



**BOURNEMOUTH SCHOOL
FOR GIRLS**

**INFORMATION PACK FOR POST OF
TEMPORARY DESIGN & TECHNOLOGY TECHNICIAN**

We have an immediate vacancy for a temporary Technician within our DT Department. This role is focused within product design.

This role would particularly suit anyone who undertakes their own DIY work and is seeking part time work – especially with the long school holidays to enjoy! The role is temporary to cover long term sickness absence.

Bournemouth School for Girls offers a welcoming work place. Our DT facilities have just been extended and improved, with new equipment on order all of which will enable the fullest opportunities to all our students, especially those undertaking GCSE and A level DT subjects.

Please get in touch if you are interested in this role. The hours are normally 15 hours per week, term time, but we can be flexible for the right person.

Full details of the role, and anticipated terms are attached. You are welcome to phone the school on 01202 526289, email office@bsg.bournemouth.sch.uk or call in for a chat.

We look forward to hearing from you,

**Bournemouth School for Girls, Castle Gate Close, Castle Lane West, Bournemouth, BH8 9UJ.
Bournemouth School for Girls is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment.**



BOURNEMOUTH SCHOOL FOR GIRLS

JOB DESCRIPTION

Job title:	Technician – Level 1 TEMPORARY POST	Job Ref:	XS 4.5
School:	Bournemouth School for Girls	Grade:	Dorset Grade 5
Reports to:	Line Manager – Head of Department Contractual - Bursar		

Main job purpose

To provide specialist technical support to teaching staff within the designated work area and to ensure the safe and proper use and maintenance of resources and equipment. The specialist technical knowledge and skills will support a variety of teaching activities, including more advanced work with post-16 examination courses.

Main responsibilities and duties

- Provide specialist assistance and support to teaching staff in the preparation and assembly of teaching resources, apparatus and equipment.
- Under the general direction of the Head(s) of Department to take a lead role in the design, development and maintenance of any specialist equipment or other resources to support teaching and learning activities.
- Prepare and maintain Departmental teaching areas, workshops and materials for use by staff and pupils ensuring that an orderly, safe and healthy environment is provided for teaching activities.
- Contribute to teaching sessions as appropriate, by demonstrating / supervising / advising on the proper and safe use of materials for practical activities, including teacher directed support for individual pupils or assisting with practical project work (e.g. as part of post-16 studies).
- Maintain and undertake reasonable repairs to equipment and where practical to do so or arrange alternative servicing by approved contractors.
- Be responsible for the safe storage of equipment and materials and the disposal of waste products in accordance with the relevant regulations, guidelines and school procedures.
- Maintain appropriate records for the control and allocation of relevant equipment and resources.
- Undertake ordering and stock allocation activities and maintain appropriate records.

- Support teaching staff with the organisation and preparation of displays of subject materials or pupils' work.
- Ensure that Health and Safety requirements and other relevant regulations (e.g. COSHH) are adhered to and observed. This may involve undertaking regular checking procedures and risk assessments, as appropriate to the work area.
- Play a proactive role in developing the skills and expertise of technical staff and in promoting 'best practice' in all aspects of the work requirements.

Knowledge & skills

An advanced, vocational or academic qualification in the relevant subject area (e.g. BTEC Higher, HNC/D, Advanced City and Guilds Certificate) with applied practical experience.

OR

Substantial experience in a relevant work area together with a vocational/academic qualification at NVQ level 3 or equivalent or other relevant evidence of training/development in the particular subject area.

Supervision and management

General supervision will be provided by the Head of Department. There will be a need for day-to-day liaison with relevant teaching staff. Most activities will be undertaken without direct supervision.

Problem solving and creativity

Applying technical or specialist skills and knowledge to resolve any problems with the setting up or maintenance of equipment.

Key contacts and relationships

Daily interaction with teaching staff, pupils and other support staff. Also contact with external suppliers and contractors, as required.

Decision making

Deciding when to intervene in pupil activities for instruction or safety purposes. Supervisory decisions regarding technicians' duties and training/support needs. (Where appropriate) Undertaking research to support teacher and/or pupil projects and activities.

Resources

I.T. skills for presentation, analysis and recording purposes.

Competent use and application of specialist equipment for the relevant subject area/department (e/g. power tools and computer aided design equipment for Design and Technology activities).

Where relevant protective clothing will be provided and must be worn when required.

Working Environment

Duties will normally be undertaken within the Department. There will be some use of power tools or other potentially harmful equipment within the Department.

Lifting and movement of resources and equipment will often be required, using trolleys where appropriate.

Date:	September 2021
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TERMS AND CONDITIONS

Hours per week:	15 hours per week.
Working pattern	Monday – Friday 9am – 12noon
Weeks per year	Term time
Salary Scale/point	Grade 5, SCP 4 Hourly rate £9.81 The FTE for this grade is £18,933
Contract	This is a temporary appointment to cover long term sickness absence
Conditions of Post	The appointment is subject to: <ul style="list-style-type: none">• satisfactory references, police and medical clearance• satisfactory completion of a six-month probationary period.