

University of Greenwich

Job Description

Job Title:	School of Design School Support Assistants	Grade: Jobshop	Spinal point: SP2
Faculty/Department:	Faculty of Liberal Arts & Sciences / School of Design	Location/Campus of Work:	Greenwich, Stockwell Street
Role reports to:	Tech / Office Team Leaders		
Direct Reports	Admin / Tech Staff, other student workers, student and staff end users		
Indirect Reports:			
Other Key contacts:	Employees across the University		
This role profile is non-contractual and provided for guidance. It will be updated and amended from time to time in accordance with the changing needs of the University and the requirements of the job.			

PURPOSE OF ROLE:

Support for School of Design operations in its various admin and tech areas:

- **School Office:** To provide general administrative assistance, to help with coordination of events and open days as and when required by the School Office.
- **Design Studios:** Assist with general studio activities such as arranging furniture and preparing equipment for teaching. IT related tasks such as refilling plotters, setting up AV equipment and dealing with basic queries about computer software / printing / AV.
- **Workshop:** support general workshop activities such as laser cutting, 3d printing, fabrication machinery, small hand tools etc.
- **Film and TV:** Assist with the running of the kit room, edit suites and TV Studios, including managing the equipment booking system and maintaining camera, lighting and sound equipment.

KEY RESPONSIBILITIES:

Team Specific:

Monitor and prepare and areas for related activities and assist in ensuring staff and students have the equipment and information needed for their sessions.

Generic: Managing Self

- Maintaining good relationships with staff, students and visitors.
- Maintaining safe working practices with due regard for self and others.

Core Requirements:

- Able to move equipment such as tables, materials, tools and IT/AV equipment to required locations.
- Knowledge of School specific software and systems and facilities

Additional Requirement:

School Office: Assist with the organisation of events, tours for prospective applicants, presenting information to visitors, etc.

Design Studios: Help students with specific University software and systems for large format scanning / printing / plotting and related accounting systems. Produce and put-up posters for events / exhibitions / system information. Look after equipment loans.

Workshop: Operate laser cutters, 3d printers, CNC machines, Contribute to induction / training sessions

FTV: Run equipment loan store. Maintain TV Studio equipment

Key Relationships (internal and external):

Studio / office managers, other student workers, student and staff end users

Person Specification:	Essential:	Desirable:
	Skills Knowledge of the setups and requirements of Animation / Architecture / Landscape Arch/ Graphics /Media / Film programmes Ability to proactively organise layouts for tutorials, classes, crit sessions, open days etc. Able to operate independently and show initiative, without constant supervision Discretion when dealing with confidential and sensitive materials.	Skills Software knowledge; architecture / 3d / design / video software Also, specific University systems for large format scanning / printing / plotting and related accounting systems.
	Experience Good familiarity and knowledge of School facilities and resources	Experience Use of laser cutters and computer operated workshop machines. Knowledge of large format plotting and scanning.
	Qualifications Undertaking Design related qualification at University of Greenwich	Qualifications Design related qualification

Campus of Work:	<input type="checkbox"/> Medway	<input type="checkbox"/> Avery Hill	<input checked="" type="checkbox"/> Greenwich
Hourly Pay Rate:	<input type="checkbox"/> £7.78 (Standard)	<input type="checkbox"/> £8.86 (SP7 Medway)	
	<input type="checkbox"/> £7.83 (SP2 Medway)	<input type="checkbox"/> £11.31 (SP7 AH/Gre)	
	<input checked="" type="checkbox"/> £12.18 (SP2 AH/Gre)	<input type="checkbox"/> £10.49 (SP13 Medway)	
Number of Posts:	20		
Hours Per Week:	<input checked="" type="checkbox"/> Up to 20 (term-time) <input type="checkbox"/> Up to 35 (vacation time) <input checked="" type="checkbox"/> Rota Basis		
Job Start Date:	November 2021		
Job End Date:	October 2022		
Interview Date:		Application Closing Date:	
Building and Room:		Is work based in Stockwell Street?	<input checked="" type="checkbox"/> YES* <input type="checkbox"/> NO
Working Hours:	Variable; but will be between 8.00-21.00 weekdays; 9-5 weekends		
Additional Notes:			

*If 'YES', i.e., assignment is based in Stockwell Street, refer to the separate guidance 'JobShop Student Staff Access to Stockwell Street'.

<h3>Health & Safety</h3> <p>The following identify the areas of health & safety for this role. All successful candidates will be required to undertake an induction (provided by the supervisor) in accordance with university health & safety procedures and good practice.</p> <ul style="list-style-type: none"> <input checked="" type="checkbox"/> Lifting <input checked="" type="checkbox"/> Computers (DSE) <input checked="" type="checkbox"/> Repetitive Working <input checked="" type="checkbox"/> Lone Working <input type="checkbox"/> Involvement with Chemicals / Bio-agents <input checked="" type="checkbox"/> Working at Heights <input type="checkbox"/> Working off-campus <input checked="" type="checkbox"/> Lifting/moving items such as small furniture, boxes, display materials
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