

STEWART'S MELVILLE COLLEGE

PRODUCT DESIGN TECHNICIAN

The Product Design Department at Stewart's Melville College delivers the following design and manufacture skills starting at Primary 7 through to Advanced Higher:

Product Design & Graphic Communication - Communication Skills

- 2D formal and informal drawings
- 3D pictorial representation including rendering and other relevant techniques
- modelling in a range of materials
- use CAD, desk-top publishing and word-processors effectively in the context of design activities

Product Design - Manufacturing skills

- manufacture prototypes in wood, metal, plastics and other resistant materials using forming and wasting techniques, both conventional and in a CAM situation
- high level precision and quality

Product Design - Information Technology Skills

- current and developing computer aided design systems and being able to use them in a design context.

TITLE	Product Design Technician
BASIC FUNCTION	The Technician facilitates the efficient running of the department, while showing initiative and good organisational skills.
ACCOUNTABILITY	The Technician is directly accountable to the Head of Product Design.
AUTHORITY	The Technician has authority as delegated by the Head of Product Design.
RELATIONSHIPS	The Technician works closely with, and communicates with, the Head of Department and other members of the team to ensure the smooth running of the department.
KEY TASKS	<ul style="list-style-type: none">• Order, receive, check and store all new materials and equipment• Maintain an electronic record of purchases• Check and maintain all machine and small tools in the department• Maintain the stock levels of all consumable materials and equipment within the department• Prepare materials and equipment for pupil projects and tasks• Maintain in good order the work spaces occupied by pupils• Maintain in good order all storage spaces for materials and work in progress• Prepare teaching materials as required by the departmental teaching staff• Assist with and, at times, instruct pupils in the manufacturing workshop area and be aware of safety in this area• Attend weekly departmental meetings• Oversee colour copier/scanner that is situated in the department.• Replace paper and toner cartridges as required• Keep a record of items borrowed from department• Perform other duties by arrangement with the line manager

PERSON SPECIFICATION

Essential

- Good workshop machining competencies, eg, lathe, milling machine
- Good model making skills
- Good ICT competencies
- Knowledge of appropriate health and safety procedures in a workshop environment

Desirable

- Knowledge of computer-aided manufacturing including laser cutting and 3D printing

PROFESSIONAL REVIEW AND DEVELOPMENT

All teaching and support staff participate in a three-year cycle of professional review.

REMUNERATION AND OTHER CONSIDERATIONS

Hours of Work

8.30 am to 4.30 pm, Monday to Friday, with 45 minutes (unpaid) for lunch, a paid working week of 36¼ hours. There is entitlement to a free school lunch during term time.

Holidays

Entitlement is to 30 days' annual holiday leave, plus 10 days' statutory holiday at Christmas and Easter, when the schools are closed. Annual leave should normally be taken during school holiday periods, and the schools' holiday year runs from January to December.

Salary

Salary will reflect qualifications and relevant experience. The salary range is from £23,961 to £24,657 per annum (Points F22–G23 on the ESMS Support Staff scales as at 1 April 2019). Salaries are reviewed annually on 1 April.

Pension

Candidates will be enrolled automatically into the Merchant Company Stakeholder Pension Scheme.

General

All staff are entitled to use the schools' swimming pool and fitness room outside school hours.

Please note that the school operates a No Smoking Policy and smoking is not permitted on the school campus at any time.

APPLICATION PROCEDURES

Applications should be in the form of a letter, addressed to Mr Neal Clark, Head of the Stewart's Melville College Senior School, and should be supported by a full *Curriculum Vitae* along with the names, addresses and contact details of two referees. They should be sent by email to recruitment@esms.org.uk or by post to the HR Administrator, Erskine Stewart's Melville Schools, Ravelston, Edinburgh EH4 3NT, from whom further particulars may be obtained. This information can also be found on our website.

The closing date is Wednesday 12 June 2019.