

Specialist Technical Instructor

Oundle School was established in 1556 and is one of the country's leading co-educational boarding and day schools. The School has a turnover in the region of £40m and a staff of approximately 800. The School prides itself on being associated with the best in modern independent school education.

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.

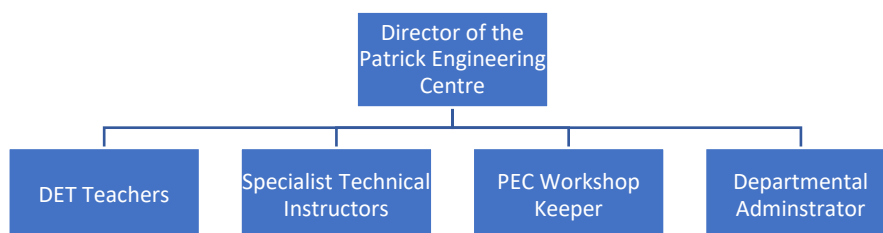
About the department

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.

About the role

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.

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



Role specification

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.

These tasks are not intended to be exhaustive.

It is the shared responsibility of the post-holder and line manager to ensure that the job description is kept up to date.

Equal Opportunities

Oundle School and Laxton Junior School are proud to be equal opportunities employers. We welcome applications from all and value diversity throughout the School community. The School is committed to the elimination of unconscious bias, promoting an ethos of inclusion, respect for others and celebrating diversity in all its forms throughout the School community.

The recruitment process will be conducted in line with our Recruitment and Checks Policy and in such a way as to result in the selection of the most suitable person for the role in terms of relevant experience, abilities and qualifications, as well as to meet the School's compliance requirements.

The School will make reasonable adjustments to assist in the application and interviewing process of any disability identified by potential applicants, please make contact with the HR team in the first instance c/o opportunities@oundleschool.org.uk or ring 01832 277193.

Person Specification

The selection of candidates for short-listing will be based on this specification. Candidates should bear this in mind when preparing their application and completing the application form.

Qualifications	Essential	Desirable
GCSE's / O Levels in Maths and English	✓	
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.		✓
Competencies, Skills & Experience	Essential	Desirable
Proven track record within engineering / design technology	✓	
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	
Team player / able to advise on technical points to HOD and pupils	✓	

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	✓
High quality communication and interpersonal skills with both children and adults	✓
Use of initiative whilst working within guidelines	
Patience and understanding necessary for working with children	✓
Problem solving skills	✓
Physically fit, ability to lift/carry	✓

All roles at the School are classed as ‘regulated activity’ as per the Keeping Children Safe in Education guidance, therefore a good understanding of safeguarding procedures is essential.

Employment Information

The role is subject to a six-month probationary period. On completion, you will be expected to participate in the School’s appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form.

- **Start date:** 1 September 2026
- **Contract:** Permanent
- **Working weeks:** This role is to work Term time only which is 33 weeks per annum (paid for 37.63 weeks, to include entitlement to holiday pay).
- **Hours of work:** The requirement is to work 24 hours per week. During Oundle School term time (33 weeks) on Thursday, Friday plus half a day or a day during the week to be agreed and Saturday morning 8:30am – 13:00 during term time. All meal breaks are non-working hours and unpaid.
- **Salary:** £18,441 actual (£42,482 FTE). You will be paid each month through the year.

- **Holidays:** Holidays are not to be taken during Oundle School term time. 24 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).

To apply, please visit our Recruitment website at: www.oundleschool.org.uk/vacancies

Applications will be reviewed as they are received, interview date is to be agreed with the shortlisted candidates.

If you have any questions about the role, please contact:

Human Resources

Oundle School, The Bursary, Church Street, Oundle, Peterborough, PE8 4EE

Email: opportunities@oundleschool.org.uk / Tel: 01832 277193