

Design, Technology and Engineering Technician Part-Time (0.6 FTE), Term-Time Only

Whitgift is one of Britain's leading independent boarding and day schools for boys aged between 10 and 18 years, with approximately 1500 pupils and over one hundred boarding or flexi-boarding pupils. It was founded in 1596 by Elizabeth I's last Archbishop of Canterbury, John Whitgift, and is the oldest school in Croydon. Whitgift enjoys facilities of outstanding quality, amongst the best available nationally, in a beautiful parkland estate in South Croydon with excellent links to London, Surrey and the south coast.

THE VACANCY

Whitgift School is seeking to appoint a dynamic Design, Technology and Engineering Technician who can work under pressure and apply common sense and initiative to the demands of the post. Experience of working in a school as a DT technician is desirable but not essential. The role would suit an adaptable candidate with a practical, problem-solving mindset and a willingness to learn. Experience of working in a practical environment such as manufacturing or with experience of working with wood, metals and plastics would be beneficial. Knowledge of CAD/CAM, Health and Safety and risk assessments would also be particularly desirable. Candidates should have good interpersonal and organisational skills, enjoy working with young people, as well as be physically able to fulfil heavier duties of the post.

This role may also be suited to a designer/engineer looking to work in a school and who is interested in using the school's facilities and space after hours and/or an individual looking for the opportunity to obtain some experience within a school in order to progress into teaching in the future. Applicants who fall into either of these categories are encouraged to discuss their particular circumstances at interview.

OUTLINE OF POST

The Design, Technology and Engineering Technician plays a pivotal role in the DTE Department by assisting teaching staff through the preparation of materials, equipment, classrooms and general organisation. They are responsible for all aspects of the day to day running of technical support to a busy and thriving department to foster a successful and engaging learning environment.

The DTE technician will work in a team of 6 teachers and 2 technicians. The department has 4 main workshops, 3 graphics rooms, a heat treatment workshop with casting and welding equipment and a metal cutting CNC laser. We have an engineering workshop with mills and lathes, a composites area for carbon fibre work and a large CNC router. The department currently has 12 3D printers which are in regular use, thus breadth of skills and an interest in working with a very wide variety of materials and equipment is desirable. Training is provided as it is recognised not all applicants will have experience with all the above. The equipment often requires advance preparation, a high degree of maintenance and particular care in relation to Health and Safety. Our ideal candidate will be passionate about supporting students to make exceptional progress and working hard to help facilitate their progress.

The position reports to the Head of Design, Technology and Engineering.

MAIN DUTIES AND RESPONSIBILITIES:

Key Responsibilities

- Knowledge and awareness of Health and Safety requirements, especially BS4163:2021
- To prepare (and where appropriate manufacture) teaching materials, resources, and models as required to ensure effective support for teaching staff in the department.
- To monitor standards and practices within the classroom and identify and communicate improvements to working practices to ensure the highest standards are achieved.
- To assist with inventory of equipment and stock control in order to maintain a supply materials.
- Order stock as directed by the Head of Department so that resources are adequate for lessons.
- To liaise with suppliers in the repair and maintenance of all machines and equipment.
- To prepare and store materials in order to ensure classes are well equipped.
- To maintain and clean standard fixtures and fittings and prepare areas on a daily basis.
- To receive and check deliveries of supplies to ensure accuracy from suppliers.
- To provide technical assistance and information in the classroom and across the school community in order to support students and staff.
- To support students in the classroom environment to assist in the learning process where appropriate.
- To maintain well organised teaching and materials preparation rooms.
- To maintain and create safe and tidy storage areas and storage systems.
- To demonstrate practical making techniques to groups of students and teachers and be willing to learn new techniques and deliver as necessary.
- To assist classroom teachers as directed to produce creative displays for the department that can be used to enhance classroom practice.
- To work with the Head of Department to organise Departmental Safety Audits.

Machinery

- To ensure all machinery is operational and safe to use.
- Regular maintenance of milling machines, wood and metal lathes, pillar drills, belt sanders and bandsaws.
- The ability to use all equipment (after training) in the department and give technical instruction on its safe use.
- The ability to maintain all equipment for use on a day-to-day basis.
- The ability to repair and maintain tools and machines that are non-specialist.
- Be able to use a range of CAM machinery such as CNC routers, laser cutters and 3D printers.
- Able to MIG/ TIG weld.
- Use the metal forge, casting and brazing equipment in the metals specialist room.
- Use wood preparation machinery such as panel saw, table saw and thicknesser planer.

ICT

- General maintenance of computers and IT equipment within the department in liaison with the IT dept.
- Have good IT skills with competency in the use of 2D and 3D CAD
- Use MS Office to respond to emails and use Excel spreadsheets to a basic level.
- Scanning images, taking photographs, making photocopies as required.

Classroom

- Prepare classrooms with resources as requested by teaching staff.
- Support student learning through guidance on techniques and safe use of machinery.
- Support departmental staff in the delivery of lessons acting as a classroom assistant as required.
- To ensure that the learning environment (classrooms and display boards) are up to date.

Other

- Assist other departments and the maintenance team as needed and approved by the Head of Department to use the department resources to help prepare and maintain the fabric of the School
- To undertake training and development relevant to the post and in line with the School's professional development policy.

PERSONAL RESPONSIBILITIES

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff and volunteers to share this commitment.

PERFORMANCE STANDARDS

To ensure that all services within the areas of responsibility are provided in accordance with the School's commitment to high quality service provision.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

PERSON SPECIFICATION:

Essential

- Recent practical knowledge of working with a range of materials and techniques
- Good interpersonal skills
- Good organisation and prioritisation skills
- Ability to work to deadlines
- Growth mindset
- Flexibility
- Willingness to acquire new skills, including the DATA Health and Safety qualification
- Ability to work as a member of a team
- Ability to establish positive relationships with students and colleagues

Desirable

- Experience of working in a school as an DT technician
- Knowledge of CAD/CAM practices and processes
- Knowledge of safe working practices within a workshop
- Experience in maintaining and repairing of Design and Technology equipment
- Good ICT skills

FURTHER INFORMATION

All of our staff benefit from a competitive remuneration package, including:

- 25 days' holiday pay FTE (pro rata amount will reflect 0.6 allocation).
- Membership of a generous money purchase pension scheme for all support staff which includes 3 x salary life assurance cover.
- Free access to an Employee discount Club, which offers discounted rates on a range of products and services, including insurance, holidays and travel, fashion and retail.
- Discounted school fees for permanent staff working at, or for, the Foundation Schools.
- Membership at our onsite gym.
- Membership of the Bupa Cash Plan enables employees to claim cash back on a wide range of everyday healthcare treatments such as dentistry, physiotherapy, optician costs and prescriptions, both on the NHS and privately. You can choose to upgrade the basic plan to enjoy further benefits for you and your family.
- A range of family-friendly benefits including the Childcare Scheme that the government offers.
- Season ticket loan.
- Onsite parking where available.
- Lunch is available onsite during term time.
- **Give As You Earn** - You can opt to make **tax free donations to charities or recognised good causes** registered in the UK, including the school bursary fund.
- Wellbeing support available to all employees.

CONDITIONS OF SERVICE

This position is offered as a permanent, part-time (0.6 FTE), term-time only contract.

The Design, Technology and Engineering Technician will work 3 days per week, term time only. The hours are 8.00am to 5.00pm (24 hours per week) with a one-hour unpaid lunch break. There will be an occasional requirement for flexibility with start and finishing times to meet the needs of the department or for school events throughout the year. Any changes will be mutually agreed in advance with your line manager.

The salary range for this post will be Point 20 - 23 on the John Whitgift Foundation Support Staff Pay Scale (£30,893 - £33,782 per annum full-time equivalent, which equates to £14,829 - £16,215 per annum pro rata, term time, 0.6 FTE) dependant on qualifications and relevant experience.

We welcome applications from all parts of our community as we aspire to attract staff that matches the social and cultural diversity of our student intake.

To apply, please visit www.whitgift.co.uk/vacancies. For any queries about the department or role specifically, please e-mail Andy Seal, Head of DTE, at ads@whitgift.co.uk. If you have any further general questions, please email HR at SchoolHR@whitgift.co.uk or telephone 020 8688 9222.

Applications will be assessed in order of receipt and interviews may occur at any stage after applications are received so we invite interested candidates to apply as soon as possible.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents as detailed on their application.



Whitgift School (part of the John Whitgift Foundation) is committed to safeguarding and promoting the welfare of young people. Applicants must be willing to undergo child protection screening including checks with past employers, the Disclosure & Barring Service and on-line checks (including personal, professional and other online activities).

March 2024