



Kimbolton School

CAMBRIDGESHIRE



APPLICATION PACK

Design, Technology, Engineering
Technician
Required from May/June 2026



Welcome From Will Chuter, Headmaster

I'm delighted that you're interested in this important role at Kimbolton School, and I hope this candidate pack answers some of the many questions you will surely have about life here.

Whether you are at the Prep, at one end of the village and our parkland, or the Senior School, at the other, your experience at Kimbolton will be characterised by the same educational ethos: we value character just as much as academic achievement, and we value kindness most of all. To join our school is to enter a friendly and inclusive environment that provides the space and support for children to grow into themselves. Our site is beautiful and safe, with room enough for all our 1,100 pupils to roam, and we are lucky to call Kimbolton Castle and its stunning grounds home.

The most important part of the school is, of course, its people, and you will be welcomed as an old friend by our warm community of pupils and staff. You will find that staff here are well supported and rewarded for their commitment to our pupils, but that what they value most is the camaraderie of supportive colleagues who do not take themselves too seriously.

Kimboltonians are well rounded and have their feet on the ground. They understand the value of hard work, service, and taking failure in their stride. Yet they know how to have fun and they play just as hard as they work - on the sports pitches, on the stage, or just climbing a tree at break time. Their academic results are excellent, too. Our broad curriculum is guided by a desire to see young adults emerge with many strings to their bows and a clear sense of the difference they want to make in the world. Expert staff, who know the pupils as individuals and place their wellbeing first, nurture and challenge them to find their passions and do their personal best.

Kimbolton is, first and foremost, a happy place where every child is valued. I do hope that you will want to join our team.

A handwritten signature in black ink, consisting of a stylized 'W' and 'C' followed by a long horizontal line.

Will Chuter
Headmaster



Job Description

Design, Technology, Engineering Technician Required from May/June 2026

The School

Kimbolton School was founded in 1600 and is situated in 100 acres of grounds in the West Huntingdon town of Kimbolton. The School currently educates over 1000 children aged 3 -18 in a coeducational, predominantly day environment, although there are up to 60 boarders. The Senior School is located around Kimbolton Castle while the Preparatory School is housed to the west of the village on the original Grammar School site. The School employs approximately 350 staff and also owns a subsidiary company, Kimbolton School Enterprises, which transacts all non-charitable trading activity.

Further information about the School can be found on the School website at www.kimboltonschool.com.

Commitment to Safeguarding

Kimbolton School is dedicated to safeguarding and promoting the welfare of its boarding and day pupils, regardless of age, ability, race, culture, religion, sexuality or class. Safeguarding is integrated into the School ethos. It is the duty of all members of staff including full-time, part-time and volunteers, both teaching and support, to play an active role in ensuring the safety and promoting the welfare of the children in the School's care. Safeguarding is everyone's responsibility.

The Department

The DTE Department consists of three full time staff and teaches Design Technology Engineering to pupils aged 11-18 years. It is extensively equipped for CAD/CAM, 3D printing, laser cutting, welding and plastics equipment as well as both wood and metal working equipment.

The Role

Kimbolton School is seeking to appoint an experienced, hands-on crafts person to join our DTE team, who will assist with the provision of high-quality teaching and learning. The appointee will need to be an experienced, "hands-on" crafts person ideally with an industrial, technical background. The working environment is disciplined and friendly, but very busy and the appointee would need to be a team player, flexible and committed to the cause. In order to offer a hand over, we are looking for the new appointee to start in May or June 2026.

Main Duties

The Technician is responsible to the Head of DTE for the day-to-day conduct of his/her duties. These are many and varied throughout the different stages of the school year, but include:

- Preparing materials for pupils' work using machines and hand tools as appropriate.
- To maintain machinery and equipment in good condition and safe working order. To contact external agencies in order to book equipment and machine maintenance and repair.
- To keep up to date records of maintenance and servicing records and procedures undertaken.
- To order materials, tools and equipment when required by Head of DTE, teaching staff and 5th and U6 NEA students.
- To work with the Head of DTE to ensure that the annual department budget is managed and spent in an appropriate manner and following the school procedures.
- Be prepared to assist staff and pupils at times when an extra pair of hands are needed, particularly setting up equipment and materials before lessons. To be flexible with hours and breaks to help certain groups and individuals.
- To liaise with the maintenance team, caretakers and other support staff to ensure that damage/defects are reported and repaired/rectified as soon as possible.
- To be prepared to undergo regular DATA training for machine and equipment certification.
- To undertake other duties which arise within the department under instruction from the Head of Department.
- To maintain confidentiality at all times in relation to school matters.
- To follow the School's procedure for Safeguarding of Children and look to promote the welfare of all members of the School community.
- To adhere to the Workshop Intervention Protocol.
- To carry out other duties that may reasonably be required by the Head of DTE to promote a positive, supportive working environment for all members of the Department.

Person Specification

Criteria	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Good standard of general education to GCSE or equivalent. 	<ul style="list-style-type: none"> • "Crafts" related qualification. • Industrial/technical background. • A degree or technical qualification or relevant employment experience.
Skills and Experience	<ul style="list-style-type: none"> • Practical workshop experience using technical equipment. • Experience of working in a support role to meet deadlines in preparing and setting up practical equipment for the team. • Experience of dealing with members of the public in an efficient and confident manner. • To have a good range of ICT skills (Microsoft packages) and a working knowledge of computer aided design and manufacture. 	<ul style="list-style-type: none"> • A background in craftsmanship. • The ability to diagnose and repair, replace or send for repair when there are issues with malfunctioning equipment. • Experience of working in a school or with children. • A broad range of experience with CAD/CAM.

Criteria	Essential	Desirable
Personal Qualities	<ul style="list-style-type: none"> • An ability to work accurately following material lists. • Well organised with the ability to prioritise workload to meet deadlines and targets. • An ability to communicate in a friendly and concise manner. • An ability to establish good working relationships with colleagues. • Possess a level of discretion and integrity necessary for the secure preparation of A-Level assessed practical and GCSE practical examinations. • Effective oral and written communication skills. • An appreciation of the need for safeguarding when working with children. 	

Terms and Conditions

Reporting to:	The Head of Department - DTE
Accountable to:	Chief Operating Officer
Hours of Work:	<p>27.5 hours per week</p> <p>Monday to Friday – 9am to 3pm with 30-minute unpaid break/lunch. Flexibility is required as the technician may be required to start earlier or finish later, dependent on support needed in KS4 and KS5 NEA lessons.</p> <p>Term time only – 34 weeks</p>
Remuneration:	Competitive and dependent upon qualifications, skills, and experience
Probationary Period:	Up to 5 months
Pension:	The School offers a contributory pension scheme
Lunches:	All employees are entitled to free lunch in the school dining halls during term time. Time taken for lunch is not paid.
Additional benefits:	Details of the further benefits on offer can be found on the Kimbolton School MyNewTerm profile page .

Referees: The names, addresses and telephone numbers of three professional referees are required. Referees will not be contacted without the permission of the applicant.

How to Apply

To apply, please visit our [website](#) and follow the link to [MyNewTerm](#).

If you have any queries, please contact the HR team via recruitment@kimboltonschool.com or by calling 01480 862049.

Please submit your application by the closing date of **8.00am 20th April 2026**. Any late submissions will not be accepted.

Interviews may take place before the closing date.

Please note: We reserve the right to interview and appoint during the period up to and including the closing date.

Due to the overwhelming response we receive to our vacancies, we provide feedback only to those applicants who are interviewed.

Kimbolton School is committed to the highest standards of safeguarding and implements a rigorous and robust recruitment process that gathers and evaluates child protection relevant evidence about candidates prior to interview. All appointments are subject to satisfactory completion of an enhanced DBS check and proof of right to work in the UK. All applicants are requested to read the [Safeguarding Policy document](#). Please note that Kimbolton School does not have a sponsored Licence to recruit non-UK workers and therefore all candidates are expected to be able to work in the UK.

Notes

The post holder is required to operate within school policies and procedures, including Health and Safety.

Kimbolton School is an equal opportunities employer.

Kimbolton School operates a No Smoking policy on the Estate.

Under the Guidelines Safeguarding Children: Safer Recruitment and Selection in Education Settings June 2005, Kimbolton School reserves the right to request age related information from the candidate.

Kimbolton 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. It is an offence for any organisation to offer employment that involves regular contact with young people under the age of 18 to anyone who has been convicted of certain specified offences, or included on lists of people considered unsuitable for such work held by the Department of Education. It is also an offence for people convicted of such offences to apply for work with young people. The successful candidate is subject to satisfactory completion of an Enhanced Disclosure from the Disclosure and Barring Service before the appointment is confirmed. This check will include details of cautions, reprimands or final warnings as well as convictions. Further information about the Disclosure scheme can be found at

www.gov.uk/government/organisations/disclosure-and-barring-service. All employees will be expected to abide by the School's Safeguarding Code of Conduct and will attend Safeguarding training.

A copy of the School's Safeguarding Policy can be found on the website www.kimboltonschool.com/about-us/policies