University College School was founded in 1830 to promote principles of liberal scholarship. That remains our first and overriding aim. Intellectual curiosity, breadth of study and independence of mind combine to achieve academic excellence; they are not subordinate to it.

Initially located in Gower Street, as part of University College London, the School was revolutionary in its approach to education, having as a fundamental principle that religion, in any form, should neither be an entry requirement nor a taught subject, believing rather that faith is a matter for the family and the individual - a tradition that continues today. The UCS Foundation, now independent of the University, comprises three schools: the Senior School (850 pupils: 11-18), the Junior Branch (250 pupils: 7-11) and the Pre-Prep (130 pupils: 3-7).

All three schools are set in attractive locations. In 1891 the Junior Branch was established at Holly Hill, Hampstead, followed in 1907 by the School's separation from UCL, and the acquisition of the Senior School's current purpose-built accommodation in Frognal, opened by King Edward VII. The pre-preparatory branch is based nearby. All three schools have full use of the extensive playing fields (including a large all-weather pitch and two pavilions) in West Hampstead.

UCS remains true to the liberal traditions of its founders and continues to work hard to foster independence of mind among its students and to value their individuality. Academic results are excellent. Music and drama are very strong at UCS and the school offers an outstanding range of co-curricular activities and enrichment opportunities. The school has a fine record in team games, with shared endeavour and good sportsmanship held in high regard.

The Design & Technology Department

The Design and Technology Department at UCS comprises 5 full-time teachers, including the Head of Department. Additionally the department is also supported by a full-time technician and a term time only technician. Design and Technology is part of the core curriculum for all pupils in years 7 and 8 with most of the year choosing it for year 9.

Pupils undertaking courses within the Design and Technology Department work within a variety of material areas (e.g. wood, metal, plastics, etc.) incorporating control systems (e.g. electrical, mechanical) and appropriate forms of graphic communication within a strong Product Design framework. This work is underpinned by environmental, cultural, historical and theoretical contexts.

The philosophy of the department is that "design thinking" should be at the core of all work undertaken. This is supported by a strong spirit of cooperation between the D&T and Art Departments.

Design and Technology is well-established at UCS, and in 2007, a new building was constructed to accommodate both the D&T and Art Departments. Facilities for all forms of practical work, and for computer-aided design and manufacture, are excellent. The department also has an outstanding Robotics Club and we are always looking for opportunities to develop our provision in this field.

Educational visits are undertaken by years 10 to 13 both locally and further afield. Destinations have included the Design Museum, the V&A, The Barbican Centre and studios and the factories of various designers and manufacturers - including Brompton and Unto This Last.

We follow the OCR Art and Design A level for Year 12 and 13 pupils and the D&T OCR (J310) for GCSE. Approximately 40 pupils a year take GCSE (89% - 7/9 (A-A*) in 2022) and we currently have 10 pupils in year 13 and 13 pupils in year 12.

The Present Vacancy

Job Title: Design & Technology Technician
Job type: Full Time
Hours: 8.30am-4.30pm, 35 hours per week. Monday to Friday. 1 hour unpaid break.
Location: Frognal, Hampstead, London NW3 6XH

The position requires a strong and co-operative working relationship with teachers, support staff and pupils within the Design and Technology department.

The Design & Technology Technician reports to the Head of Design and Technology (HoD) with the Director of Operations having overall responsibility.

Responsibilities:
1. To support and assist the teaching and learning activities of the Design & Technology Department.
2. To assist Design and Technology (D&T) staff in developing and preparing appropriate resources for teaching and learning.
3. Preparing teaching and workshop areas with the necessary materials/equipment.
4. Ensuring that lesson areas are cleaned/tidied up after practical teaching activities.
5. To provide technical support to staff during lesson time as required.
6. To maintain and monitor consumables and equipment in D&T.
7. Ordering and purchasing of stock as required, including maintaining budget and expenditure information.
8. Under the direction of the HoD, to ensure that all Health & safety requirements are met, by assisting in review procedures and in the preparation of safety procedures and risk assessments.
9. Ensuring that workshops are fitted with required safety information and that machinery, including CAM, is maintained regularly and incompliance with legislation.
10. To assist teaching staff in promoting and raising the profile of D&T within and outside School.
11. Organising displays, exhibitions, digital displays and competitions as required.
12. To support the development and delivery of Computer Aided Design & Manufacture in D&T

Requirements for the position

SKILL	ESSENTIAL	DESIRABLE
	Highly organised with the ability to organise others and to manage deadlines whilst maintaining high quality standards	Experience in a similar role in a school, college or university
	Excellent communication and interpersonal skills with the ability to act professionally at all levels	Experience in the educational field and the desire to develop in the role
	Ability to use own initiative, following a task through to a successful conclusion; alternatively, seeking out opportunities to make a contribution to the department and work with others	Experience of working within a manufacturing or design background
	Ability to work independently with little supervision	Experience of using Computer Aided Manufacturing techniques e.g. 3D Printers, Laser Cutters, CNC routers
	Confident using workshop machinery, tools, and equipment	ICT skills – Experience of using Computer Aided Design (CAD) eg Fusion 360, Illustrator or CorelDraw
	High attention to detail	
	Flexible and able to multitask	
	Team player	
	ICT skills – confident with using MS Office/google suite tools/email	

Child Protection

University College School is fully committed to safeguarding and promoting the welfare of children. The successful applicant will be required to undertake an Enhanced check for Regulated Activity from the Disclosure and Barring Service (DBS) before a formal offer of employment is made. This is a requirement as the position is within a school working with children aged under 18. UCS will also undertake its own recruitment checks through contact with previous employers, referees, and others, to confirm applicants' identities and their professional records.

Salary and Benefits

Salary £28,000 - £33,500 p.a. dependent upon experience. Benefits include 40 days of leave (inclusive of bank holidays and 7 days close down period over Christmas and Easter) and a contributory staff pension scheme. Breakfast and Lunch are provided for free and there is a subsidised gym on site.

Arrangements for the Appointment

In addition to completing the accompanying form, applicants should provide a full Curriculum Vitae and a supporting letter. The deadline for applications is midday on Friday 1st September 2023. However, please note that we reserve the right to interview and appoint at any stage during this process; early applications are therefore very welcome.