



Digital Technology Assistant

Start date: September 2021

Contract: Permanent

Term-time only: 38 weeks per year plus two training days

Hours: Ideally full-time (37 hours)

Pay Scale: H4 (Points 6-9)

Full time equivalent salary: £19,698 - £20,903 + £626 fringe allowance

Actual paid salary based on term-time only and 37 hours: £17,031 - £18,041

Roundwood Park is a high achieving 11-18 school in Harpenden. The school carries an Outstanding rating from Ofsted and enjoys an excellent reputation, both locally and nationally. We have a large and expanding Sixth Form.

Our Design & Technology curriculum and workshops are increasingly 'digital', and we are seeking an assistant familiar with these technologies to support both teachers and staff. Candidates might have gained familiarity in this area through a variety of routes, including coming straight from university or A-Levels, and might be seeking first employment positions.

You are very welcome to visit the school and the Design Technology Department before you apply. If you wish to do so please contact our HR Manager, Ian Stowe, on 01582 714031 or i.stowe@roundwoodpark.co.uk

If you are viewing this vacancy on a web recruitment platform, application is via the form and process on that platform. If on our school website, your application should be submitted using the Word document application form on our Vacancies page and emailed to Ian Stowe, HR Manager, at i.stowe@roundwoodpark.co.uk Either way, your personal statement or covering letter is of particular importance, and must set out why you believe you are a good candidate for this role.

We are committed to the safeguarding and promotion of children's welfare. We also have a sincere commitment to equal opportunity and celebrate diversity, including in our staff recruitment. We welcome applications from all sections of our community very warmly, and we recognise the huge strength and opportunity that comes from diversity in all aspects of our make-up. We will need to obtain references in advance of interview for any candidate short-listed, and all job offers are subject to satisfactory enhanced Disclosure and Barring Service clearance.

NB We will interview as we go, so please do not delay your application

Digital Technology Assistant

Job Description



Line Manager: Head of Design & Technology Department

Date: May 2021

Purpose of the job:

- To provide practical, non-tutorial support in the provision of technical facilities to the Design and Technology department
- To assist the Teaching Staff within the department to aid the efficient and safe carrying out of all work undertaken
- The provision of all necessary materials for completion of the classwork as directed by the teacher in charge
- Day-to-day management of all aspects of maintaining a safe and healthy environment and ways of working
- Shared responsibility for the CAD/CAM suite, including laser cutters, 3D printers and vinyl cutters

Specific responsibilities:

Maintenance:

- Provide a good maintenance service to ensure safe and efficient workshop facilities.
- Repair all machines and hand tools.
- To maintain H&S standards throughout the workshop and department.
- Maintenance of software in liaison with the IT Network team

Equipment:

- To ensure that workshops and equipment are kept clean and tidy, to maintain equipment and carry out regular safety checks and to keep accurate records of all safety checks and all maintenance.
- To maintain our range of CAD/CAM machinery including a laser cutter and 3D printer.
- To maintain the dust extraction system and to arrange for the disposal of workshop waste material.
- To maintain, sharpen and repair hand and machine tools and other items for effective use.

Student Work:

- Technical support for students, in particular at GCSE and A-Level.
- Check and control of stock used in each workshop.
- Preparation of all materials for classes in all years and to ensure the constant availability of sundry supply materials for pupils use ie glue, paint, glass paper etc.

Health & Safety:

- Risk assessments, servicing and documentation, servicing contractor liaison, record keeping
- Advice and assistance in respect of safe ways of working for staff and students
- Maintaining all appropriate records

Other:

Undertake any other various responsibilities as directed by the Head of Department, where consistent with the broad scope and level of responsibility of this role.

Design Technology Technician Person Specification

Person Specification:

- Possession of safety certificates and experience in the following areas would be an advantage:
 - Woodwork machining.
 - Metalwork machining and welding.
 - Computer programs including 2D Design and Google sketch up
- Practical experience in a jobbing or maintenance workshop
- Ability to use woodwork machines, metalwork machines, welding equipment, 3D printer and laser cutter
- Some experience in a teaching environment would be an advantage
- To be willing to undertake Health & Safety training on the use of particular items of machinery, and the maintenance of safe systems of work, including risk assessment, schemes of work, keeping appropriate records, manual handling etc
- Working with MS Office programmes
- NB the role does involve a certain amount of manual handling of materials