



PRAESTAT OPES SAPIENTIA

HAMPTON SCHOOL

Job Description

Technician – Design and Technology **Full-time or Term-time plus 3 / 4 weeks**

Job Title: Technician – Design and Technology

Reporting Line: Head of Design and Technology

Location: Hampton School

The closing date for applications is Monday 3 December 2018 at 9.00am.

HAMPTON SCHOOL

Hampton is one of the country's foremost independent schools for boys and for nearly 460 years, has been helping boys to fulfil their potential and realise their aspirations. We are delighted that our examination results and university entrance record consistently rank among the very best achieved anywhere.

Hampton is a lively, friendly and caring community, where innovative teaching is underpinned by strong shared values and complemented by truly outstanding pastoral care. We aspire to enable our boys not only to make sense of the world but also to want to go out and improve it.

The remarkable range of co-curricular activities on offer here provides each boy with the opportunity to shine and the means to explore new interests. Nearly all leavers go on to undergraduate courses at elite UK universities or medical schools. Around 30 Hampton boys gain places at Oxford and Cambridge each year; an increasing number go on to study at American Ivy League universities, often on academic and sporting scholarships.

Situated on a greenfield site in a leafy suburb of South West London we are fortunate to have over 27 acres of playing fields within our spacious grounds and a continual investment programme ensures that our pupils enjoy the use of excellent facilities. These include a state-of-the-art all-weather 3G sports ground, a large sports hall and The Hammond Theatre, our exceptional library and specialist facilities for Art, Science, Technology, ICT and Languages and we are looking forward to the opening of our new Sixth Form Centre in 2018. The Millennium Boat House, shared with neighbouring Lady Eleanor Holles, enjoys a prime location on the nearby River Thames and provides the focal point for our internationally renowned and highly successful Boat Club.

If you share our vision for an inspiring, modern and exciting education, we invite you to apply to work at Hampton. A warm, sincere and personal welcome awaits you from prospective colleagues and boys alike.

Role Summary

Responsible to the Head of Department, the primary role is to assist in the smooth running of the department. The successful candidate will be expected to have sound knowledge and experience relating to the use and maintenance of the machinery used within the department, and be proactive in supporting the teaching staff in the safe delivery of curricular and extra-curricular project work.

The main responsibilities and duties of the post are:

- Preparation of teaching equipment and materials for groups and individuals
- Organisation of workshop equipment (including tidying and cleaning)
- Availability during timetabled practical lessons to provide support and safety supervision of teaching sets and individual pupils
- Liaising with teachers about projects, specific pupil needs, and teachers' support requirements
- Organising and planning, or conducting both routine and non-routine maintenance, servicing, and repair of machine tools, workshop equipment, and hand tools, including the upkeep of records and the maintenance log
- Manufacture of jigs, fixtures, tools, and teaching aids
- Stocktaking and re-stocking, including leaving site to physically purchase materials and supplies locally as necessary (materials, fittings, equipment and components)
- Maintenance of the departmental budget spreadsheet and regular liaison with the School Accountant to ensure good financial management and to keep the Head of Department updated each month
- Maintenance of safe working practices by:
 - contributing to departmental H&S policies and practices in conjunction with the Head of Department and Health and Safety Consultant
 - keeping up to date with current procedures and best practice through continuing professional development
 - the safe handling, storage, and disposal of materials and hazardous substances
- The use of ICT equipment for e-mail, ordering stock and record keeping
- Telephone and web based ordering
- Record keeping
- Individual project manufacturing support
- Issuing and collecting text books
- Responsibility for the general security of the department, in conjunction with all departmental staff, including locking rooms and isolating power when not in use
- Opportunities to be involved in co-curricular clubs and activities
- Any other jobs deemed to be reasonable and appropriate to the role upon request from the Head of Department, Headmaster or anyone acting on their behalf.

Please note that there may be some changes and additions to the above. This document is designed to provide applicants with a "flavour" of the position and responsibilities and is not necessarily comprehensive.

PERSON SPECIFICATION - SKILLS, QUALIFICATIONS AND EXPERIENCE

The successful candidate is likely to be able to demonstrate the following skills, qualifications and experience:

- Proficiency in the use of CAD/CAM (routing & milling, turning, laser cutting, vinyl cutting, engraving, and 3D printing)
- Competence in the manufacture and assembly of photo-etched printed circuit boards
- A knowledge of or willingness to be trained in the use of workshop machines across all material types (woods, metals, plastics, and electronics)
- Full DATA Health & Safety Accreditation (training will be available if not already held)
- Must be experienced in the use and maintenance of the machines in the department, and sufficiently confident in a workshop environment to cross train and transfer skills to any machines they are not currently familiar with
- A smart appearance, friendly/polite demeanour and good communication skills
- A genuine interest in helping pupils to develop manufacturing skills to enable them to reach their full potential and assisting them to resolve manufacturing problems
- Energy, commitment and enthusiasm, directed towards the smooth running of a challenging, demanding and progressive department
- Ability to identify and complete work in an unsupervised fashion
- Be flexible and adaptable in order to meet the ever changing needs and priorities within the department
- The ability and willingness to learn new skills
- A willingness to assist staff to develop their manufacturing skills
- Line management and budget management skills are desirable.

Other

- To act as Fire Marshal and First Aider as required. Training will be provided
- Any other reasonable tasks required by the Headmaster and/or Bursar in association with the above role.

Training

Given the diversity and challenges of the work involved, it is anticipated that training will be necessary to fulfil all aspects of the role. Much of this training can be provided in-house but where necessary this will be provided by outside agencies. We are more interested in a skill-set and a willingness to be adaptable than a full list of existing qualifications.

Equal Opportunities

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals; and, to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements are required to attend an interview, please inform the School.

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding Policy and Procedures at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Safeguarding Designated Persons or to the Headmaster.

HAMPTON SCHOOL - SALARY AND OTHER BENEFITS

Salary

Salary will be commensurate with the successful candidate's skills and experience and will be discussed and agreed prior to appointment.

Hours and Holidays

Hours are 8.30am – 4.30pm Monday to Friday.

Candidates seeking either full-time or term time contracts will be considered. Please state your preference for full-time or term time on your application form when applying.

Probation

The appointment is subject to the satisfactory completion of twelve months' probationary period after which it will be confirmed, or extended for a further period not exceeding six months.

Notice

The minimum period to terminate employment is as set out below:

| Period of continuous service | Minimum Notice |
|-------------------------------------|-----------------------|
| Less than one year | 1 month |
| One year or more | 2 months |

Without prejudice to the Employer's right to summarily dismiss for gross misconduct, the minimum period of notice to which you are entitled is as set out below:

| Period of continuous service | Minimum Notice |
|--|---|
| Less than one year | 1 month |
| One year or more | 2 months |
| Eight years but less than twelve years | One week for each year of continuous employment |
| Twelve years or more | Twelve weeks |

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities. The School reserves the right to offer the post at any stage in the appointment process.

Non-contractual Benefits to staff

Pension

You will be auto-enrolled into the relevant School pension scheme. The School offers the Teachers' Pension Scheme for teaching staff and a money purchase scheme with the Pensions Trust for support staff. Further details are available from the Bursary.

Death-in-Service Benefit

In addition to any Pension Scheme benefits, the School currently has a policy which pays two years' salary in the event of the death of a member of staff to nominated dependant(s). Age restrictions apply to this policy.

Health Care

The Governors currently provide Health Care for all members of staff earning above an annual threshold only if they join at the start of their employment. Further details may be obtained from the Bursar. Age restrictions apply to the Healthcare policy. The school also offer a Medicash policy to all staff.

School Fee Reduction

Child(ren) of teaching staff at Hampton School or Hampton Pre-Prep and Prep School may upon passing the entrance assessments be eligible at the discretion of the Governors for a reduction on the basic tuition fees. Currently, the School also has an agreement with The Lady Eleanor Holles School for Girls for a reduction in tuition fees. The continuance of School fee reduction provision is at the Governors' discretion.

Cycle to Work Scheme

The School allows staff with an employment contract for 12 months or more to purchase a cycle through the 'cycle to work' scheme to ride to work. Further details are available from the Bursar.

Personal Accident Insurance

Members of staff are covered for permanent disability resulting from an accident, whether at School or elsewhere.

Drinks and Snacks

Members of staff are provided, at no cost, with tea/coffee and light snacks during the day.

Lunch

Lunch is provided to members of staff at no cost.

Sports Travel to School on Saturdays

Staff running teams can claim expenses for travel to and from School for Sports matches.

Use of Private Vehicle

Subject to a journey being approved by the Facilities Manager, Deputy Bursar, Bursar or The Headmaster, members of staff can use their private vehicle for School journeys during working hours. The insurance will be under the School insurance and staff can claim for the mileage.

Blood Pressure

The School Nurse can check your blood pressure. S/he is not able to give staff medical advice and staff must rely on their own medical advisor.

Counselling

One of the School Counsellors may be able to see staff on a limited basis. If prolonged counselling support is required a charge may be made.

Sports Therapy

The School has a member of staff specialising in Sports Therapy who may be able to assist with Sports injuries on a limited basis. If prolonged therapy is required a charge may be made.

Multi-Gym

The School multi-gym is available for use by staff. Induction is required and conditions apply. The school accepts no liability for use by staff.

Sporting Facilities

Limited use by staff of the facilities is available. Use needs to be agreed in advance with the Bursar or Deputy Bursar who will consult the relevant games/PE staff. Use for events such as parties is available but will be treated as a formal letting.

Parking

Currently staff parking on site is permitted. All those who wish to park must obtain a permit from the Bursary.

The above non-contractual benefits are currently available to members of staff. They are at the discretion of the Governors, who reserve the right to withdraw them without notice.

Further details of the School are available on the website.