

# HAYESFIELD GIRLS' SCHOOL

## JOB DESCRIPTION

<b>Department:</b> Support Staff	<b>School :</b> Hayesfield Girls' School
<b>Post Title:</b> Design & Technology technician with student supervisory responsibilities.	<b>Salary:</b> Grade O SCP17-19 £16,830 - £17,802 pa, pro-rata, term-time only
<b>Responsible to:</b> Head of DT Faculty	<b>Hours:</b> One day per week (Friday)

### 1. Job Purpose

- 1.1 To provide technical and administrative to the Head of Faculty and other teaching staff.
- 1.2 Supervising and directing students where asked to by teaching staff.
- 1.3 Arranging for maintenance and testing of specialist machines.
- 1.4 To assist on design and other work for school projects.

### 2. Main Duties and Responsibilities

- 2.1 To prepare classrooms and workshops for use by staff and pupils, ensuring a safe and tidy working environment.
- 2.2 To prepare materials and make tools and jigs for use by teachers and students.
- 2.3 To advise staff and pupils on the safe use of equipment and materials, including electrical equipment and machinery.
- 2.4 To demonstrate, advise and assist in practical activities.
- 2.5 To assist in using and showing students, computer operated equipment including CAD/CAM's, producing students work thereon.
- 2.6 To maintain and repair equipment.
- 2.7 To purchase resources as agreed with teaching staff from the budgets available, including placing orders as necessary. Negotiation of best prices with suppliers..
- 2.8 To be responsible for the safe storage of equipment and materials, and the disposal of hazardous materials, according to the relevant regulations and procedures.
- 2.9 To maintain stock records, and records of materials purchased by students, for billing at a later date.
- 2.10 To be responsible for petty cash expenditure when required.
- 2.11 To assist in the organisation and preparation of displays for Open Evenings and other events.
- 2.12 To ensure that all COSHH/Health and Safety regulations are complied with.
- 2.13 To act in a supervisory capacity for the teaching staff in relation to students, where asked.

### 3. Essential

- 3.1 Excellent practical experience of using engineering, electrical, joinery and computer equipment.
- 3.2 A minimum of 3 GCSE's, including English Language
- 3.3 Good communication skills.
- 3.4 Experience dealing with third parties.
- 3.5 Computer literacy is required.

### 4. Desirable

- 4.1 Experience in schools.
- 4.2 An interest in design and DT craftsmanship.
- 4.3 A knowledge of Health & Safety regulations and safe workshop working practices.

**5 Other relevant details**

- 5.1 At Lower School, all 630 students study DT.
- 5.2 Work is split across two sites.
- 5.3 Students at Upper School are approximately 150 in total.
- 5.4 DT technician is often left to work on a one-to one basis with students showing them how equipment works, and doing work for them, using specialist equipment.
- 5.5 The Upper School facilities are fitted out to a high standard for external exam work.

September 2011