



## **JOB DESCRIPTION**

### **DESIGN TECHNOLOGY TECHNICIAN (PART-TIME)**

### **SENIOR BOYS' DIVISION**

#### **MAIN PURPOSE OF JOB:**

To provide technical support to the Department of Design, Technology and Engineering (DTE) to enable the delivery of high-quality teaching and learning. To work under the leadership of the Senior DTE Technician, but to operate independently and demonstrate initiative when carrying out the duties listed below.

#### **MAIN DUTIES:**

- Stock taking and reordering components and materials
- Maintaining tidy and organised storage of components and materials
- Routine restocking of rooms with paper and stationery
- Checking tool stock in tool cupboards, and general upkeep of tools
- Routine maintenance of department equipment (training will be provided if necessary)
- Routine maintenance and cleaning of student PPE
- Preparing materials for use in lessons (training will be given on using relevant machinery)
- Assisting students with practical tasks in lessons when needed (training will be provided)
- Upkeep and organisation of project storage areas
- Recycling/dismantling old/unwanted student project work
- Maintaining clean, tidy and safe workshops and teaching rooms
- Keeping records of routine maintenance, checks and cleaning
- Updating and maintaining displays
- To undertake other reasonable tasks in connection with the DTE Department as directed by the Head of DTE
- To undergo training and to attend development courses as directed
- Comply with and promote the Foundation's Health and Safety Policies and Procedures and maintain a safe environment for pupils, staff and visitors ensuring that reasonable care is taken at all times for the health, safety and welfare of yourself and other persons.
- To be familiar with relevant policies and procedures and to take responsibility for promoting and safeguarding the welfare of the children and young people in School.
- Carry out any other reasonable duties as may be required from time to time within the context of the post.



## PERSON SPECIFICATION

### DESIGN TECHNOLOGY TECHNICIAN (PART-TIME)

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EDUCATION/TRAINING/QUALIFICATIONS	ESSENTIAL/ DESIRABLE	EVIDENCE Application Form, Interview, Reference
4 GCSEs (or equivalent qualification) at grade C or above.	E	AF/R
Advanced qualifications in any appropriate subject.	D	AF/R
KNOWLEDGE/EXPERIENCE	ESSENTIAL/ DESIRABLE	EVIDENCE
Experience as a school technician.	D	AF/I/R
Enjoy working in a practical environment.	E	AF/I
Experience and familiarity using basic hand tools, a keenness for practical work and a willingness to learn new practical skills (any necessary training will be provided).	E	AF/I
Knowledge of CAD/CAM (no specific software experience is expected).	D	AF/I
Experience of using computer software including Word Processing, Spreadsheets and accessing the Internet.	E	AF/I
Knowledge of the dangers present in a practical environment and understanding of the need for safe working.	E	AF/I
PERSONAL SKILLS AND ATTRIBUTES	ESSENTIAL/ DESIRABLE	EVIDENCE
Good written and verbal communication skills.	E	AF/I/R

Excellent time-management skills; able to use initiative when prioritising tasks.	E	AF/I
Able to work to deadlines with a flexible approach to the working day.	E	AF/I/R
Able to work with colleagues as part of a team.	E	I/R
Well-organised and able to maintain a tidy workplace.	E	I/R
Able to patiently help children within the Design, Technology and Engineering Department.	E	I/R
Enthusiasm to help develop an ever-changing Department.	E	I/R
Ability to form and maintain appropriate relationships and personal boundaries with children and young people.	E	I/R



## TERMS AND CONDITIONS

### DESIGN TECHNOLOGY TECHNICIAN (PART-TIME)

### SENIOR BOYS' DIVISION

<b>SALARY</b>
The starting salary will be between point 06 and point 07 (£24,325 and £24,573) on the Bolton School Support Staff Salary Scale, dependent on experience. This will be pro-rata and will equate to £9,379.16 and £9,474.78 per annum.
<b>HOURS OF WORK</b>
17.5 hours per week, between Monday and Friday. The hours of attendance will be discussed at interview.  Term time is classed as when school is in session and on additional days during the academic year; leading to a total of 175 days (35 weeks). The additional days will be determined by the Head/Line Manager and may include INSET days, the day of the entrance examination and school holiday periods, to meet the needs of the Division or Department. The salary for a term time only member of staff is therefore based on 175 working days (35 weeks) per academic year.
<b>HOLIDAY</b>
All school holidays, except as described above.
<b>LINE MANAGEMENT</b>
Head of Design, Technology and Engineering
<b>PENSION</b>
The Governors of Bolton School will offer new employees the opportunity to join the Bolton School Group Personal Pension Scheme. The employee will be given the option to choose their contribution but as a minimum all members will be required to contribute 6% of their gross earnings and the School will contribute 10%. There is the option to join the Group Personal Pension Scheme on a salary exchange basis.  If you choose not to join the Group Personal Pension scheme and you fall into the category of “eligible worker” you will be automatically enrolled into the School’s alternative pension scheme, arranged via the Peoples Pension. The minimum employee contribution is 5% of “qualifying earnings” and the School will contribute 5%. Further details are available upon appointment.
<b>OTHER BENEFITS</b>
<ul style="list-style-type: none"> <li>• Lunches will be provided free of charge on campus.</li> <li>• Free parking on site and an easily accessible campus with strong transport links (including being on a direct bus route).</li> <li>• Life Assurance cover up until the age of 65.</li> <li>• Access to a free Employee Assistance Programme for all employees and their family members. As well as access to a 24-hour confidential helpline with counselling services, this benefit includes</li> </ul>

access to the Health Assured website and App, both of which have a wealth of wellbeing advice and guidance available.

- Training and development opportunities will be offered.
- Where appropriate fee remission arrangements will be offered for children to attend the Primary and Senior School.
- In line with school policy employees will have the opportunity to arrange to educate their children from Nursery age to 6th form; all on the Bolton School campus.
- Convenient, affordable, quality childcare provision will be available before and after the school day for children who are also Bolton School pupils.
- Sporting and leisure facilities will be available including gym, outdoor pursuits centre, swimming pool and tennis courts.
- Ride to Work Scheme available.
- Warm and friendly community.

An online search will be carried out on candidates who are shortlisted for interview. The search will be completed by a member of staff who is not directly involved in the recruitment process and will be based on information publicly available. The purpose of the check is to help identify any incidents or issues that have happened, and are publicly available online. Any information found that could potentially impact safeguarding or reputation will be passed to the hiring manager who will discuss any concerns with the candidate at interview before a decision is made regarding suitability.

All offers of employment will be made subject to the successful applicant providing the original qualification certificates, relevant to the position and as outlined in their application form. Identification documents will also be required including passport or picture driving licence, birth certificate, marriage certificate where applicable, current pay slip and evidence of address e.g. utilities bill, bank statement. Eligibility to work in the UK will be checked.

After the appointment is made the successful candidate will be required to complete a medical questionnaire, a check of the Children's Barred List will be done and an Enhanced Criminal Records Check will be carried out through the Disclosure and Barring Service. The School will seek two references prior to the interview.

The successful applicant will be required to complete a six month probationary period.