

About the role

Are you a talented, creative and tech-savvy individual passionate about design and technology? We are thrilled to offer an incredible opportunity for a talented and creative technician to join our vibrant and growing Design and Technology Department at Halliford School.

Our department is flourishing, with a consistent increase in student numbers due to the subject's popularity and the dedication of our staff. We pride ourselves on our strong academic results and are committed to ensuring excellent outcomes for all our students.

As a valued member of our team, you will support and assist two full-time teachers in the classroom who work harmoniously to deliver an exceptional educational experience.

Our well-resourced department boasts a large workshop equipped with state-of-the-art machinery, including a CNC router, laser cutter, and 3D printers. Additionally, our two design suites feature high-specification PCs with a range of design software, such as Techsoft and Solidworks.

We believe in going above and beyond the classroom, therefore co-curricular and enrichment activities play a vital role in our department providing you with exciting opportunities to assist with lunchtime and after school clubs, trips, and external competitions.

This is a term time only position plus 3 weeks during school holidays to assist with the machinery servicing and delivery of materials. An option for full time is available should you prefer. The hours will be 8:30am – 5pm Monday to Friday.

Apply now and let your creativity and passion for Design and Technology flourish in our supportive and inclusive environment.

Salary

The post holder will be paid on the appropriate point of the Halliford School Pay Scale. We have our own pay scale, which is significantly competitive and well above the maintained sector.

Lines of Responsibility

The Technician is directly responsible to the Head of Design and Technology for:

- The safe and correct preparation of materials for lessons as specified by the teaching staff.
- The safe and correct storage of all tools, equipment and materials.
- Monitoring and maintaining all safety equipment.
- Routine cleaning, maintenance and repair of equipment.
- Manufacturing pieces of work for classroom use.
- Photographing students' work and printing for their records.
- Specialist cleaning and supervision of the machine areas and the Design and Technology teaching room.
- Maintaining an accurate inventory of department equipment.

- Manage stock control of consumables and coordinating the stock reordering.
- Receiving and checking stock deliveries and signing off for payment.
- Providing technical advice to staff and assisting students where appropriate.
- Assisting and instructing pupils in basic 2D and 3D skills.
- Provide Health and Safety advice in relation to the Design and Technology equipment.
- Following the Health and Safety policies for the Design and Technology Department.
- Provide technical support in the annual school production.

In addition, the Technician will be expected to:

- Maintain and repair specialist equipment of other departments, with requests for such services having been made through the Heads of both departments.
- Provide technical advice and assistance to the Premises Manager as appropriate.
- Undertake and gain certification for DATA Health and Safety in Core and Specialist Machinery.

Co-Curricular & Whole School

- Take a full and active role in the co-curricular programme on offer at the School.
- Prepare suitable classroom and departmental display material.

Conditions of Employment

The post-holder must uphold the School's policy in respect of all matters related to Safeguarding and Child Protection. The above responsibilities are subject to the general duties and responsibilities in the written statement of conditions of employment (The Contract of Employment). The post-holder is required to support and encourage the School's ethos and its objectives, policies and procedures as agreed by the Headmaster and Governing Body. The post-holder would also be expected to carry out any other duties that are reasonably assigned by the Headmaster.

The Job Description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and this must not be construed. This Job Description is not necessarily a comprehensive definition of the post. It will be reviewed periodically and may be subject to modification at any time after consultation with the post-holder.

	Essential	Desirable	Primary means of assessment
Person Specification			
Competent in a range of manufacturing techniques and broad-based knowledge of materials	√		Application Form
An understanding of design and technology in schools		√	Application Form
Working experience of a broad range of tools and equipment, for example, pillar drill, band saw, lathe and milling machine	√		Application Form
ICT Skills in CAD/CAM		√	Application Form
Have high expectations of students	√		Interview
Be able to communicate effectively with students age 11 - 18	√		Interview
Be able to communicate effectively with colleagues	√		Interview
Work well as part of a small and dedicated team and capable of working independently	√		Interview
Good communication skills both oral and written	√		Interview
Calmness and efficiency and the ability to work under pressure at certain times	√		Interview
Awareness of H&S issues and able to comply with H&S legislation and school policies	√		Interview
Ability to prioritise effectively	√		Interview
Excellent organisational skills, methodical and systematic in organising workloads and individual tasks	√		Interview
Ability to plan and prioritise a range of regular and irregular tasks with specific deadlines	√		Interview
Good judgement, self-reflective and able to show initiative and common sense	√		Interview
Prepared to work hard with energy and enthusiasm	√		Interview
Emotional resilience and a good sense of humour	√		Interview