



Founded in 1573

## QUEEN ELIZABETH'S SCHOOL

Neil Enright MA (Oxon) MBA FRSA  
Headmaster

### **Job Title: Technology Assistant**

**Salary: To be discussed at interview**

**Hours: 35 hours/week (8:10am-3.40pm each day with 30 minutes for lunch); term-time only**

**Responsible to: Head of Technology**

### **Job purpose:**

To work within the Technology department to assist and support the co-ordination of the use of practical resources and facilities and provide assistance and advice in the practical needs of the curriculum.

### **Main Responsibilities:**

- Assist with facilitating the preparation of resources and providing the technical support for practical lessons to ensure that the health and safety standards are maintained and the requirements to support a high quality of teaching and learning are met.
- Offer guidance, assistance and support to pupils & teachers on the practical aspects of the curriculum.
- Assisting the Subject team to ensure a healthy, safe and productive work environment through the routine maintenance and preparation of equipment, workshops and learning spaces.
- Contributing to the design, development and maintenance of specialist resources and/or planned projects.
- Ensuring the availability of suitable materials and equipment; helping to compile orders and obtain costings. Keeping up to date records of stock.
- Ensure the availability of suitable materials and equipment suggesting alternatives of sustainable resources.
- Interact with pupils in a supportive way to aid the development of their ability to think and learn.

### **Desirable Skills:**

- Relevant experience or degree in design and production of product/furniture or lighting.
- Knowledge of 2D Design, 3D printing, laser cutting and Solidworks.
- Experience in product development, taking designs from concept to fruition.
- Excellent design realisation skills- sketching, rendering, CAD and modelling to lead towards manufacture.
- An understanding of modern technologies; robotics, electronics, coding or smart materials.

### **Health and Safety:**

- To work with colleagues and others to maintain health, safety and welfare within the working environment.
- Keeping up to date with health and safety requirements and with developments in Design & Technology.
- Under the overall guidance of the line manager, ensuring that both routine and non-routine checking, cleaning, maintenance, calibration, testing and repairing of equipment is carried out to the required standard.

- Ensure the healthy, safe storage and accessibility of equipment and materials.
- Ensure the safe treatment and disposal of used materials, including hazardous substances and responding to actual potential hazards.
- To help ensure that the classroom environment is, as much as is reasonably practicable, a safe environment in which learning and skill development can take place.