

<p>Job Description</p> <p>The Charity is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>	
<p>The School</p>	<p>Bedford Modern School (BMS) is an Independent Co-educational Day School, governed by the Harpur Trust. There are more than 1200 students in the School ranging in age from 7 to 18. BMS enjoys a reputation both locally and regionally for excellence in Sport and Performance Arts and our school community is friendly, happy and supportive.</p> <p>The School is located on the outskirts of Bedford, a town recognised as one of the best places to live in the East of England by the Sunday Times. It is also well served by major road links and London St Pancras is only a 40-minute journey away by train. With commanding views of the Bedfordshire countryside, the facilities are excellent: a separate Junior School, dedicated Sixth Form and purpose-built Science Centre opened in 2017. Extensive and impressive sports facilities include a fully equipped gym and indoor sports hall, a boathouse on the banks of the nearby River Great Ouse and a swimming pool on site.</p> <p>We offer a premium education appropriate to both boys and girls where the intellectual needs of each student are a priority. The wide and varied curriculum is responsive to the needs of both students and parents. Individuals are assessed at entry and those with particular strengths or learning needs are identified and monitored. Students are encouraged to maximize their academic potential whilst optimising their participation in our diverse and inclusive co-curricular programme. Pastoral care is integral to the success of BMS and all staff are expected to contribute to this supportive culture.</p> <p>Please visit our website: www.bedmod.co.uk for further information on the School.</p>
<p>Summary of the role</p>	<p>Job Title: Design & Technology (D&T) Technician</p> <p>Location: Bedford Modern School, Manton Lane, Bedford MK41 7NT</p> <p>Reporting Line: Head of Design & Technology (D&T)</p> <p>Working Hours: 37 hours per week, 8.30am – 5pm</p> <p>Monday - Friday with 60min unpaid lunchbreak. TTO + 3 weeks</p> <p>Salary: FTE - £25,424 0.8 - £21, 268</p>

The Harpur Trust Job Description – D&T Technician



- To keep work tops clean; keep stock rooms and tool rooms clean, tidy and in good order.
- Carrying out administrative and other functions related to the smooth running of the Department.
- To undertake other design technology tasks as requested by staff.
- To observe workshop health and safety procedures.
- Basic maintenance of workshop machinery.
- Operating the CAD/CAM equipment (laser cutters, 3D printers and CNC routing) following training from HOD.
- Ensure that cover is present in classrooms when staff are absent, and that cover work is distributed.
- To support 6th form students when they use the workshop/technology area in free periods when their teacher is with other classes.
- Working with individual sixth form students as part of the design process, discussing ideas, giving feedback and further support (technical/practical/aesthetic).
- Overseeing disposal of recyclable materials.
- Maintain up-to-date Health and Safety standards within the department, ensuring machinery is cleaned, maintained and compliant with current guidance (including CLEAPSS, COSHH and Design and Technology Association guidance), with risk assessments and documentation kept up to date.
- Organise the servicing and maintenance of departmental machinery and LEV extraction systems by approved external contractors in line with Health and Safety requirements and servicing schedules.
- Support the Art department when required, including ordering materials and assisting with the preparation and installation of exhibitions and displays.

To maintain absolute confidentiality in all school related matters and to prevent disclosure of information on sensitive issues.

You may also be required to undertake such other comparable duties as the Trust requires from time to time

To undertake delegated tasks and duties and contribute to the efficient and smooth running of the School.

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	<p>The post holder is required to operate within school policies and procedures, including Equal Opportunities and Health and Safety policies.</p> <p>The job description is current but liable to variation to reflect or anticipate changes in the requirement of the post.</p>
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Person Specification			
The Charity is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.			
	Essential	Desirable	Method of assessment
	These are qualities without which the Applicant could not be appointed	These are extra qualities which can be used to choose between applicants who meet all of the essential criteria	
Qualifications		Hold a formal Design /Engineering / practical qualification, e.g., Degree, Apprenticeship, ONC/HNC, BTEC Diploma/HND or equivalent.	<i>Certificate</i>
Experience		Experience of working with and supervising children or young people. Knowledge/Experience of Prototyping, use of CAD/CAM technology to advise students.	<i>Reference</i>
Skills	Experience of operating workshop machinery. Knowledge and experience of using hand tool skills in the workshop. Good administrative, organisational and ICT skills (including Microsoft Office). Excellent communication skills with the ability to give simple instructions when helping students in the workshop. Ability to use own initiative. Ability to work alone and remain calm under pressure. Ability to work collaboratively as part of a busy team.	Use Band Saws, Pillar drills, scroll saw, disc and belt sanders and vacuum forming. Experience of using 3D practical modelling skills. Experience of using CAD/CAM software and machinery.	<i>Application form</i> <i>Interview</i> <i>Reference</i>

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<p>Knowledge</p>	<p>Good awareness of safety in a workshop environment.</p> <p>Be able to construct prototypes and demonstration pieces for teachers.</p>	<p>Knowledge of Safeguarding Children in Education.</p> <p>Knowledge/Experience of CAD/CAM technology.</p> <p>Knowledge of 3D modelling materials and design approaches to prototyping.</p> <p>Ability to maintain workshop equipment (both electrical and mechanical)</p>	<p><i>Application form</i></p> <p><i>Interview</i></p>
<p>Personal competencies and qualities</p>	<p>Committed to continuous self-development.</p> <p>The desire to undertake training as required.</p> <p>Positive, enthusiastic, energetic, flexible with a 'can do' attitude.</p> <p>Approachable, open and honest.</p> <p>Ability to adapt to changing situations.</p> <p>Dedicated, conscientious and hard working.</p>		<p><i>Reference</i></p> <p><i>Interview</i></p>