possess excellent communication skills whilst working with students, teaching and non-teaching staff.	✓		AF/I/R
Highly organised, self-motivated and able to work independently.	✓		AF/I/R
Able to use initiative to identify, create and manage departmental resources as required.	✓		AF / I
Possess excellent practical skills and competence to work safely in a workshop/design and model-making studio environment.	✓		AF / I
Can demonstrate the ability to adapt to the constantly evolving requirements of a modern, digital manufacturing environment.	✓		AF / I
Diplomatic, and able to work collaboratively with colleagues.	✓		AF / I
Experienced in prioritising varied and conflicting work demands and able to work under pressure.	✓		AF / I
Able to work occasional evenings outside school hours as required.		✓	AF / I

*Lady Eleanor Holles School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS).*

*This job description may be reviewed from time to time in liaison with the post holder.*

Applicants should complete the School's own on line application form and send it to be received by **noon on the closing date of 19<sup>th</sup> September 2018**

CVs will not be considered and should not be submitted

**Interviews will be held in the week beginning 24<sup>th</sup> September 2018**

An application pack is available from Human Resources or from the School's website [www.lehs.org.uk](http://www.lehs.org.uk)

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