

## Wellington Girls' College

### JOB DESCRIPTION

#### Design Technician

<b>Responsible to:</b>	Principal Business Manager HOD Technology
<b>Functional Relationships with:</b>	Teaching Staff Students
<b>Hours of work:</b>	25 hours per week
<b>Annual Term of Engagement:</b>	from 24 January 2017 (term time only)
<b>Terms of Employment:</b>	As per the NZEI Support Staff Award. The position is graded Grade B
<b>E.E.O. Statement:</b>	Wellington Girls' college is an equal employment opportunities employer
<b>Review of Performance:</b>	Performance against the requirements of this position will be reviewed on a regular basis and in line with the school's performance review system.

All employees of Wellington Girls' College are expected to contribute to the broad aims of the school including promoting a student potential approach and the school culture of high expectations, inclusion and excellence for all students.

#### KEY RESPONSIBILITIES:

The technology technician provides technical support to students and staff in the technology learning area.

#### PERSON SPECIFICATION

##### Essential Skills

- Clear oral and written communication skills.
- Experience with Adobe CS6 – Photoshop and Illustrator.

**Personal Qualities**

- Excellent interpersonal skills.
- Confidence working with 13-15 year olds.
- Discretion
- Open, approachable manner
- Flexible with a sense of humour.
- Commitment to supporting the College and College community.

**KEY TASKS:**

1. To support students in the design and manufacturing of digital products – laser cutting, digital textile printing, vinyl cutting, 3D printing.
2. To provide support for technology staff and students in relevant areas / workshops.
3. To support and maintain technology machinery and equipment.
4. To perform any other duties as agreed with the Teacher in Charge of Technology or the Principal.

**This position is subject to the requirements of the Vulnerable Children’s Act 2014.  
*Wellington Girls’ College is declared a smoke-free area and  
has a no smoking policy for staff and students.***

Signed:	Employee: _____
	Principal: _____
	Date: _____