



WELLINGTON COLLEGE  
CHINA  
惠灵顿(中国)



杭州市萧山区惠立学校  
HUILI SCHOOL HANGZHOU

## POSITION: Design Technology Technician

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### ABOUT US

Wellington College Hangzhou is committed to providing world-class educational opportunities in the city of Hangzhou. We seek to recruit and develop staff members who are fully engaged with the stated vision of the school – [to] “aspire to create a caring, international community that develops well-rounded individuals with strong values and the skills to thrive within an ever-changing global society” and who are guided in their professional and personal conduct by the core Wellington values – courage, respect, integrity, kindness and responsibility. In this way, the post holder should regard the following outline of the job description not as a checklist of things to achieve, but as a starting point for their growth in the role.

Huilu School Hangzhou offers a world-class bilingual education for children aged from 2 to 18, which begins in Huili Nursery Hangzhou with the Early Years Foundation Stage supported by the Early Years statements taken from the Zhejiang Curriculum. In Primary School and Junior High we follow the Chinese National Curriculum (with reference to Zhejiang Province guidelines), which is complimented with a wide-range of international teaching resources and materials. Pupils then study the IGCSE and either A-Levels or the IB Diploma Programme in our Senior High. Huili School Hangzhou uses the unique Wellington approach to holistic education coupled with the Huili Values and Identities to ensure our well-rounded pupils will be ready for acceptance into the best universities around the world, leaving Wellington College Hangzhou prepared with the 21st century skills required for the future.

Our campus covers over 74,000 square meters and hosts a range of custom built, state-of-the-art facilities that provide pupils with access to the very best academic and co-curricular opportunities.

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## BASIC INFORMATION

<b>JOB TITLE</b>	Design Technology Technician	<b>DEPARTMENT</b>	Non-academic
<b>SUPERVISOR</b>	Head of Design Technology		

## OBJECTIVES

To act as support for the Design Technology department. The individual will need to be well skilled in the preparation of resistant materials, in their properties and uses and for ensuring safe use of machinery and equipment in the DT labs. This role therefore combines the need for a high skill level with a degree of 'heavy lifting'. Above all the individual will be an enhancement to the safe delivery of this curriculum subject and in other areas of the school.

## KEY RESPONSIBILITIES:

1. Preparation of DT materials for lessons as informed by the Head of Design Technology and DT teachers.
2. Responsible for keeping a record on the amount of stock and arranging stock room according to Head of Design and Technology.
3. Able to print and cut work given by DT teachers, using the 3D Printer and Laser Cutter independently.
4. Testing and maintenance of all tools, equipment and machinery in all DT labs.
5. Complete regular risk assessments for all tools, equipment and machinery in all DT labs.
6. Work with groups/individual students on specific tasks during lesson time, instructions will be given by DT teachers (no planning will be involved).
7. To supervise cover lessons when DT teachers are away, to ensure safe work is taking place and instructions are clear.
8. Help and prepare example work for teachers and support during lesson time.

## JOB QUALIFICATIONS

<b>BASIC QUALIFICATION</b>	<b>Education:</b>	Bachelor's Degree or above.
	<b>Major:</b>	Design and Technology related subject would be preferable.
	<b>Language:</b>	Good communication in English.
<b>EXPERIENCE</b>	<b>Working Experience</b>	A minimum of 2 years working experience in related areas.
<b>EXPERTISE</b>	<ul style="list-style-type: none"> <li>· Experience of use of Design and Technology related tools, equipment and machinery.</li> <li>· Ability to work well with a diverse team.</li> <li>· A proactive work ethic and ability to work with students.</li> <li>· Degree or equivalent professional qualification.</li> </ul>	
<b>PREFERRED APTITUDES</b>	<ul style="list-style-type: none"> <li>· Demonstrating practice that always represents the five core values of Huili (courage, integrity, kindness, respect and responsibility).</li> <li>· International and bilingual school experience is preferred.</li> <li>· Cross-cultural working experience is preferred.</li> <li>· Strong passion for the education industry.</li> <li>· Detailed-oriented and disciplined in time management.</li> <li>· Warm, helpful personality.</li> <li>· Strong mind-set for continuous improvement to meet or exceed expectations.</li> <li>· Good computer and practical skills.</li> <li>· Hard working and positive disposition.</li> </ul>	

Please submit CV and cover letter, together with an application form (available to download from [www.wellingtoncollege.cn/careers](http://www.wellingtoncollege.cn/careers)) in English and email to [jobs.hangzhou@wellingtoncollege.cn](mailto:jobs.hangzhou@wellingtoncollege.cn). Please note that any application with missing materials will not be considered.

Wellington College Hangzhou is totally committed to safeguarding the welfare of children and young people and expects the same from its employees. All new staff will be subject to enhanced pre-employment clearance, including identity checks, criminal background checks, qualifications checks and employment checks to include an exploration of any gaps in employment.