

Closing date: Friday 26 May 2023

We reserve the right to appoint before this
deadline and encourage early applications.

Interview date(s): Week Commencing Monday 5 June 2023

Information pack for the role of **Makerspace Manager (DCR Technician)**

About the role.....	1
City of London School.....	2
Job Description.....	3
Person Specification	5
Other reasons to work with us	6
How to Apply	7



About the role

This exciting new appointment will work closely with the Director of Innovative Design and Visual arts and DCR department in planning, designing, and executing the re-furbishment of two large spaces to create a modern, cutting-edge Makerspace, a state-of-the-art prototyping facility that is to be housed as part of the innovation centre at City of London school.

The successful candidate will then fully manage the day-to-day operations of the inspiring space, working closely with department staff and wider faculty regarding operations, financials, improvements, and future challenges.

The manager will be expected to stay up to date on developments in the industry and make recommendations for new equipment, hardware and software platforms that will be necessary to support the academic needs of the department, maintaining the school's position at the forefront of innovative education. The space, which primarily serves the Design, Computing and Robotics department will be designed to support interdisciplinary teamwork, using the market leading equipment of rapid prototyping and digitally driven production.

Role: Makerspace Manager

Salary: Grade D
£38,360 to £43,050 per annum
inclusive of Inner London Weighting, subject to cost of living increase yet to be agreed

Contract and Hours: Permanent, 35 hours per week, Monday to Friday. The role will be dynamic, with working hours spanning throughout the year, with a higher volume of work during term time complemented by quieter periods during school holidays. As a result, you may be required to work longer hours during term times, which will be discussed with you in advance.

Summary of duties

- • Maintenance and operation of all equipment in the Makerspace including 3D printers; Virtual reality sets, Laser cutters, workshop-based machine tools and IT resources.
- • Training and supervision of students, faculty, and staff as needed in the safe use of the equipment.

See page 3 for full details of the job description.

We understand that for boys to thrive they must be happy. It is why we cherish individuality, shun stereotypes, and encourage every pupil to be the very best version of themselves. With a vibrant, multicultural city on our doorstep, we draw strength from difference, recognising that diverse perspectives can help answer big questions.

As a result, every member of our community is keenly aware of their responsibility and capacity to make a difference. We ensure our pupils are ready for the rapidly changing demands of the coming decades. This shows in our commitment to academic excellence and in our restless curiosity and desire to improve in everything we do.

We aim always to provide an education in the broadest sense, combining academic excellence with exceptional pastoral care, framed by an outward-looking and forward-thinking approach. We also strive to make that education available to as many talented boys as possible, through transformational bursaries for those who may not otherwise be able to afford the fees.

Strategic Aims

Kind - We understand how excellent pastoral care underpins every achievement. We support and help to develop our pupils' health, happiness and well-being so that they can succeed at school and beyond. We nurture self-development and self-awareness so that every member of our community can become the best version of themselves. Every person has equal value, and we treat others as they would like to be treated. We have empathy for others – at school, in our community and in wider society. Our relationships are warm, honest and supportive.

Aware - There is strength in difference. Reflecting the multicultural city on our doorstep, our pupils and staff embrace and celebrate diverse voices, recognising that they improve their understanding of the world. We nurture a deep-seated sense of social responsibility. Our pupils know that there are others less fortunate than they are and strive to make a positive difference at school and beyond. We are active partners. We have a strong relationship with the City of London Corporation and the other City Schools, including the City of London School for Girls. Our wider community makes us powerful. We are enriched both by an extensive programme of transformative bursaries and by our collaborations with schools, businesses, arts organisations, and many other partners across London.

Ready - We are unashamedly academic. Our teaching is rigorous and exceptional, and our teachers challenge pupils appropriately and sensitively, so that they can thrive in university, work and life. We stimulate curious minds. Our boys have a restless inquisitiveness and lifelong joy of learning which equips them for a fast-changing world. Our staff strive constantly to adapt and develop their practice. We explore our passions and encourage our pupils to discover what excites and inspires them. It helps them become rounded people, well placed to forge their own path through life. We shape the future. Our boys combine kindness, respect and curiosity to become the leaders of tomorrow, creating positive change in our society. .

Job Description

Job title:	Makerspace Manager
Department:	Design, Computing & Robotics
Salary:	Grade D (38,360 to 43,050)
Location:	City of London School, 107 Queen Victoria Street, London, EC4V 3AL
Responsible to:	Director of Innovative Design and Visual Arts
Responsible for:	N/A

Purpose of Post

- To manage and supervise Makerspace, in support of examined projects, competitive teams, and other academic oriented projects as needed. The Makerspace Manager will be administratively responsible for the operations of the spaces including procurement of material, space scheduling and access, and all safety training.
- The Makerspace manager will take the lead on Health and safety for the IDVA faculty - developing and implementing safety training protocols and monitoring the enforcement of safety policies and guidelines in accordance with City of London school policy requirements as well as applicable policies from other governing bodies, for example COSHH and CLEAPS.
- They will Liaise with outside maintenance contractors to have annual planned maintenance undertaken on all machines, tools and equipment; and with the Director of IDVA and Health and Safety Officer to ensure that all risk assessments are up to date and being followed.

Main Duties & Responsibilities

- Maintenance and operation of all equipment in the Makerspace including 3D printers; Virtual reality sets, Laser cutters, workshop-based machine tools and IT resources.
- Training and supervision of students, faculty, and staff as needed in the safe use of the equipment.
- Provide guidance to students in strategies to implement project design/fabricate prototypes.
- To maintain and monitor consumables, equipment, stock and tools to ensure all pupils are able to access a wide range of materials and processes as part of the course.

Job Description (continued)

- 5 • To assist teaching staff in promoting and raising the profile of Design, computing, and Robotics within and outside the school.
- 6 • To prepare materials and equipment for practical lessons.
- 7 • To take the lead on 'Graphic design' based outward facing tasks such as social media accounts, displays around the school and school website presence. (Training can be provided).
- 8 • Conduct regular checks on all equipment and machinery and report directly to the Director of IDVA.
- 9 • To take the lead in the production of Risk and COSSH assessments with the support of the Director of IDVA.
- 10 • To assist staff in preparing and setting up displays for outside competitions, moderation, and open days.
- 11 • Assist staff in the production and updating faculty displays within the School.
- 12 • Provide technical support to staff during lesson time as required.
- 13 • Attend all relevant department and faculty meetings – be willing to document and organise minutes.

Person Specification

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Technical Skills / Professional Qualifications / Relevant Education & Training

- Well qualified in an appropriate subject or discipline (subjects/experience could include, but are not limited to: Robotics, Product design, Computer Science, Engineering, Design and Technology)
- Bachelor's degree required (outstanding relevant experience may instead be considered)
- Master's degree preferred

Experience and Knowledge

- Extensive experience managing, maintaining and training in Maker space type of environment.
- Work within an educational establishment is desirable.
- To be proficient in the use of the range of CAD and CAM equipment and provide technical support during lesson time. (Training and support given where necessary).
 - • Solidworks • 3D printing
 - • Techsoft V3 • Laser cutting
 - • Fusion 360 • CNC machines
 - • Rhino 3D • New and emerging technologies (Virtual reality etc)
- Adobe suite (Graphic Design skills)
- Strong IT/C and maintenance skills
- Experience of delivering training to a team or individuals
- Experience with managing and organising budgets
- Commitment to further professional development through qualifications or training
- Current certificate for Workshop and Machinery Health & Safety
- Ability to maintain and service machinery and equipment.
- Knowledge of legislation surrounding the safeguarding of children

Other reasons to work with us

Health and Wellbeing

- In-house counselling services
- Employee Assistance Programme
- Enhanced paid time off policies (sickness, maternity, paternity, adoption, and shared parental leave)
- Access to Occupational Health Services
- Access to School Swimming Pool (set hours)
- Staff Activities and Clubs (Running, Yoga, Pilates, Netball, Football and more!)
- Corporate Gym Discount with Anytime Fitness
- 24 days annual leave and increasing with continuous service plus bank holidays.
- Hybrid / Flexible Working (role-dependent)

Financial benefits

- Annual Season Ticket Loans via Abellio
- Interest free Bicycle Loan (up to £1,000)
- Cycle 2 Work Scheme via Halfords
- Childcare Voucher Scheme

- Childcare Affordability Scheme
- Up to 40% discount with Hatching Dragons Nursery
- Cheapside Privilege Card (local offers and discounts)
- Up to 25% discount off an O2 Refresh Airtime Plan.
- 21.6% LGPS Employer Contribution (2020-21 figure)

Training and development

We are committed to supporting staff development. There are three staff training days throughout the year plus our appraisal scheme helps support staff in developing their ideal role through training programmes and courses.

Staff also gain access to the City Learning online training and development system, which can be accessed from any mobile device.

Recognised employer – Continuous service

City of London Corporation is a recognised employer as part of the Local Government Modification Order – we acknowledge continuous service to those working within Local Government. Your entitlement to certain contractual benefits with the City Corporation (e.g. annual leave, sick leave, maternity leave) is

related to the length of time you have been employed by the City of London Corporation and/or other public bodies covered by the Redundancy Payments (Local Government) (Modification) Order 1999.

Disability Confident Employer

The City of London Corporation is committed to creating a culture where everyone's opinion and views are heard. Where employees can bring their unique self to work and excel in an environment that encourages different perspectives and experiences to be shared.

We are Disability Confident Employers and members of Stonewall's Diversity Champions programme and have recently completed an equality and diversity self-assessment process to assess compliance with the Public Sector Equality Duty. In 2019-20 we also undertook a public consultation on gender identity and, as a result, put in place a new Gender Identity Policy. We also actively host events like our Eid Dinner, Black History Month and Pride Month, which are vital in promoting the values we all share.

London Living Wage Employer

The City of London Corporation is an accredited Living Wage employer, which ensures all employees are paid (as a minimum) the annually calculated London Living Wage hourly rate.

How to Apply

All applications must be completed by following the instructions on the City of London School website vacancies page:
www.cityoflondon.school.org.uk/vacancies

Closing Date: **Friday 26 May**

Interviews will be held on **Week Commencing Monday 5 June**

We reserve the right to appoint before this deadline and encourage early submissions.



City of London School and City of London School for Girls are committed to safeguarding and promoting the welfare of young people and requires the same commitment from all their staff.

Appointments are subject to satisfactory references, the receipt of an enhanced Disclosure and Barring Service certificate, medical clearance, confirmation of the right to work in the UK and overseas police checks where necessary. The schools undertake further checks as necessary including prohibition from teaching and management checks. This post is exempt from the Rehabilitation of Offenders Act 1974.

We welcome applications from all sectors of the community as we aspire to attract staff that match the social and cultural diversity of our pupil intake.

