



KING'S COLLEGE SCHOOL
WIMBLEDON



DESIGN AND ENGINEERING WORKSHOP MANAGER

Information for prospective staff



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THE ROLE

We are seeking to employ a Design and Engineering workshop manager to join the technician team in a dynamic and supportive department.

Reporting to: Head of Design and Engineering

The successful candidate will support lessons across the KS2 to KS5 age range and assist with the day to day running of the department. The technician and workshop manager are based in the faculty of Art and Design and Engineering which has a well-equipped preparation room and workspace.

Typical duties include:

- daily preparation, maintenance and improvements
- maintaining the teaching areas, stockroom and preparation areas to ensure a clean, safe and orderly environment
- organising storage and dispensing of materials to pupils
- accepting and storing deliveries
- ensuring regular cleaning, safety checks and maintenance is carried out for all machinery and tools during and outside of lessons as appropriate

Lesson Preparation and During Lessons

- preparing rooms, equipment and materials for lessons, demonstrations and exhibitions
- general administrative support including photocopying of resources, laser cutter and 3D printer related tasks
- during lessons, assisting the teachers as appropriate with the general instruction, care, and supervision of the pupils.
- When machinery is in use, the technician's prime focus is to supervise the use of machinery and guide pupils on safe and effective techniques while the teacher is conducting the lesson

Educational Visits & After School Activities

- assisting in the supervision of pupils on external visits
- assisting in the lunchtime clubs for pupils

Health & Safety

- ensuring a safe working environment for pupils and staff and exercising vigilance towards pupils especially in matters of Health and Safety
- keeping up to date with safety legislation and carrying out regular safety checks
- Ensuring regular cleaning checks and maintenance is carried out for all machinery and tools
- alerting the head of department to any issues of safety within the department
- the technician must become familiar with and adhere to the safety rules of the workshop and the School as outlined in BS4163 and the risk assessments for the department and must be willing to attend safety training courses as deemed necessary by the head of department
- Write and update risk assessments for the department when legislation or equipment is changed or updated
- Membership of the King's H&S committee to remain up to date with wider school H&S strategies and policy
- Having a RDTHSC qualification, or a willingness to gain this accreditation would be attractive, to enable delivery of training a certification on Design and Technology areas as required by government H&S regulations as well as advice on best practices

Training and Development

- attending computer training and other relevant courses as required



THE ROLE (continued)

Workshop management

- Overseeing the day to day running of the Design and Engineering workshops
- Managing the daily workload for Design and Engineering technicians
- Liaising with suppliers, contractors and other departments
- Expertise on machinery, tooling, and techniques to maintain equipment

Maintenance and improvements

- Assisting with proposals for the maintenance and development of the department, suggesting improved practices and procedures for the workshop
- Designing and constructing tool and materials storage

Budget, ordering and expenditure

- Regularly carrying out stock control audits
- Ordering equipment and materials as directed by the head of department

These duties and responsibilities are intended as a guide. They are not exhaustive: the Design and Engineering Workshop Manager will be expected to undertake any reasonable task or responsibility as required by the head of Design and Engineering.

PERSON SPECIFICATION

Applicants should be very organised and able to inspire academically minded, intelligent pupils with an enthusiasm for technological processes, invention and innovation. They must work well as part of a collaborative team. Additionally, experience in, or a feeling for engineering or computer science would be an advantage, as would an enthusiasm for hands-on

design and technological projects.

TERMS AND CONDITIONS

- Required from mid-late October 2023
- Salary: Circa £34,006.94 to £35,707.29 per annum (40 to 42 weeks per year; 40 hours per week)
- 40 hours per week, 8 hours per day, Monday to Friday with half an hour for lunch (8.30am - 5.30pm)
- School lunches are provided during term-time
- Contributory support staff pension scheme – employees are eligible to join after 3 months' service with a 10% employer contribution / 5% employee contribution
- A programme of health benefits is also offered by the school
- Membership of the King's sports club



THE DEPARTMENT

The department rebranded from Design and Technology to Design and Engineering in 2016, and this reflects its current ethos. The department comprises six full-time teachers, ably supported by two technicians.

Design and Engineering is a popular subject amongst pupils in both junior and senior schools. It is offered to year 6 in the junior school, years 7 and 8 in the lower school and it is an optional subject from year 9 in the senior school, with large numbers of students each year opting for it. All year groups follow a broad curriculum, undertaking exciting projects that provide experience working with wood, metal and plastic as well as with CAD/CAM and electronics. At GCSE we offer the OCR Design and Technology course, with 100% of pupils gaining an 8 or 9 in 2022. At A level, we offer the OCR Design Engineering course, with 100% of pupils achieving an A* in 2022. At every age group, students have the opportunity to plan, manage and manufacture their own design or engineering project, and each is levelled to their age and ability. We are a forward thinking and enthusiastic team who offer our students a broad curriculum through a range of clubs, competitions and trips; both at home and abroad. The ideal candidate will be willing to embrace this ethos and participate fully in these areas.

The Design and Engineering department at King's is housed in its own block alongside Art and consists of three fully equipped workshops, a multimedia room with IT facilities, a staff office, a faculty break area and the technician's preparation room. The workshops have just been renovated to include a specialist CAD CAM space, additional heat treatment area to better accommodate our welding facilities,

and an enhanced IT provision. We are committed as a team to upgrading and enhancing the facilities to keep pace with the changing technological world, with students having regular access to both our 3D printing and laser cutting facilities as well as programming platforms such as Arduino.

The department contributes to the wider school community, with pupils being offered a range of exciting extra-curricular activities including Formula 24 Electric Car Challenge, Airgeneers drone club, community projects, engineering clubs and societies, support for The Arkwright Scholarship, and the opportunity to participate in various competitions even if they do not formally study the subject. We also offer an annual combined Design, Engineering and Physics trip, to countries such as Holland, Japan and Germany, visiting universities and cultural sites.

The department works collaboratively to share best practice, striving to incorporate new innovations and technologies. The successful candidate will work alongside colleagues to develop ideas for further growth. The school is keen to support the continued professional development of the successful candidate, both in terms of developing their knowledge of specific areas within the discipline and, more broadly, in terms of their individual classroom practice.



APPLICATION PROCESS

To apply for this role, please register your details online via our website www.kcs.org.uk (under useful information / career opportunities). Once you have registered your details with us, you can apply for vacancies by logging into the candidate area using your email address and chosen password. Please include a covering letter to Ms Tanya Allen, HR Director.

Closing date: Monday 25th September 2023 at 9am

Interviews: Interview date to be confirmed

Interviews may be staged and we may choose to appoint at any time during the application process.

PLEASE NOTE:

This job description is indicative of the nature and level of responsibilities associated with this post. It is not intended to be exhaustive, other tasks and responsibilities may be allocated as necessary from time to time.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.



THE SCHOOL

King's College School is an independent day school for boys aged 7-18 and girls aged 16-18. Founded in 1829 by Royal Charter, King's is a school of over 1,500 pupils, including approximately 300 boys in the junior school, located in one of the most attractive and peaceful parts of London. There are approximately 230 staff in the two common rooms and approximately 160 non-teaching staff.

King's prides itself on being a forward-thinking and innovative school. As well as being a very successful International Baccalaureate school, we offer pupils the opportunity to study from a wide A level curriculum and to engage with our family of schools abroad. We accept boys at the age of 11 into year 7 of the senior school from both primary and prep schools, as well as our own junior school. We also continue to offer the 13+ entry into our fourth form (year 9), and around 65 girls join the school each year at 16 to study in our sixth form. A £50m master plan was recently completed that has renewed and replaced major facilities across the campus.

At King's, colleagues, parents, and pupils work together in a warm and supportive atmosphere to help every child achieve their full potential. We are committed to creating an inclusive culture where every member of our community has the right to be known and respected as their authentic self, and the experiences of all pupils are as positive as they can be. We have a director of equality, diversity and inclusivity who spearheads our equality and inclusion agenda in all its forms.

Academically, King's is consistently placed within the top five schools in national league tables. In 2023, 52% of all sixth form grades were awarded A* at A level or 7 at IB Higher

Level and almost 90% of all GCSEs were graded 9/8 (A* equivalent). Around 300 boys and girls have won places at Oxbridge in the last seven years, with over 90% of pupils achieving their first choice university offer.

Our approach at all levels encourages pupils to look beyond academic excellence, as the vibrant success of our drama, music and games departments indicates. We are fully committed to the CCF, the DofE Award Scheme, and partnership work with over 30 local maintained schools, encompassing community projects involving large numbers of King's pupils on Friday afternoons.

King's has a history of enabling bright young minds from every background to access the school, and financial assistance of up to 100% of tuition fees and up to 100% of other costs is available. Admitting boys aged 11 directly into the senior school since September 2016 has afforded access from a wider range of family backgrounds and we have raised significant bursary funds to support the 11+ senior school entry, which includes income from our sister and partner schools in China, Bangkok and Monaco.

Alumni of the school include poet and painter Dante Gabriel Rossetti, actors Khalid Abdalla and Ben Barnes, theatre director Christopher Luscombe, musicians Marcus Mumford (Mumford & Sons) and Dan Smith (Bastille), and policy advisor Devina Banerjee who was awarded an MBE for her work in the UK Vaccine Task Force.



WORKING AT KING'S

King's is a vibrant and energetic community to be part of. There is an atmosphere of kindness, cooperation and trust. There is a "can-do" attitude amongst the staff body, coupled with high levels of emotional intelligence, good humour and mutual support. Our staff believe that King's truly is an excellent place to work, epitomised by the results of our 2018 staff survey in which 100% of staff stated that they enjoyed their job.

Support staff at King's maintain high professional standards. They work within clearly structured departments but also collaboratively with other departments and with teaching staff. There are termly meetings for the whole support staff, which are complemented by bespoke training sessions. Individual staff members who wish to enhance their professional development are supported.

Whilst there are high expectations of support staff, they receive rewards for their efforts:

- Salary well above London and national averages
- Health care provision
- Free lunch (during term time)
- Shuttle buses from Wimbledon station
- Travel loans
- 25% fee remission (for children of staff members who meet the academic criteria) pro rata



INCLUSION AT KING'S

At King's we are committed to creating an inclusive culture where every member of our community has the right to be known and respected as their authentic self, regardless of race, ethnicity, religion, gender, sexual orientation or disability. This inclusive approach will be genuinely upheld if day by day each of us helps to create a compassionate and supportive environment, one in which each individual feels valued, able to be themselves and are free from any form of intimidation. We do not accept any form of discrimination and will demonstrate this in our behaviours, in the way that we view and treat others and the way that we challenge inequality and discrimination as active and supportive bystanders and allies.

We recognise that discrimination, inequality and exclusion are an issue at all levels in society, and that all institutions must proactively strive to address these issues. To do this, all members of our community recognise that we are responsible for our words and actions. We understand that we are all on a journey and will learn from our mistakes. If conversations are uncomfortable, we will enter them with kindness and an open mind. We celebrate diversity and seek to learn from experiences and perspectives which are not our own. We call out behaviour which is unkind, discriminatory or disrespectful. We understand that all forms of behaviour, whether in person, at school, or in the

virtual world, should be compassionate and rooted in kindness, civility and respect. We appreciate that each member of our community has different circumstances and we endeavour to allocate the resources and opportunities needed to help everyone to thrive and feel a strong sense of belonging.

Further information about equality, diversity and inclusivity at King's is available on our website at <https://www.kcs.org.uk/equality-diversity-and-inclusivity-at-kings>

King's College School is fully committed to the principles of equality, diversity and inclusivity in its recruitment of teaching and support staff.

WORKING AT KING'S - STAFF PROFILES



"Since joining King's in 2019, I can say that this is a fantastic school that supports staff, as well as students to their highest standard. There have been many opportunities for me to grow within the IT department. Everyone I have come across at King's has been extremely helpful and welcoming. I feel honoured to work here"

- Mr Dixon
IT Helpdesk Manager



"I joined the HR department here at Kings in 2008 and I can't imagine working anywhere else. My role is varied and I really enjoy that no two days are the same. I feel very privileged to work with so many amazing people in such a beautiful school. Everyone wants King's to succeed and I am often amazed at the camaraderie that everyone shows on a regular basis."

- Mrs Pearson
Training and HR Officer



"Joining King's in 2006, my role as team leader, Science Department, is to oversee the operational functioning of the laboratories. As a team of six technicians our primary remit is to deliver a range of practicals to support teaching excellence across all science disciplines. My career at King's has been rewarding in so many ways but a particular highlight has been the re-design of a modern, multi-functional central prep room - this has transformed the way the team communicate, share our varied skills and manage a busy workload."

- Mrs Danckwerts
Team Leader - Science Technicians



"I've been working at King's College School since 2016. It is an outstanding school that offers our students so many opportunities. Working at King's College School is a great opportunity to gain experience, meet wonderful people and expand your horizons to the world."

- Mr Laska
Porter



LIVING AND WORKING IN WIMBLEDON

Wimbledon is famous for its annual Grand Slam tennis tournament, but that is not the only thing that makes living and working in Wimbledon an attractive proposition.

The area is one of the safest parts of London and provides a wonderful mix of town and Village life. The streets are bustling and lined with bars, restaurants and shops. The charming children's Polka Theatre is situated in the centre of Wimbledon and a new stadium for AFC Wimbledon is being built just a short drive away. King's is located on the edge of Wimbledon Common, at the beginning of one of the largest areas of green, recreational space in the whole of London. The Common, which extends to Richmond Park, is home to a 19th century windmill and an Iron Age fort.

One of the best things about working in Wimbledon is its connectivity. Wimbledon station is located in zone 3, approximately 10 minutes from Clapham Junction and 20 minutes from London Waterloo. There are regular trains to numerous destinations, including Kingston, Epsom and Richmond. Wimbledon can also be reached by tube, via the District line, and by tram, which connects to places such as Croydon and Beckenham. King's is also in a convenient location for road users, with its proximity to the A3 providing an excellent link to the M25.

Although property prices are high in and around Wimbledon Village, there are affordable options a little further away. Many staff choose to live in Central and South Wimbledon or Raynes Park, which is a 15 minute walk from King's. Other nearby options include Motspur Park, Worcester Park, Clapham, Tooting and Earlsfield., but plenty of colleagues prefer to commute from Surrey, where Esher, Epsom and Ashstead are popular choices.



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