



JERUDONG INTERNATIONAL SCHOOL invites suitably qualified candidates to apply for the following position:

Art, Design and Technology Senior Technician

The Art, Design and Technology faculties at JIS are thriving and growing curriculum areas. We require a senior technician who would relish the challenge of being part of the development and growth in these creative subjects. The successful candidate will line manage the DT/Art hired technicians, adhoc contract staff and gap/intern students. The successful applicant will report to the Heads of Art, Design and Technology faculties.

Requirements:

- Familiarity with Windows PC environment and digital media
- Experience with CAD/CAM software and machines (CNC, Laser cutters and 3D Printers)
- Experience in a practical workshop environment and competent with engineering equipment and tooling.
- Good command of spoken and written English
- Good organisational skills, strong administrator, self motivated and a team player
- Must possess a clean valid driving licence and own transport

To apply, please complete the Application Form to be found in the Employment Section on the school website (www.jis.edu.bn), where you will also find further details of the post. Please ensure that you state your expected salary in your letter of application, your CV includes a recent photo and full contact details (including email address) of two professional referees.

Closing Date: Friday, 25th October 2019

Safeguarding

JIS is committed to safeguarding and promoting the welfare of all students in its care. Successful candidates must be willing to undergo comprehensive child protection screening, including an enhanced criminal record disclosure and other standard pre-employment safeguarding checks.

Job Description

Accountable to: Faculty Leaders

General Statement of responsibilities

- Materials preparation for Design & Technology
- Machinery maintenance
- Equipment maintenance
- Teacher support



- Rooms management and maintenance
- CAD/CAM software and hardware management and operation
- Store/consumables
- Consumables stock control
- Student support CAD/CAM
- Resource development

The above list is broken down into specific tasks. The tasks will be scheduled on a weekly, monthly, term or annual basis as required.

The tasks are subject to change and development.

Additional responsibilities:

Work with the Art and DT HoFs to achieve the following as well as the general task description.

- Co-ordinate the Art and DT support team to include JIS hired technicians, ad hoc contract staff and gap students.
 - Time keeping
 - Holidays
 - Task lists
 - Through task management system.
- Manage, along with HoFs' H&S audits and updates
- Support team induction
 - Training
- Stock checking and ordering of materials and consumables (alongside HoFs).