



## **DESIGN & TECHNOLOGY SUPPORT TECHNICIAN**

**CONTRACT TYPE:** PERMANENT

**SCALE:** NJC SCALE

### **BACKGROUND**

Kirkham Grammar School is a thriving independent school, comprising a Senior, Junior, Infant and Pre-School, with 850 pupils on roll. The Senior School has approximately 600 pupils in an age range of 11 - 18 years.

The Headmaster is responsible for running the school, assisted by his Senior Management Team, including a Bursar who has responsibility for the financial matters pertaining to the Foundation as well as the grounds.

There are close links with the Junior, Infant and Pre-School, situated across the road, which has 250 pupils on roll. The Governing Body and Bursarial Department are common to both schools.

### **THE POST**

This is a full-time post during term time, with responsibility to the Head of Design Technology. The post-holder will provide technical support to teaching staff and pupils from First Year to Sixth Form. The post-holder will adopt a flexible style in order to tackle a range of routine duties, primarily within the Senior School Design & Technology Department.

Technical support will also be provided to the Junior School Technology Department and Senior School Art Department.

### **RESPONSIBILITIES:**

- a) Prepare, provide and return tools, equipment and materials as necessary to enable staff and students to function effectively.
- b) Ensure the workshop environment is left in a clean and tidy state at the end of each day.
- c) Routine maintenance of workshop equipment, machine and hand tools to include:
  - Repairs where appropriate including metal, wood and plastic cutting and forming machines as necessary within appropriate regulations and safety practices.
  - Checking the safety and correct functioning of the electronics tools and equipment.
- d. Set up, as necessary, hardware required by teachers for class demonstration or student use.
- e. Work alongside teachers and students during designing and making activities to aid student progress as and when required.

- f. Prepare materials and/or resource packs for teachers and students' design based projects.
- g. Manufacture pieces of equipment, jigs and fixtures as required by staff for class demonstration or student use.
- h. To ensure that in all the above workshop and practical areas, tools, equipment and materials are kept in an operable and safe manner and ready for use by staff and students.
- i. Advise staff on the state of materials and other stocks, undertake inventory checks and place orders with suppliers in line with department budgeting procedures.
- j. Construct storage systems for students' work and other materials, for example shelving arrangements.
- k. Photocopy and duplicate worksheets for teachers and students as required.
- l. Cover the materials stores when required to ensure that teachers are not side-tracked from their teaching duties when materials are to be urgently prepared.
- m. Ad hoc repair of equipment for all school departments including Catering.
- n. Updating lettering on school boards
- o. Ad hoc design and construction of equipment to assist in classrooms and on stage (Junior and Senior School)
- p. Teaching students 2D design software/using laser cutter/soldering and to assist on a one-to-one basis with pupils undertaking tasks that would be impossible for the class teacher to supervise.
- q. Young Engineers support.
- r. Organising Health and Safety Training for the Department.
- s. Training new and existing staff on the use of Departmental equipment.
- t. Attend and input into Departmental Meetings.
- u. Carry out such duties as reasonably fall within the purview of this post as designated by the Head of Design Technology.

## **PERSON SPECIFICATION**

### **Essential:**

- A minimum of five good grades at GCSE including Maths and English.
- Knowledge of safe working practices in relation to the handling and usage of hazardous equipment and tools.
- Ability to maintain a range of tools and equipment.
- Ability to prepare equipment and materials for lessons.
- Ability to work in an organised and methodical manner.
- Ability to identify work priorities and manage own workload.
- Ability to establish positive relationships with pupils, including those with special educational needs.
- Ability to maintain accurate work records and maintain inventories.
- Ability to work effectively as part of a Team.
- Willingness to participate in further training and developmental opportunities.
- Willingness to undertake training as required by health and Safety regulations.
- Good time management and organisational skills.
- Excellent interpersonal skills and ability to communicate effectively at all levels.
- The ability to work to deadlines under pressure and prioritise multiple issues whilst remaining calm.

**Desirable:**

- Previous experience of working in a design technology environment
- Knowledge of Health and Safety legislation as it relates to the work of a school
- Knowledge of a range of design techniques and knowledge of CAD CAM and CNC equipment.
- Experience of undertaking a range of design related tasks

**Reports To:**

Head of Design Technology

**Hours of Work:**

35 weeks term time (designated hours: 8.15 am – 5.15 week days), 1 week during holidays (overseeing machinery service, preparation time etc.), Refreshment break entitlement is 1 hour at lunchtime

**Holidays:**

4 weeks' holiday per annum, plus Public Holidays paid pro rata

**Salary:**

Commensurate with experience

**Pension:**

Stakeholder Contributory Pension Scheme, if required

**Applications:**

By application form and supporting letter/CV to:

Miss S L Felton  
Bursar's PA  
Kirkham Grammar School  
Ribby Road  
Kirkham  
Preston  
PR4 2BH

Tel: 01772 684462

e-mail: [sl.felton@kirkhamgrammar.co.uk](mailto:sl.felton@kirkhamgrammar.co.uk)

The post is subject to two satisfactory references, DBS Clearance and verification of qualifications

**Closing date:**

Applications should be received no later than Monday 17 June 2019

Interviews to take place Wednesday 26 June

*Kirkham Grammar School is committed to safeguarding and promoting the welfare of children and young people*