



GORDONSTOUN

Broader experiences, broader minds.

Design Tutor Technician

Reports to: Head of Design

Job Purpose: The Gordonstoun design department provides a key opportunity for students across the breadth of the school to participate in practical making that is at the heart of a holistic Hahnian education. The department tutor technician is at the core of this experience, working alongside teachers to provide a safe, organised and supportive environment where students can learn and develop as skilled makers. The post holder will take pride in establishing a well maintained and orderly workshop and working closely with the rest of the team to ensure lessons are correctly resourced in a timely manner. In addition to the main maintenance and administrative tasks, the tutor technician will work directly with students, both providing safe supervision as well as teaching practical skills to individuals or small groups. Drawing on their own practical skills, expertise and enthusiasm they will endeavor to foster an expectation of high quality making and attention to detail in our students' work. The post holder will need to have sufficient experience of working with children to be able to maintain order and safe working practices whilst generating a welcoming and approachable environment.

Grade and working hours:

Salary - Grade 2B

Core Hours - Term time Monday – Friday, 0815-1645

Potentially additional hours to support evening or weekend activities and GISS by negotiation

Responsibilities of all members of staff:

- Comply with Gordonstoun's policies and procedures on Child Protection and Health and Safety.
- Contribute in a positive way to the ethos of the school in line with Gordonstoun's values: Safe; Positive; Improving.
- Carry out any other task as required from time to time in order to support the School.

Main Duties:

- Work alongside teachers directly with students during all lessons to aid student progress
- Under the guidance and supervision of the teacher, confidently instruct and ensure safe working practice whilst students are using equipment, materials and processes
- In the absence of teachers, independently supervise students as the member of staff with overall responsibility; maintaining safe working practice whilst supporting independent pupil progress
- Ensure an orderly, efficient and safe workshop environment; tidying, organising and maintaining tools and machinery as necessary
- Prepare, provide and return tools, equipment and materials to enable staff and students to function effectively
- Set up resources required by teachers for class demonstration or student use
- Working with students on electronically generated design concepts to output via all CNC processes
- Prepare materials for teachers and students-based design project needs
- Order stock and maintain electronic records for budgeting and student charging
- Manufacture pieces of equipment, jigs, templates, patterns, and fixtures as required by staff for class demonstration or student use
- As part of the department team help with the setting up of outward facing exhibitions in the department and the wider school
- After careful consultation with the teacher responsible provide advice to students on matters of design and manufacture of their work

Equipment maintenance

- Maintain and set up equipment. This includes the visual inspection of machinery on a structured basis
- Responsible for submitting maintenance tickets to the operations department
- Conduct end of term and beginning of term preparation to ensure that all work areas are tidy and all items are well stocked for the term ahead
- Be responsible for ensuring the safe and ordered organisation of material stores (this will involve manual handling)
- Organise or carry out the sharpening of tools and blades on a planned basis

Department stock and inventory

- Advise staff on the state of materials and other stocks and undertake inventory checks
- Within existing confines of department policy take responsibility for orders and deliveries when appropriate
- Research and source supplies and materials in a timely manner
- Maintain an accurate record of material ordering and invoicing
- Ensure best value when purchasing stock and materials

Maintenance and Cleaning

- Routine maintenance of workshop equipment, machine and hand tools to include: repairs where appropriate including metal and wood cutting machines as necessary, within appropriate regulations and safety practices
- Ensure that all the workshop and practical areas, tools, equipment and materials are kept in an operable and safe manner and ready for use by staff and students
- Keep the department clean and tidy through daily and routine housekeeping and ensure that all department equipment is safely stored at the end of the school day to enable the domestic staff to carry out the routine cleaning of the classroom/workshop spaces. 'Spring clean' all areas of the department at the start/end of each term.
- Update the weekly and monthly service and maintenance records

Health & Safety

- Provide advice to students on the safe use of machinery, materials, media and equipment
- Ensure the department rooms are safe, clean and well-organised and that any Health and Safety issues with regards to the workshops are reported to the Head of Design
- Be familiar and comply with the departmental risk assessments
- Adhere to the School Health and Safety policy
- Ensure daily adherence to the School Health & Safety standards
- Work in accordance with the manual handling regulations ensuring risk assessments are adhered to

PERSON SPECIFICATION:

| Attributes | Essential | Desirable | Assessment Method |
|--|---|--|--|
| Experience, Education and qualifications | <ul style="list-style-type: none"> • Significant and relevant breadth of experience within a workshop environment constructing in both wood and metal. • Experience working with children and young people in supervisory and instructional capacity. | <ul style="list-style-type: none"> • DATA (Design and Technology Association) accredited health and safety certification or equivalent, • SVQ level 3, City and Guilds or HCC/HND in relevant workshop related craft skills including wood and metal work. • Experience maintaining health and safety records in a practical environment. • First aid qualification. | Application form Sight of qualifications at interview |
| Skills and knowledge | <ul style="list-style-type: none"> • Excellent personal practical skills with hand tools and machinery across the department's main manufacturing specialties. • Excellent IT skills, including proficiency in all MS Office applications. • Excellent communication and interpersonal skills. | <ul style="list-style-type: none"> • Servicing and maintaining workshop machinery including changing and sharpening blades, dressing grinding stone, 3D printer, CNC router and laser engraver service and setup. • Authoritative presence in the workshop. | Application form References Interview Task |
| Personal skills and qualities | <ul style="list-style-type: none"> • Conscientious and diligent, with excellent attention to detail. • Enthusiastic, diplomatic and calm under pressure. • A proven track record of strong working relationships with students, colleagues and customers. • A positive and proactive attitude to manage a high volume of work. • Flexible, with a can-do attitude. • Someone who creates a positive and cooperative working environment. • A commitment to Gordonstoun's unique educational ethos. • A commitment to doing the best for students from diverse cultural backgrounds. | | Interview Task |
| Child protection | <ul style="list-style-type: none"> • Suitable to work with children. • A full PVG check will be completed on the successful candidate. | <ul style="list-style-type: none"> • Experience of working with children and young people | References PVG check |

