



OUNDLE

School

Specialist Technical Instructor (1 day per week)

Oundle School was established in 1556 and is one of the country's leading co-educational boarding and day schools. The School has 860 boarding and 260 day pupils, with 250 day pupils aged 4 – 11 attending Laxton Junior School. The School has a turnover in the region of £40m and a staff of 760. The School prides itself on being associated with the best in modern independent school education. This would not be possible without the invaluable contribution made by the dedication, hard work and professionalism of the support staff functions.

The Design, Engineering and Technology Department is housed in the state-of-the-art Patrick Engineering Centre, a new building opened in September 2016 which is part of the Sci-Tec campus close to the centre of the school. Four full-time teachers and three full-time technicians currently deliver the subject. Oundle School has strong historical links with engineering and the mechanical sciences. The workshops are extremely well equipped and draw upon skills from artisan practical techniques, car restoration and electrical vehicle building through to the latest in three-dimensional CAD software and advanced rapid prototyping processes with direct metal printing.

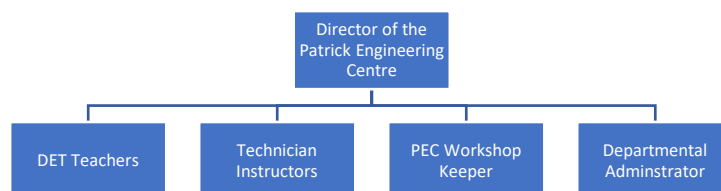
The purpose of the role is to give patient advice and instruction on engineering and fabrication to pupils aged between 11-18 in a co-educational school workshop during lesson times and free time practical sessions in the Patrick Centre.

Oundle School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service



Role details

Working within the Design, Engineering and Technology Department, the role holder will report to the Director of the Patrick Engineering Centre.



The main duties and responsibilities of the role are listed below. Please note these are not exhaustive, but highlight the main tasks.

- Work as a team with other members of staff in the Patrick Engineering Centre to ensure that the workshop is clean, safe and tidy during and after sessions have finished.
- Help maintain all tools and machinery in the workshop.
- Assist and give general support to the teaching staff in the department as they carry out their responsibilities.
- Ensure that all Health and Safety rules and COSHH regulations are kept up to date and are strictly followed by all pupils and personnel within the Patrick Engineering Centre.
- Assist in the ordering and stock control of materials and tools for workshop.
- Help collate and through the HOD submit to the Financial Bursar, pupil and departmental charges.
- Demonstrate knowledge of the CAD/CAM systems and associated software.
- Assist pupils in the design and manufacture of advanced projects.
- Carry out any other duties commensurate with the post as may be reasonably required by the line manager
- Maintenance and upkeep of workshop machinery and tooling inc. maintenance logs for departmental equipment.
- Preparation, cutting and machining of stock materials (wood, timber, plastics and composites) for use by pupils and teachers in lessons and after school activities held within The Patrick Engineering Centre.
- Devise, develop and produce teaching resources for the department in consultation with the HOD and teaching staff.
- Assist with feeder Preparatory School, Primary School and partnership school initiatives, events and regular weekly workshop activities as required by the Head of Department.
- Attend relevant courses and identify training needs and developmental opportunities.
- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.

- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

Every job description in the organisation will be subject to a review on an annual basis at the time of the annual appraisal meeting and may be reviewed as a result of a change in strategic direction or operational requirements.

It is the shared responsibility of the role holder and their line manager to ensure that job descriptions are kept up to date.

Person Specification

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application and completing the application form to ensure that their application and suitability reflects the essential requirements of the role.

Qualifications	Essential	Desirable	Method of assessment
GCSE's / O Levels in Maths and English	•		Application form
BTEC / City and Guilds / NVQ Level 2 or equivalent in a related subject or trade	•		
Specialist knowledge and experience in a related field e.g. machining, electronics, furniture making etc.		•	Interview
Skills and Experience	Essential	Desirable	Method of assessment
Proven track record within engineering / design technology	•		Application Form Interview Assessment Exercise* References
Working knowledge of current Health and Safety and COSHH regulations	•		
Good IT skills – MS Office and CAD	•		
General experience of fabrication across a number of material areas	•		
Prior experience of preparing materials e.g. circular table saw, planar thicknesser etc.		•	
Prior experience of turning and milling	•		
Prior experience of commercial production and or manufacturing		•	
MIG/TIG welding ability		•	
Knowledge of CNC machine setup		•	
Fork lift truck license		•	
Car Driving License		•	
Electronics or Robotics experience		•	
First Aid Training		•	
Experience of working with or teaching children or young adults		•	
Personal qualities	Essential	Desirable	
Team player / able to advise on technical points to HOD and pupils	•		Application Form
A positive approach to work and a willingness to uphold the values and ethos of Oundle School and the Design, Engineering and Technology department.	•		
Flexible approach to work	•		
High quality organisational skills	•		Interview
High quality communication and interpersonal skills with both children and adults	•		Assessment Exercise*
Use of initiative whilst working within guidelines	•		
Patience and understanding necessary for working with children	•		References
Problem solving skills	•		

Physically fit, ability to lift/carry	•		
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Information for applicants

Start date	Monday 21 st April 2025
Hours of work	8 hours per week , predominantly between 08.30 to 17.00 each Friday during Term Time All meal breaks are non-working hours and unpaid.
Working weeks	This role is to work Term time, which is 35 weeks per annum (paid for 39.22 weeks, to include entitlement to holiday pay).
Contract term	Permanent, subject to a six-month probationary period.
Remuneration	£5,989 (£39,701 Full Time Equivalent) You will be paid each month through the year.
Annual leave	21 days' paid holiday in each complete holiday year, plus seven public holidays. This is pro-rata for part-time staff. There is a requirement to work any Bank Holiday when the School is in operation (currently the first May day).
Other	We also offer: <ul style="list-style-type: none"> • Excellent working conditions • Group Personal Pension Plan • Life Assurance scheme • BUPA Wellbeing Expenses Plan • Access to some discounted tickets to the Stahl Theatre and Music Productions • Discounted access to the Sports Centre and swimming pool • Cycle to Work scheme • Free light lunch available for staff during School term times <i>Some of the above are non-contractual</i>
How to apply	Candidates should complete the online application form at www.oundleschool.org.uk/vacancies or request a manual application which they should submit via email (preferred) or post to: E-mail: recruitment@oundleschool.org.uk Post: Recruitment Team, The Bursary, Church Street, Oundle School, Oundle, PE8 4EE Interviews will be held on week commencing 24th February 2025 Interested parties are advised to apply as soon as possible. Candidates should familiarise themselves with the School's recruitment and associated policies on the School website.