



George Heriot's School

Founded 1628

Job Description

Job Title: Design and Technology Technician (Supply)

Responsible to: The Principal Teacher

Purpose:

To support the Design and Technology Department in ensuring that the workshop and classrooms run smoothly and effectively - and that materials, equipment and tools are operational, available and well maintained, and always working, with Health and Safety in mind.

Duties and Responsibilities:

- Responsible for the effective operation and daily maintenance of machinery and equipment within the D&T Department, including the dust extraction system.
- Responsible for ordering, receiving, checking and storing timber, metals and plastics, required for pupil projects.
- Maintain an up-to-date maintenance record.
- Maintain a record of purchases.
- Check and maintain all machines and small tools in the Department and keep a record of any issues.
- Maintain the stock levels of all consumable materials and equipment within the Department.
- Prepare materials and equipment for pupil projects and tasks.
- Maintain the workspaces occupied by pupils in good, clean working order.
- Maintain all storage spaces for materials and work in progress.
- Prepare additional teaching materials as required by departmental colleagues.
- Assist with and, at times, instruct pupils alongside the teacher in the workshop area.
- Attend weekly Departmental Meetings, if required.
- Perform other duties, by arrangement with the line manager.

Skills and Attributes Required

Essential

- Good workshop machining competencies.
- Experience with wood working machinery, i.e. woodwork lathe, circular saw, bandsaw, belt facer.
- Experience with metal working machinery, i.e. metalwork lathe, forge.
- Good model making and manufacturing skills.
- Knowledge of appropriate health and safety procedures in a workshop environment.

Desirable

- Knowledge of computer-aided manufacturing including laser cutting and 3D printing.
- Experience working in an educational environment.
- Practical qualification, i.e. SSERCS Fixed Workshop Machinery.
- Good ICT competencies.

Additional Information

- This post is considered Regulated Work with Vulnerable Children and/or Protected Adults, under the Protection of Vulnerable Groups (Scotland) Act 2007. As such, the successful candidate will be required to gain membership of the PVG Scheme.

*George Heriot's School is governed by George Heriot's Trust, Scottish Charity number
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