Collingwood College
Recruitment Information

Design & Technology Technician

Dear Applicant,

Our vision for Collingwood is to be the College of first choice for all our parents and we are currently on a journey to move from Ofsted Good to Outstanding!

Collingwood College is committed to developing responsible, aspirational, independent, happy and well-rounded young people with the self-belief to reach their goals.

Our students are the focus of everything we do. We have found that by listening to students' views and offering them the opportunity to work with each other, staff and governors, they are an integral part of our relentless drive for improvement.

Collingwood College offers all students an inclusive, flexible and stimulating educational experience. With a strong emphasis on personal development and a very wide range of leadership opportunities and extra-curricular activities, we are able to offer challenges that motivate and appeal to all individuals.

Our academic performance is consistently high and in recent years students have achieved excellent results at pre and post 16 level. In 2024, in the Sixth Form, 72% of A level qualifications were at A*-C with over 20% of entries gaining the top A/A* grades. Furthermore, 50% of the cohort gained an impressive A*-B across all qualifications.

At GCSE, over 70% of entries were graded at 9-4. 65% of our students also achieved 9-4 grades in both English and Maths. Over 20% of entries were awarded the top grades, 9-7 with over 10% of entries at the very top grades. Students at Collingwood, who attend well, whatever their starting point, **make great progress.**

This continued level of success is down to the hard work of our students and their teachers.

We believe that our staff are the foundation upon which the success of the College depends and recognise that our employees are the most important asset of the college.

We welcome and encourage applications from graduates who are looking to gain experience before going into Teacher Training.

We empower our employees to utilise their talents and skills to make a positive and significant contribution to the quality of teaching, learning and personal development that the College provides for its students.

We look forward to receiving your application for this post.

Yours sincerely

Miss Karen Watling
Principal

Design & Technology Technician

Required for September 2025

D&T Technician -36 hours a week to support across all of D&T areas from September 2025, Term Time plus 5 inset days. 8am to 4pm. Starting from £20,459 pa (Actual starting Salary) (£23,781 - £25,329 FTE pa).

or two part time roles:

D&T Technician (Technology) 24 hours per week, Term Time plus inset days starting from £13,639 (actual salary).

D&T Technician (Food & Textiles) 12 hours per week, Term Time plus inset days starting from £6,819.80 per annum (actual salary).

Would you like to make a difference to the lives of our students?

Do you want to work with a friendly and supportive team?

This role supports the successful implementation and development of the school's academic programme as a member of the Design & Technology Department.

Collingwood College is a friendly and oversubscribed mixed comprehensive school based in Camberley, Surrey.

Application Process

To apply: Please complete the application form available from Collingwood College - Vacancies Completed application forms should be returned to the HR Department hr@collingwood.surrey.sch.uk

Closing Date: 30 May 2025

For more information: Please contact HR 01276457600 or email hr@collingwood.surrey.sch.uk

Suitable candidates may be interviewed before the closing date and Collingwood College reserves the right to withdraw the position if an early appointment is made.

Collingwood College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

 All new staff appointments are subject to verification of fitness to work, receipt of two satisfactory references, qualification verification and other checks relevant to the role.

Design and Technology Technician

We are seeking a Design and Technology Technician to take on the responsibility of preparing, managing, and maintaining equipment, tools and material stock levels and to ensure that rooms, materials and workshops are set up for lessons to be delivered across the Design and Technology curriculum.

Candidates should possess a sound working knowledge and practical skills related to working and building products in a range of woods, metals and plastics. A basic familiarity with electronics and good levels of computer literacy would be highly desirable. Experience of 2D & 3D CAD, CNC & CAM machines, laser cutters & 3D Printing would also be beneficial.

You will be pro-active, organized, enthusiastic and flexible with the ability to show initiative, independent working and work to tight deadlines in an exciting but demanding environment.

This role is shared between supporting Food/textiles lessons, working with students from year 7 to A-Level in small groups alongside teaching staff.

Training and certification will also be provided for a suitable applicant with appropriate prior experience.

The Department

Collingwood College has a flourishing and modern Design & Technology department. Our aim is for all students to become confident problem solvers and independent thinkers, using technology and practical skills to enrich their personal, physical and emotional development. We value teaching practical skills where possible and embrace modern technology, with use of high-level IT forming a core part of our strategy.

The Department prides itself on excellent results, with 37% achieving Grades 7-9 and 79.4% Grades 9-4 (or equivalent) at GCSE & L2 last year. The popularity of Design & Technology is growing within the school with numbers taking A Level is increasing year on year. In the Sixth Form we offer A Level D&T Product Design. At KS4 we offer D&T via Product Design and Electronics routes, two increasingly popular Engineering courses, Art Textiles and GCSE Food & Nutrition.

The department is very well resourced, with 4 D&T workshops with two I.T rooms for the use of the department. Our workshop facilities are among the best in the area with an outstanding range of machines, tools and equipment. The rest of the department has 2 fully stocked Food Technology Classrooms and one Textiles classroom.

We are particularly proud of our extracurricular provision, and this is something that all team members get involved in. We operate a highly successful Greenpower Electric Racing car team who have built 5 cars and are currently ranked 11th Globally out of 300+ teams. In addition, we have a very popular Robot Wars Club, built from our school team's appearance on the relaunched Robot wars on BBC2 in 2017.

We also offer a wide range of enrichment events and extracurricular Gifted and Talented workshops for our students throughout the academic year.

There are currently 6 members of the Design & Technology Department, teaching from KS3 to A Level, with a mix of full-time staff with additional responsibilities within the school.

Probationary Periods

All posts are subject are to a probationary period. For teachers this is 2 full terms, for support staff this is 6 months. Collingwood College's Probationary Policy is available upon request.

Benefits

Collingwood College has its own generous pay scale and the financial package offered will be commensurate with the responsibilities of the post and the experience of the person appointed.   Staff receive a generous annual leave entitlement or equivalent rate of holiday pay.

College staff also receive the following additional benefits:

- Eligibility for membership of the generous Local Government Pension Scheme (Further information can be found at Surrey Pension Fund)
- BUPA healthcare cash plan
- 24/7 employee assistance programme for staff and their families
- Cycle to work scheme.
- Flexible leave of absence policy
- Free on-site parking

Training and Development

At Collingwood we are committed to providing a well-structured staff development programme to enhance personal and team development. All new staff received the following training:

- Collingwood College Company Induction
- Safeguarding and Prevent Training
- Mandatory and Compliance Training including Fire Awareness and Health and Safety at Work
- Training linked directly to the job role, which may be delivered by other colleagues or external trainers.

In addition, staff can have:

- An opportunity to access other training as detailed in the termly training calendar.
- An opportunity to access training outside the college linked directly to your role or career aspirations.
- Other on-line training relevant to the role.

JOB DESCRIPTION

Design & Technology Technician

REPORTS TO:	Head of Technology
Setting up classroom equipment, materials and demonstrations	Preparing and setting up classroom equipment for practical lessons based on teacher requirements. Preparing and collating teaching materials and resources for use in practical lessons, based on teacher requirements. During lessons, remain on stand-by to be available to support the teacher and assist with materials and demonstration experiments when needed. Producing 'class Batch work' of things like laser cutting and 3D printing which has been sent by students/teachers. Creating, compiling and managing distribution of annual project 'kits' (resources and materials) per year group. Assisting at the end of lessons in clearing away, counting in stock/materials and stationery and cleaning/storing equipment as required. Dismantling and recycling old projects & stock for future use. Photographing and documenting finished controlled assessment and coursework practical work.
Ordering and stock control	Proactively Identifying when stocks are running low and ordering newstock, based on minimum requirements set by the Line Manager, to ensure materials and equipment are always available. Proactively researching suppliers to ensure best value for money in stock purchases and forming links / loyalty discounts with new suppliers. To keep an accurate log of material stock in storage. Maintaining consumables such as printer paper, hand towels, soap, glues, tapes, paints in classrooms. Keeping appropriate databases up to date for stock and completing relevant order forms, liaising with HOD and finance departments as appropriate. Checking, recording and storing supplies when received at the school and ensuring contents match invoices.
Maintenance and care of stock and equipment	Regularly (Daily, weekly & monthly) ensuring that classroom materials and equipment are ingood, safe and usable condition, identify problems and resolve appropriately, carrying out minor maintenance and Obtaining replacements where appropriate. Reporting unrepairable or dangerous equipment to Site manager and HOD as appropriate.

	Overseeing the safe storage of equipment and hazardous COSHH materials/chemicals and purchasing of appropriate PPE. Maintain the teaching rooms, ancillary rooms and storage rooms to a high level of tidiness in line with H&S guidelines and fire escape code. Awareness of basic food hygiene protocols. Maintenance of basic stock supplies in food workstations (washing up liquids, soaps, tea towels etc.) and liaise with lead food teacher for ordering. Organise appropriate regular washing of tea towels, aprons, oven gloves in support of food lessons and cleaning of fridges/food storage areas, again, in liaison with teaching staff.
Demonstrating equipment and techniques	Helping other staff, or assisting teaching staff, with the training of pupils, in how to carry out practical processes or experiments with health and safety regulations, where this requires application of acquired technical skills. Assisting in classrooms as a 2nd adult during busy practical lessons. Occasionally watching a class while teachers may be dealing with unexpected issues. Contributing to the safety of learners by challenging poor Health and Safety practice and being proactive in keeping a safe environment through repair, maintenance, tidying of equipment.
Administration	Carrying out photocopying of resources with prior arrangement via reprographics and on occasional ad-hoc basis. Assisting the teaching team in providing cover work in event of colleague sickness (mainly photocopying and ensuring it is in the correct room/explained to cover staff) Assisting with preparation of departmental documentation. Letters home, copies for dept meetings. Liaising with teachers to create displays of students' *work.* Contributing to the general safety of learners by challenging poor Health and Safety practice if observed in classes and being proactive in keeping a safe environment through repair, maintenance, tidying of equipment.
Skills, Knowledge and Aptitude	The applicant must also be computer literate and prepared to learn new software packages/hardware as and when required.

	Candidates will need to be or become competent in 3D printing and 3d printer maintenance/repair, Laser Cutting and associated maintenance and CNC router maintenance in addition to traditional workshop machinery. Training will be provided, but competency in the use of this equipment is mandatory and will involve an element of practice and self-guided learning. Skills in MS office, particularly Excel & Power point are highly desirable also.
Other	Willingness to engage and help in extracurricular departmental activities and clubs (not necessarily out of hours, but often by nature they may be). Contribute to other school projects where authorized by the HOD (e.g., making signs, door stops, repairing equipment) Work towards long term improvement of the department's resources, facilities and general presentation. E.G creating improved storage, tool racks, painting and decorating, decluttering and rubbish removal, new initiatives.

PERSON SPECIFICATION

Qualifications	GCSE Grades 9-4 (or equivalent) in Maths, English and Science or a DT Subject (Essential) Level 3 qualification or equivalent work experience (Desirable)
Knowledge and understanding	• Relevant and recent experience of working with young people • Willingness to learn new skills • Experience of working in a workshop environment and knowledge of health and safety in the workshop • Be capable of managing student behaviour in a workshop environment • Good numeracy and literacy skills • Confidence with a variety of IT systems including spreadsheets, databases and online portals • Ability to be creative and show initiative in developing resources and systems for practical classes
Skills and Attitude	• Able to work constructively as part of a team and as an individual • Good interpersonal and communication skills • A proactive approach to work with the ability to anticipate and solve problems • Able to forge positive relationships with young people • Ability to be self-motivated and work from own initiative • Good planning and organisational skills with the ability to manage conflicting demands and meet deadlines • Resilient, motivated and committed to driving up standards • Shows commitment to a supportive, coaching culture • Commitment to ongoing personal and professional development
Other	• To be committed to the principles and practice of equal opportunities • To be committed to student welfare and safeguarding principles of the school

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