

Closing date: **Wednesday 25 June 2025 (9am)**

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

Interview date(s): **w/c 30 June 2025**

Information pack for the role of **Makerspace Manager**

City of London School	2
Our Strategic Aims	3
Job Description	4
Person Specification	6
Other reasons to work with us	7
How to Apply	8



City of London School

We understand that for pupils 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 pupils as possible, through transformational bursaries for those who may not otherwise be able to afford the fees.

We aspire to attract a staff that matches the social and cultural diversity of the CLS community. We welcome applications from anyone with the relevant skills and abilities, and particularly from those who may not previously have thought of applying to a school such as ours.



www.cityoflondonschool.org.uk



Our 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. .

Our [Strategic Vision 2024-2029](#) is available to read in full on the CLS website.

Job Description

Job title: **Makerspace Manager**

Department: **Design, Computing & Robotics**

Salary: **Grade D
(£42,750 to £47,620)**

Location: City of London School,
107 Queen Victoria Street,
London, EC4V 3AL

Responsible to: **Director of Design and Innovation**

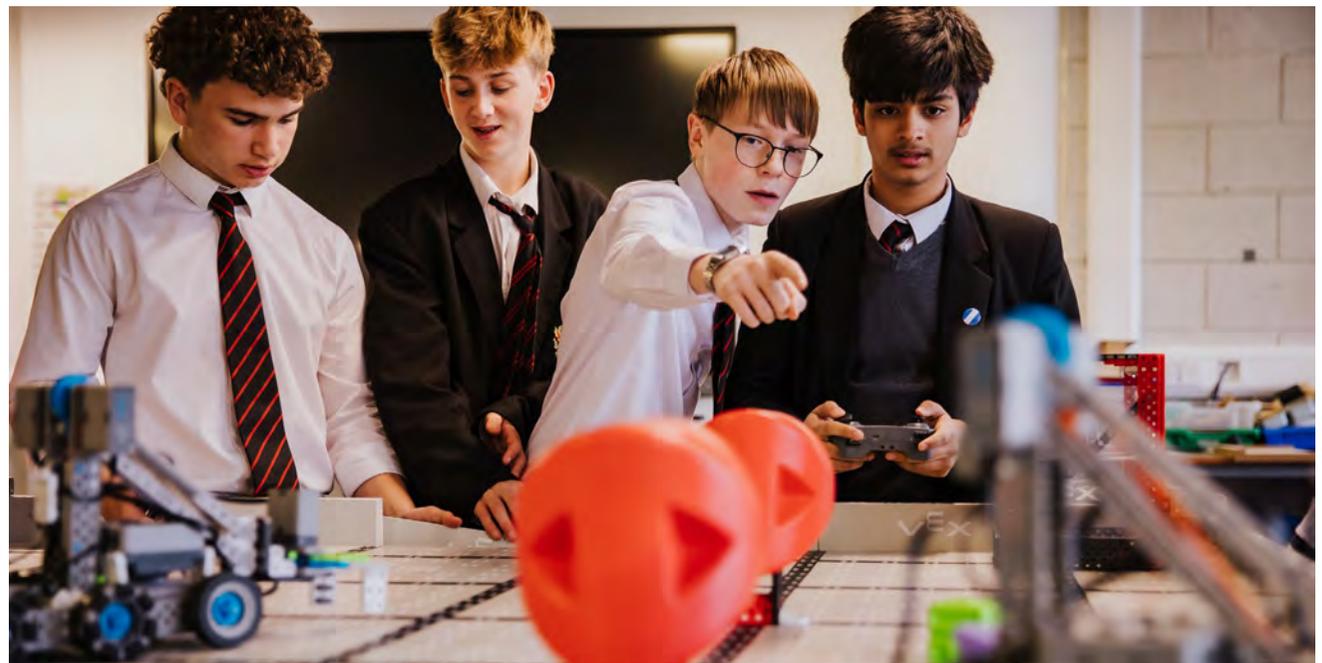
Purpose of Post

Following the internal promotion of our current Makerspace Manager to a teaching role within the Design, Computing and Robotics (DCR) department, an exciting opportunity has arisen.

The successful candidate will work closely with the Director of Design and Innovation, the Head of DCR, and the wider department to plan, design, and execute the refurbishment of two large spaces. These will form a cutting-edge

Makerspace and prototyping facility, housed within the newly refurbished DVA building at City of London School.

This is a dynamic role, with working hours spread throughout the year. There will be a higher volume of work during term time, complemented by quieter periods during school holidays.



Information about the Role

- 1** The Makerspace Manager oversees the day-to-day operations of this inspiring environment, collaborating with departmental and faculty staff to manage operations, budgets, improvements, and future developments. They are expected to stay up to date with industry trends, making informed recommendations for new equipment, hardware, and software to support the department's academic needs—ensuring the school remains at the forefront of innovative education.
- 2** The Makerspace, primarily supporting the DCR department, is being designed as a hub for interdisciplinary teamwork, equipped with market-leading rapid prototyping and digitally driven production tools. Facilities will include, but are not limited to, a suite of Ultimaker and H2D 3D printers, a full robotics suite, three laser cutters, and a set of Oculus Quest 2 VR headsets. The space will promote collaborative learning and creativity, supporting a wide range of design projects, including those completed as part of the highly successful HPQ and EPQ qualifications.
- 3** In addition to academic use, the Makerspace will serve as the central hub for short-term non-academic workshops, competitions, and co-curricular clubs, such as the VEX Robotics Club, Programming Club, Drone Club, VR Club, and 3D Printing Society.
- 4** The Makerspace Manager supports technical oversight, staff training, time estimation, activity scheduling, and supervision of students when necessary. They manage and maintain equipment, oversee documentation to support staff and student training, and liaise regularly with partner schools.

Main Duties & Responsibilities

- 5** Manage and supervise the Makerspace to support examined projects, competition teams, and other academic or enrichment activities.
- 6** Take administrative responsibility for the space, including procurement, scheduling, access control, and safety training.
- 7** Lead on health and safety for the IDVA faculty,
- 8** Liaise with external contractors to ensure annual maintenance is carried out on all tools, machinery, and equipment.
- 9** Work closely with the Director of Design and developing and enforcing safety protocols in accordance with City of London School policy and relevant external regulations (e.g. COSHH, CLEAPSS).
- 10** Remain passionate and up to date on innovation in the sector, attending relevant conferences and seminars, and feeding back recommendations to help keep the department at the cutting edge of education.

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/Workshop/FabLab or similar environment.
- { Work within an educational establishment or creative industry.
- { 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)
- {
 - Strong IT skills
 - Adobe Suite
- { 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 gym (set hours)
- { Staff Activities and Clubs (Running, Yoga, Pilates, Netball, Football and more!)
- { Corporate Gym Discount with Anytime Fitness
- { 28 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 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% LGPS Employer Contribution

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.cityoflondonschool.org.uk/vacancies

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

Closing Date: **Wednesday 25 June (9am)**

Interviews will be held **w/c 30 June 2025**

City of London School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

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.

To view our Recruitment Policy, please [click here](#). To view our Safeguarding Policy, please [click here](#).

Further information about the School and a copy of the 2021 ISI Inspection report is available on the website. www.cityoflondonschool.org.uk



City of London School

City of London School
107 Queen Victoria Street
London EC4V 3AL

cityoflondonschool.org.uk
020 3680 6300



Proud to be part of the
City of London Corporation