



Job Description Design and Technology Technician

Required: As soon as possible

Salary: £13.84 / hour

Hours: Part Time (2.5 days per week)

Line Manager: Head of Design and Technology

Closing date: Tuesday 7th November, 12:00 noon

Interview date: Monday 13th November

The Role

The King's School, Gloucester, is seeking to appoint a skilled Design and Technology Technician to play a crucial role in supporting our Design and Technology department. You will work closely with our DT teaching staff to ensure that students have access to well-maintained equipment, resources and a safe and conducive learning environment.

The School

The King's School, Gloucester has a rich academic tradition dating back to its founding in 1541. It houses the longest-serving classroom in Europe and is held in high esteem amongst the local and wider community, winning Gloucestershire Independent School of the Year in 2020 and 2021, and being Highly Commended again in 2022. Following the 2022 ISI Inspection, King's was proud to be declared excellent in all areas.

Main Duties

- Preparing materials, classrooms and workshops for use by staff and pupils in Design & Technology lessons, ensuring a safe and tidy working environment;
- Advising and supporting staff and pupils on the proper use of equipment and materials, including electrical equipment and machinery;
- Maintaining and repairing equipment according to a recorded and accountable schedule;
- Demonstrating and assisting staff and pupils during practical workshop activities;
- Collaborating with teaching staff to develop and integrate innovative teaching materials, methods and processes;
- Ensuring all practical lesson requirements are met in accordance with the School's schemes of learning;
- Supervising and supporting students with their projects and coursework as necessary;
- Supporting the development and delivery of Computer Aided Design & Manufacture, including the provision of assistance to students with CAM work;
- Taking responsibility for the safe storage of equipment and materials, and the disposal of hazardous materials in accordance with the relevant regulations;
- Stocktaking and record-keeping of Design & Technology departmental resources, and purchasing additional resources as agreed with teaching staff from available budgets;
- Ensuring that all COSHH / Health and Safety regulations are complied with;
- Assisting in the organisation and preparation of displays for Open Days and other events;
- Providing support during seasonal workshops and Open Days outside of normal curriculum hours as agreed with the Head of Department;
- Subject to the approval of the Head of Department, assisting in technical aspects of the work of other departments (e.g. Drama set construction);
- Undertaking any Health and Safety training as required;
- Any other duties that may reasonably be assigned by the Head of Department or the Headmaster.



Personal Profile

- Excellent practical experience of using workshop machinery, working with timbers, metals and plastics;
- A passion for design and craftsmanship;
- Health & Safety Accreditation (SCHS / SMHS) or a willingness to undertake the required H&S training;
- High standards, accuracy and attention to detail, able to meet all deadlines;
- Patient and understanding when working with children;
- The ability to establish good working relationships with pupils and staff;
- Excellent organisational skills;
- Ability to work responsibly and independently;
- Proficiency with Office 365;
- Prior experience of working in a School or similar environment would be beneficial;
- Experience with operating and maintaining workshop machinery and CAM software is desirable.

Hours of Work

The Design and Technology Technician will work from 08:30 to 16:30 for two days per week (either Monday and Tuesday, or Thursday and Friday) plus a half-day on Wednesday, term-time only plus three weeks of the published School holidays (to be agreed with the Head of Department) and INSET days. Weekly working days to be agreed at interview and with job share counterpart.

Holidays

Holiday entitlement will be 25 days per annum plus Bank Holidays, rising to 30 days after 5 years of service. Payment in lieu of this entitlement is included in the salary.

Benefits

- A contributory pension through Aviva APTIS;
- Generous fee remission for children at King's;
- Before / After School Care for children at King's;
- Access to a Doctor for advice and short consultations;
- Staff Wellbeing Programme;
- Cycle to Work Scheme;
- Lunches;
- Parking.

Applications

Candidates should apply through TES or by sending a completed School Application Form and Covering Letter via email to recruitment@thekingschool.co.uk. A CV is not required.

Closing date for applications is **Tuesday 7th November at 12:00 noon**, with interviews taking place on **Monday 13th November**. However, early applications are encouraged and we reserve the right to make an appointment prior to the published closing date, if appropriate.



KING'S
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Recruitment

recruitment@thekingschool.co.uk

Please note that the School is on half term break from Monday 23rd October to Friday 3rd November 2023. You may experience a delay in response if applying during this time; thank you for your patience.

For further information, please contact Mr Harry Fuller on 01452 337337 or via email to recruitment@thekingschool.co.uk.

The King's School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post including: references from previous employers, a Disclosure and Barring Service check at the enhanced level, as well as eligibility to work in the UK (in compliance with UK immigration regulations). Interviews will be conducted in person, and they will explore candidates' suitability to work with children. In line with Keeping Children Safe in Education an online search will be carried out for short listed candidates only – this will consist of a Google and social media search. The search is looking for anything that calls into question the candidate's suitability to work with children, or could cause harm to the reputation of The King's School. Any information discovered will be shared with members of the interviewing panel prior to interview.



The King's School, Gloucester. GL1 2BG

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