



Lancing College

Appointment of
D & T Technician

The College

The College stands in an impressive downland estate of some 550 acres, which includes playing fields, residential properties, and an area now managed as an educational farm. The remainder is let to a tenant farmer. The distinguished Victorian buildings, including the spectacular chapel that was begun in 1868, are a familiar south coast landmark. The nineteenth century core has been complemented regularly by new buildings and extensions. More recently a new library, Art School and an additional girls' house have been formed by conversion. There is also major investment in funds for scholarships and bursaries.

Lancing first admitted Sixth Form girls in the 1970s and moved to full co-education in 2000. The College's modern history is one of evolution from an almost wholly boarding community to a mixed boarding and day school serving Sussex and the South East with an entry of some overseas pupils. In 2002 the governors acquired what has now become Lancing College Preparatory College at Hove which is about five miles away from the College itself. As a result of a further acquisition Broadwater Manor School became Lancing College Preparatory School at Worthing in January 2014.

Lancing has a strong history of achievement academically, in the arts, and in a wide variety of sport. There is a modern swimming pool, squash and fives courts, a range of tennis courts and two all-weather surfaces in addition to a newly developed sports and fitness centre and a new Equestrian Centre. Music, drama and art are currently very strong. The specialist music school is next to the Chapel, which possesses a modern Frobenius organ as well the original Walker instrument. The theatre has recently been re-furbished and a dance studio added to the college's facilities. The new Art School brings art, photography, sculpture and ceramics under one roof. Extensive work has taken place to re-model the Science Department. The College has a remarkable reputation in the arts. OLs include Sir Tim Rice, Christopher Hampton, and Sir David Hare who continue a tradition which reaches back to Evelyn Waugh, and other distinguished figures such as Archbishop Trevor Huddleston, Sir Peter Pears, Sir Roy Calne and Sir Christopher Meyer.

The College recruits a 13+ (Year 9) entry of approximately 100 and an additional Sixth Form (Year 12) entry of about 50-60 students in any given year. There are nine houses (seven boarding houses, four boys' and three girls', and two day houses, one each for boys and girls) with a further co-educational day house due to come on line for the beginning of the 2018-19 academic year. Lancing operates a six day academic week with teaching on Saturday mornings and sports fixtures on Saturday afternoons, and day pupils are expected to engage fully with the life of the boarding community. The College was graded 'excellent' in all categories and sub-categories in the recent, 2017 integrated ISI inspection document which can be found here: <https://www.lancingcollege.co.uk/lancing-college/about/inspections>.

Academic standards are consistently high: A* - B grades at A Level average over 80% for the last ten years and the A* average since 2010 is over 20%.

The College has excellent IT provision. Since September 2013 all pupils have been equipped with a College iPad in addition to an impressively stocked VLE and supportive software.

Each year the College offers several academic scholarships and similar awards for Art, Music, Drama and Sport as well as for All-rounders, all of which may be enhanced by means-tested bursaries.

The Head Master, Mr Dominic Oliver, has been in post since September 2014.

Woodard Schools

The Woodard Schools group now consists of some 20 independent schools and four academies with further affiliated (state) and associated (independent) schools. The schools are responsible to the Woodard Corporation for good management but are separately incorporated as charitable companies.

As the Senior School of the Woodard Corporation, Lancing is closely identified with the worship and practice of the Anglican Church and its Catholic tradition. The Eucharist has always been the centre of worship in the Chapel. The College is involved in the work of the Corporation and the Woodard Southern Area Provost is an ex-officio member of the Governing Body. Candidates should be happy to work within this context and to support the Christian life and education of the College.

D & T Department

The Design & Technology Department is forward-thinking and fast moving, with the ability to support pupils in a wide variety of directions. Our pupils undertake demanding projects which are both complex and creative. The department is popular outside of the curriculum as well and supports pupils through clubs and activities every day of the week. An ideal candidate would be comfortable working with pupils and have specific areas of personal interest which could be brought into the role both through pupil projects as well as activities and extension work.

The Appointment

Responsible to: Head of D & T Department

General Description

The role of D&T Technician is highly varied and requires the amalgamation of experience, engineering, craftsmanship, design and teaching skills with flexibility and organisation to facilitate the smooth running of the Design and Technology department.

Responsibilities

Supporting staff and assisting in the delivery of the subject:

- Preparation of materials, tools and demonstrations
- Trailing new processes
- Stocktaking and ordering materials and tools

- Ordering and checking materials for students' projects
- Organising the storage of materials and projects
- Liaising with the department and the Bursar regarding spending, accounting and budgeting
- Maintaining and monitoring accounts
- Development and construction of prototypes, one-offs and jigs for experimental work, demonstration and student projects work
- Responsibility for running and supervising the CAD-CAM facility
- Involvement in afternoon lesson extension activities
- The technician in most cases will be responsible for the locking up of the D&T Centre at the end of the day, including securing machinery.

Overseeing subject safety:

- Advising teaching staff on health and safety matters and use of equipment
- Keeping the department's safety procedures and relevant safety information up to date
- Performing Risk Assessments
- Keeping COSHH records up to date
- Checking and maintaining personal protective safety equipment
- Liaising with the school's safety officer at regular intervals to assure the department is operating in an entirely safe manner

Workshop maintenance:

- Maintaining the workshop environment in a good and safe condition
- Organising servicing, maintenance and periodic testing of equipment, tools and machinery
- In-house repair and servicing of machinery where appropriate
- Daily, weekly and end of term safety checks of tools and machinery, first aid kit, fire extinguishers, fire exits and walkways
- Checking the mechanical and electrical safety of tools and equipment
- Keeping record of maintenance and servicing of equipment
- Reporting faults
- Sharpening tools

This job description sets out the main duties at the time it was drawn up. Such duties may vary occasionally but without changing the general character of the duties or the level of responsibility entailed.

Person Specification

Qualifications:

- Educated to A level is required although degree level would be desirable, but not essential

- Relevant technical qualifications is desirable

Experience:

- Active interest and experience in design and technology

Skills:

- Organisation skills
- Technical competence

Personal Attributes:

- Flexible approach to working hours
- Pleasant and helpful manner
- Ability to work under pressure

Terms and Conditions

- Working hours will be 44 hours per week, Monday to Friday 8.30am to 5.30 pm with an hour unpaid lunch break and Saturday mornings 8.30am – 12.30pm (lunch is provided free of charge when on duty).
- The starting salary will be commensurate with the role and experience of the successful candidate. The salary will include an annual leave allowance of 4.4 weeks. All leave is to be taken outside term-time.
- The Technician shall be entitled to be absent from the School during the School holidays but will be required to work for the equivalent of not more than three days following the end of one school term and for not more than three days prior to the beginning of the next school term. The School term is inclusive of staff INSET days.
- Public Holidays are treated as normal working days if they fall during term time and the school is in session but time off will be given in lieu.
- The School participates in a contributory pension scheme. The School will contribute a sum equal to 5% of the employee's salary provided that the employee contributes 5% or more.
- Employment will be subject to a probationary period of one year. One month's notice will be required on each side to terminate this contract during the probationary period, after which one term's notice is required.

Applications

Applications should be made using the application form which is available from the College website www.lancingcollege.co.uk and returned to hr@lancing.org.uk

The closing date for applications is **Friday 2 March 2018** although applications may be reviewed on receipt.

Further Information

- Lancing College is a no smoking site.
- Unfortunately, due to the large number of applications received, the College is unable to acknowledge every application. The College will only notify those candidates who have been successfully shortlisted for interview. Therefore, if applicants have not had a reply from the school within 21 days of the closing date, they can assume that their application has been unsuccessful.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

The successful applicant will be subject to a Disclosure and Barring Service check.

Applicants who have lived outside of the UK in the past 10 years will be required to provide a Police Check from their country of residence.