

## Job Description

### Technician to the Art and Design and Technology Departments

The Job Description is not intended to be an exhaustive list of responsibilities but should accurately represent your contribution to Haberdashers' Monmouth School.

**Working Hours:** Monday to Friday 8am to 4.30pm working term time plus 18 days in the holiday; the 18 days holiday working will normally be made up of 1 week at the beginning and end of the summer holidays, 2 days at the end of the Michaelmas and Lent terms and 2 days before the Lent and Summer terms. The timing of these days may be altered by mutual agreement with the Head of Department.

Termtime working will normally be 3 days per week in Technology and 2 days per week in Art, as determined by the Heads of Department.

**Responsible to:** The Bursar through the Head of Design and Technology and the Head of Art

#### Summary of the Role:

To provide general assistance of a technical and routine nature to the Design and Technology Department. To supervise examination class pupils 1:1 and/or in small groups whilst working on coursework. To take a lead on maintenance and supervision of CAD AM software/equipment i.e. 3D printer and laser cutter. DATA training to be provided at the appropriate level.

#### Main Duties and responsibilities

##### Maintenance of Tools and Equipment:

- Carry out first line servicing of machines and equipment in woodwork and metalwork rooms, ensuring safety and reliability. This will include installing, cleaning, oiling, sharpening, removing dust and carrying out minor repairs on any damage to tools.
- Clean and sharpen hand tools and maintain the good order and organisation of the workshop and its storage facilities.
- Safety checks to be carried out on all fixed and portable machinery, including the logging of faults.
- Liaise with HOD, Health and Safety Manager and necessary agencies regarding repairs and maintenance.

##### Maintenance of Rooms, Furniture and Fittings:

- Make daily checks of the department and keep all rooms and storage areas tidy and organised for teaching.
- Carry out minor repairs.
- Assist in minor refurbishment as necessary.

##### Store Keeping:

- Maintain and monitor stock control of workshop materials, tools and classrooms consumable items.
- Assist with ordering materials and check deliveries.
- Under the supervision of the head of department, maintain stock rooms, keep stock records, receive equipment and materials and maintain an inventory system for items with a replacement value of £50 or more.

- Control and store safely all chemicals, flammables and specialised solutions, ensuring that current Health & Safety, COSHH and ESCC regulations are adhered to. Maintain all necessary Risk and COSHH assessments, safety signs adjacent to machinery and maintain a record of all equipment checks.
- Issuing tools and materials to both pupils and staff.
- Carry out disposal or reclamation of materials.

**Preparation for Lessons and Lesson Support:**

- Prepare materials and equipment for lessons and projects, including preparation of demonstration materials and resources for all workshop processes (such as brazing, welding, casting, lathe work, plastic forming and moulding etc).
- Making tools, jigs, work aids and teaching materials.
- Putting out kits and equipment, testing them and checking them back in again.
- Setting up of machines, CNC and CAD/CAM equipment.
- Assist with the maintenance and deployment of all A/V equipment within the department.
- Assist with display and exhibition hanging.
- Assist staff and pupils in good workshop practise.

**Supervision of pupils:**

- Supervise pupils working on coursework outside of lessons. (Supervision to be in a planned manner in line with the requirements of coursework as agreed by teaching staff.)
- Supervise pupils working on practical work as part of a planned scheme of work whilst teachers supervise pupils in adjacent rooms.

**Whole school Responsibilities:**

- To be prepared to attend training courses as appropriate.
- To assist teaching staff in promoting and raising the profile of D&T within and outside School.

**Other Duties:**

- Reprographics as required.
- Admin duties as required.
- Assist teaching staff with the necessary preparation of Design and Technology coursework and exam materials for the delivery to exam boards.

You may be required to undertake such other reasonable duties from time to time as the School may reasonably require.

**Person Specification**  
**Technician to the Design and Technology Department**

<i>Essential</i>	<i>Desirable</i>
<b>Qualifications</b>	
<ul style="list-style-type: none"> <li>Minimum Maths &amp; English at GCSE, Grade C or equivalent</li> </ul>	
<b>Experience</b>	
	<ul style="list-style-type: none"> <li>Previous work as a school DT/Art technician</li> <li>Previous work with young people</li> </ul>
<b>Skills</b>	
<ul style="list-style-type: none"> <li>Good communication and organisational skills</li> <li>Competency in the use of ICT, CAD/CAM, machinery and hand tools</li> <li>Ability to work independently and as part of a team</li> <li>Ability to work accurately with attention to detail</li> </ul>	
<b>Personal Attributes</b>	
<ul style="list-style-type: none"> <li>Calm under pressure</li> <li>Takes pride in their work</li> </ul>	
<b>Other Factors</b>	
<ul style="list-style-type: none"> <li>Flexible approach</li> <li>Willingness to undertake additional training (on occasion outside normal working hours)</li> </ul>	