



Design & Technology Technician (with some Art)

Reports to: Head of Art & DT Department

Salary Range: NJC scale 2

Hours: Term time only, minimum 20 hours per week. The successful candidate will need to be flexible in their approach to working hours.

Job description

Main Duties

We require a versatile and experienced person to provide technical support for the Design & Technology department with some assistance for the Art department also.

General Duties

- To assist with the preparation of materials for Design and Technology classes and examinations.
- Ordering materials, finding and contacting suppliers, disposing/reclaiming materials.
- Maintenance and simple repairs of machines/tools/equipment and ICT facilities including preparation and submission of requests for other maintenance and repairs as required.
- An understanding of the use and service of laser cutters, milling machines, CNC, 3d printers etc would be an added benefit
- We teach up to A level in DT and GCSE in Engineering. This involves students providing cutting lists for the technician to process primarily in timber and metal, but you will also be asked to assist in technical design and making issues with the students when needed.
- Participate in training and other learning activities and performance development as required.
- To assist in the Art department where required. Preparing and organising materials, supervising the kiln and helping the teaching staff prepare for lessons.

Auditing stock, record keeping, ordering and checking deliveries

- To maintain and monitor stock control.
- To be responsible for keeping stock of spare parts and components.
- To audit renewable and non-renewable equipment and materials
- To process orders, enquire and communicate routinely with suppliers and source best value items for the departments.
- To unpack deliveries and maintain order in the store cupboards.

Management of Health and Safety

(in consultation with Heads of Departments/Health & Safety Committee)

- To arrange for the regular safety inspections of all machinery and equipment as deemed necessary by RBKC.
- Assist in the production of Risk and COSHH assessments.
- Participate in Health & Safety Training.

Supporting staff and pupils in the making and display of department resolutions

- Assist staff in promoting and raising the profile of Art & DT within and outside of school.
- Advise and support pupils on improvements to their own individual projects.
- Consultation on practical process and material limitations/possibilities.
- Physical involvement in supporting of making ambitious design and art pieces.
- Support and supervise with teaching staff, pupils during use of equipment.
- Advise staff on practical improvements to the workshop/studio areas.
- Support and supervision of whole school Art & DT exhibitions/moderation displays/open evenings and other dept. events.
- Support and maintenance of whole school Art & DT displays in classrooms and corridors.
- Help to record and maintain a record of pupils work for departmental records, the school website and the Vaughan Magazine.

General Person Specification

- The successful candidate will demonstrate an ability to use their initiative and sometimes work unsupervised
- They should have a good standard of education and be able to communicate effectively in both verbal and written English
- We require someone with a willing nature, who performs well under pressure and is able to relate to working in a school environment

Any other duties requested by the Head of Department, Bursar or Headmaster as appropriate to the position of DT and Art Technician.

This job description is not necessarily a comprehensive definition of the post. It will be reviewed at appraisal and may be subject to modification or amendment at any time, after consultation with the holder of the post.

Person Specification

The successful candidate should:

- Educated to GCSE Level (or equivalent) with 5 GCSEs A*-C including English and Maths.
- Good literacy and numeracy skills
- Relevant experience would be desirable
- Have practical experience of working with wood and metal
- A working knowledge of Microsoft Office Software, e.g. Excel and Word.
- Good planning and organisational skills and a flexible approach to managing own work load.
- High level of confidentiality and trust
- Good communication skills in a variety of contexts (verbal, email, written) and with people at all levels.
- Ability to work under pressure and meet deadlines
- As a technician in this department you will find the job fascinating, challenging and rewarding in equal measure.
- Be good with people, enjoy passing on and sharing their knowledge, be handy with tools, practical and able to improvise when other alternatives are not available.