



ST. EDWARD'S OXFORD

FULL-TIME DESIGN TECHNICIAN
CLOSING DATE FOR APPLICATIONS: MIDDAY 30TH NOVEMBER 2020
FOR APPOINTMENT JANUARY 2021

A message from the Warden

Thank you for expressing an interest in working at St. Edward's – a co-educational boarding and day school set in the heart of Oxford.

The joy of St Edward's is that we are not a school with a single focus. The deliberate emphasis on a broad range of academic abilities creates a community that fizzles with varied interests and enthusiasms. Our educational ethos is built on respect for the whole person, in and out of the classroom, with our strong sense of community creating an exceptionally cheerful and uplifting environment for both pupils and staff.

This is a very exciting time for us – we are embarking on an ambitious building programme as the school continues to grow. You can find out more about us on our website <https://www.stedwardsoxford.org/>.

Introduction

St Edward's is a refreshingly different kind of school. The deliberate emphasis on selecting young people based on attitude and ambition rather than simply on test results means that the community fizzles with diverse interests and enthusiasms.

Academic work is unquestionably the most important part of our pupils' education, but at St Edward's, there is so much more to school life. Talented scholars, musicians, sportswomen and men, performers, dancers, humanitarians, adventurers, entrepreneurs, filmmakers and artists – among many others – live and work together, inspire each other, and become lifelong friends.

Academically, St Edward's is forward looking and progressive: one of the few UK schools to offer both the A Level and the IB Diploma at Sixth Form, the academic programme was further enhanced in 2019 with the launch of pioneering new alternatives to GCSEs. Later this year, new, world-class academic facilities will be unveiled providing a range of university-style working environments to further support our pupils' academic ambitions.

Beyond Teddies, our exceptional community volunteering and engagement programme, enables our pupils to stay in touch with real life and to play a meaningful part in the life of the city.

Founded in 1863, St Edward's is an independent, co-educational boarding and day school. There are presently some 700 pupils, of whom 85% are boarders. Innovative partnerships enable the School to share facilities with the local community and, in the case of The North Wall, to sponsor a groundbreaking arts center with an eclectic public programme.

About the Design and Technology Department

Design and Technology is thriving at St Edward's: we successfully prepare pupils for careers in design with excellent academic results, whilst also being a hub of creativity and innovation within the school and its curriculum. Our emphasis on problem-solving and 'Design Thinking' engenders the creativity

and initiative that characterizes leaders and innovators within the world of design, and is of central importance within the school's vision for all students.

The Department is equipped with industry-standard facilities: state of the art CAM equipment, including 3 & 4 Axis CNC milling, SLA & FDM printers, plasma and laser Cutting, 3D scanning, and vacuum investment casting, along with many other more traditional vocational tools.

The Department is committed to developing pupils with forward thinking mindset, and are looking for a Technician to aid in the development and realization of these creative projects. The Technician will be required to work with the Department's teachers to support teaching and learning by providing an effective level of technical support within the Department. The role will demonstrate and encourage safe practice in workshop activities and, in liaison with teaching staff and within agreed parameters, will provide instruction to pupils as required.

About the role

- To support the practical and technical aspects of the Design & Technology curriculum by preparing, organising and managing the resources required for practical activities to be carried out by staff and students.
- To assist teaching staff and students under the overall direction of the Head of Design and Technology, and in accordance with the practices and procedures of the school.

Main responsibilities

- Maintenance and development of workshop environment:
 - Ensuring conformity with Health and Safety legislation
 - Organising compulsory periodic safety certification of equipment by external contractors.
 - Ensuring compliance with School and Departmental policies and procedures
 - Planning and implementation of improvements to facilities (within budgetary constraints)
 - Liaising with cleaning and maintenance staff over support required
 - Safe storage of materials including the manufacture of moveable racks and equipment and safe storage of tools and equipment.
- Maintenance and development of workshop machines, equipment and tools (within budgetary constraints):
 - Planning and implementation for a rolling programme of equipment replacement.
 - Ordering of Tools and Equipment
 - Planning and Implementation of a rolling programme of equipment maintenance
 - Day to day cleaning of equipment.
 - Minor repairs to equipment including the replacement of parts
- Management of stores:
 - Ordering and arranging storage of materials for project work
 - Preparation of materials for class projects
 - Providing staff with hazard and risk assessment information as appropriate
 - Auditing and maintaining the COSHH register
 - Maintaining Stock levels
 - Safe storage of materials and disposal of waste materials e.g. chemicals, following COSHH guidelines.
 - Operate and administer stock control, preparing requisitions, checking deliveries, co-ordinating common stock between sections

- Compiling lists of charges to pupils and others for materials used and providing details to the Head of Department, as required
- Working with pupils (in liaison with teaching staff):
 - Providing instruction, within agreed parameters
 - Supervising and guiding pupils in workshop activities
 - Providing guidance upon the selection of materials and processes
 - Encouraging and demonstrating safe practice at all times
- Any other duties as requested by the Head of Design & Technology.

While every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be specifically identified. This job description is current at the date shown but, in consultation with the post holder, it may be changed by the Head of Design and Technology to reflect or to anticipate changes in the demands of the role.

Start date

We would like the successful candidate to start work at the beginning of January 2021.

Salary

We are offering a competitive annual salary in line with the successful applicant's previous experience. Salaries are reviewed annually by the School with increases effective from 1st September.

Hours and weeks of work

Details of the normal working pattern is as follows:

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| • Monday to Friday | 8.30am until 5.00pm | (including an unpaid break) | Term-time only |
| • Saturday | 8.30am until 12.00pm | | Term-time only |

The role requires the Design Technician to work the week preceding each School term and the three days following each School term.

Holiday

The remaining weeks of the year are non-working weeks, of which 5 weeks counts as paid holiday. Bank holidays which fall in term time may well be working days, for which time off in lieu is given.

Pension

The role is eligible for membership of the School's pension scheme for support staff.

Probationary period

The appointment is subject to a probationary period of three months.

Sickness Benefit

After one year's service has been completed, annual entitlement to sickness benefit will be six weeks at full salary plus a further six weeks at half salary. During the first year of employment, sickness benefit will be payable at full salary for four weeks.

Miscellaneous non contractual benefits

- Free meals are available during times when the School's kitchens are in operation.
- Following successful completion of their probation period, staff may use the Nuffield Health Fitness and Wellbeing Gym (which is situated on the St Edward's site). Membership is governed

by the Club rules and may be withdrawn from individual members should the Club consider that there is good reason to do so.

- Car parking is available on-site.
- The School provides an employee assistance programme (EAP) which gives access to a comprehensive website and a dedicated helpline offering information, support and counselling around the clock. The EAP is completely confidential and the provider is independent of the School.

Notice Period

During the probationary period, employment may be terminated by either side with one week's notice. Thereafter, the minimum period of notice is one month.

About the Candidate

Person Specification Characteristics	
A degree level (or equivalent) education in Design Engineering or Mechanical Engineering	Desirable
Previous experience in a similar role in a similar environment	Desirable
Basic knowledge of current H&S procedures in Design and Technology	Desirable
A working knowledge of Workshop equipment and tools – their usage and safety aspects	Essential
Technical and practical skills in order to provide the required level of “hands on” support	Essential
Working knowledge of computerised systems, including experience of CNC and CAD & use of the Internet	Desirable
A working knowledge of specialist equipment for e.g. laser cutter, metal, woodturning lathes, forge, CNC Milling machine, pillar drills, specialist welding equipment, 3d printers (Training provided where there are knowledge gaps)	Desirable
Ability to communicate with enthusiasm for their specialism	Desirable
Ability to manufacture moveable equipment, construct teaching aids, and carry out minor repairs	Essential
Good ICT skills	Essential
Good organisational skills with the ability to work well as part of a team	Essential
To be able to use initiative and proactively solve issues related to the maintenance of equipment and to be able to work autonomously to solve them.	Essential
Good communication and people skills and the ability to interact with a wide variety of individuals	Essential
Committed to safeguarding children and young people	Essential
Disseminate knowledge and skills to others in a way that will promote their understanding	Essential
A willingness to work with the School's Child Protection guidance for staff and follow relevant procedures	Essential

Confidentiality and Data Protection

In the course of their employment, staff may have access to confidential information relating to pupils, their families and other members of staff and are required to exercise due consideration in the way such information is used. Staff should not act in any way which might be prejudicial to the School's interests. Information which may be included in this category covers both the general business of the School and information regarding specific individuals. A strict code of confidentiality must be adhered to at all times and staff must not use data held by the School for personal use or disclose such data to a third person/party without appropriate authorisation. All staff must take personal responsibility to

help ensure compliance with the requirements of the General Data Protection Regulation (GDPR) and the School's Privacy Notice for Staff.

Child Protection at St Edward's

St Edward's is committed to safeguarding and promoting the welfare of children and young people and we aim to create and maintain a safe environment for our pupils, where they feel respected and supported. We expect all staff to share this commitment and to become familiar with our policies and procedures for child protection and security. It is a requirement of the Children Act and Care Standards Regulations that all employees of the School must receive enhanced clearance from the DBS.

Health and Safety

The School is obliged, so far as is reasonably practicable to provide safe and healthy conditions and safe systems of work for all employees which prevent risk to health, safety and welfare. You are required by health and safety legislation to take reasonable care for your own health and safety and for the health and safety of others. Employees must not intentionally or recklessly interfere with or misuse anything provided in the interests of health, safety and welfare in pursuance of any of the statutory provisions.

About the Selection Process

Those candidates whose applications we are pursuing will be contacted shortly after the closing date and invited to interview. At this stage we will take up references unless the candidate explicitly asks us not to contact a referee.

If we receive a large number of high-quality applications, then we may conduct preliminary telephone interviews in advance of a formal interview at the School. The formal interview will involve meetings with various colleagues and a sports coaching session with pupils and will seek to assess how well the candidate meets the requirements of the post. It will also include an assessment of the candidate's suitability to work with children.

Candidates will be asked to bring with them to interview any certificates relating to qualifications mentioned on the application form and identity and proof of address documents. Any discrepancies or anomalies in the application form will be taken up at interview. As part of the verification process, a candidate's present and past employers may be contacted, whether or not their name is given as a referee.

If you would like further information about this post, please contact the Head of DT, Ollie Barstow, by email: barstowo@stedwardsoxford.org

Application forms can be found on the School website: www.stedwardsoxford.org. Completed forms should be emailed to recruitment@stedwardsoxford.org or posted to Recruitment, St Edward's School, Oxford OX2 7NN.

Closing date for applications is midday 30th November 2020.