



CHANNING

Candidate Information Pack
Design & Technology Technician
Required from January 2027

Welcome from the Head

Thank you for your interest in working at Channing. At Channing, we foster fearless learners through inspiring education, exceptional co-curricular opportunities and meaningful partnerships, creating bespoke outcomes for every child: "Each of us is intended to have a character all our own, to be what no other can exactly be and do what no other can exactly do." (*William Ellery Channing*)

Our Unitarian ethos encourages our pupils to be intellectually curious, open-minded and respectful. We build on the power of an all-girls education to develop kind, confident, articulate young women who are ready for life's challenges.

Girls at Channing enjoy academic success from a tailored educational programme that encourages confidence, independent thinking and provides girls with life skills to take on the next stage of their education as thoughtful, responsive, socially aware adults, prepared for the challenges of the world today.

This emphasis on bespoke outcomes is at the heart of our five strategic objectives, which you can find here: [Channing 2035](#).

Founded in 1885 by Unitarian sisters Emily and Matilda Sharpe and the Reverend Robert Spears, Channing School, named after notable American Unitarian William Ellery Channing, is well known as a successful, happy community. Remaining true to our Unitarian foundation, the School is an inclusive community that values the individual skills, spiritual beliefs, achievements and contribution of all members of the school community. Our success was endorsed by [our latest ISI inspection in November 2025](#).

Mrs Lindsey Hughes

Headmistress



About the School

Here at Channing we have lots of the headlines which parents like to see: fabulous A level results and wonderful GCSE results, students heading to Oxbridge, medical school and the most competitive courses at Russell Group universities every year, sometimes after taking a gap year first. However, we believe that examination success is not solely the end goal of a pupil's journey through school, rather that it should be an enriching academic and extra-curricular experience that allows girls to develop skills, confidence, creativity and character; instilling in pupils a lifelong love of learning and a firm belief that anything is possible. Experienced, dedicated teachers offer a supportive, encouraging and challenging learning environment that allows pupils to achieve success beyond that which they might have thought possible.

The Headmistress and members of staff know every girl personally and as an individual. We have a strong family tradition and an enthusiastic and supportive parents' association. The atmosphere is calm, focussed and purposeful. We set high standards emphasising concern and respect for the needs of others. A major feature of the school is the huge diversity of the extra curricular activities on offer to pupils and it is expected that all staff will contribute to this side of the life of the school.

The school is in an attractive part of Highgate, with convenient transport links by road and underground. Visitors are often surprised at how light, green and open our site is. We have preserved the character of the older buildings, but completely refurbished and redesigned them to provide bright and spacious teaching rooms. An ambitious building programme, completed in 2017, provided us with excellent dining facilities, a Music Department, a new Sixth Form Centre, Sports Hall with fitness suite and a state-of-the-art Performing Arts Centre. We are currently developing a STEM building complete with DT facilities which is due for completion in Autumn 2026.



The Position and Job Description

To provide technical support to the Design & Technology department at Channing School, working under the direction of the Head of Design & Technology. The technician will assist in preparing resources and equipment, maintaining a safe and well-organised working environment, and supporting the delivery of a broad D&T curriculum spanning Product Design, Engineering, CAD/CAM and Food Technology.

Working hours

Full time hours 8.30am - 4pm Monday to Friday, term time only plus one week

Supporting Teaching & Learning

- Liaise closely with the Head of D&T to ensure the workshop and food room are appropriately prepared and equipped for all lessons.
- Prepare materials, equipment and teaching resources in advance of practical lessons, including cutting materials to specified dimensions.
- Provide hands-on technical support to staff and students during lessons, including assistance with machines, tools and CAD/CAM equipment.
- Support the operation and basic troubleshooting of digital and CAM equipment, including 3D printers, laser cutters, vinyl cutters and associated software.
- Assist with setting up demonstrations and display boards for teaching purposes.
- Help prepare ingredients and equipment for Food Technology lessons, including food hygiene compliance and kitchen readiness.
- Support students in small group or individual settings with practical tasks, as directed by the teacher.

Equipment Maintenance & Workshop Management

- Carry out weekly safety checks on as required by the the Head of CT on all tools, machines and equipment. To report any faults promptly to the Head of D&T.
- Undertake routine maintenance on workshop machinery and hand tools; arrange or assist with professional servicing as required.
- Maintain an accurate inventory of all D&T equipment, materials and consumables.
- Ensure the workshop, food room, preparation areas and storage spaces are kept clean, tidy and well-organised at all times.
- Manage the lending and return of equipment in line with departmental procedures.

Health & Safety

- To comply with school and departmental health and safety policies.
- Support the safe organisation and storage of all D&T equipment, chemicals and materials, including COSHH compliance for relevant substances.
- Assist with health and safety audits and risk assessments as directed.
- Act as a first aider (subject to training).
- Inform the Head of D&T of any health and safety concerns and escalate issues to the appropriate person if required.

Administration & Stock Management

- Maintain the departmental stock book, keeping accurate and up-to-date records of materials and equipment.
- Assist in maintaining up-to-date risk assessments and health and safety documentation in line with CLEAPSS guidance and school policy.
- Monitor stock levels and assist with replenishment ordering in line with the school's purchasing and financial delegation policies.
- Raise purchase orders as required and advise the Head of D&T on stock and budgetary position at regular intervals.
- Provide general administrative support to the department, including photocopying, filing and preparing materials.

General Responsibilities

- Comply with all relevant school policies, including Safeguarding, GDPR, Equal Opportunities and the Code of Conduct.
- Report safeguarding concerns promptly to the designated safeguarding officer.
- Play an active and positive role in the life of the school community.
- Engage with the school's performance review process and take responsibility for own professional development.
- Undertake any other reasonable duties as requested by the Head of D&T or a member of the Senior Leadership Team.

Knowledge and Experience

Knowledge and Experience	
Previous experience of working in a school	Desirable
Practical experience working with materials (wood, metal, plastics) or product design and engineering fields	Essential
Competent user of office software (the school uses Google Suite for Education)	Essential
Familiarity with workshop tools and machinery	Essential
Awareness of health and safety requirements in a workshop or technical environment	Essential
Experience working in a school D&T department or similar educational setting	Essential
Experience preparing food technology resources in a teaching kitchen	Essential
Knowledge of current D&T curriculum at KS3 and KS4	Essential
Experience with CAD/CAM software and equipment (e.g. 3D printing, laser cutting, vinyl cutting)	Desirable
Understanding of the importance of promoting and safeguarding the welfare of children and young people	Essential
Experience of working in a busy and sometimes pressured administrative environment	Essential
Proven ability to work to strict deadlines	Essential

Knowledge and Experience

Qualifications	
Educated to A-Level or equivalent	Essential
First Aid at Work qualification, or willingness to undertake training	Essential
Vocational or technical qualification in D&T, engineering, manufacturing or a related field	Desirable
Food hygiene certificate (Level 2 or above)	Desirable
ICT qualification	Desirable
Education to degree level or equivalent	Desirable
Qualified in Health and Safety for D&T (the school will provide training)	Essential
Technical Skills	
Ability to prepare, maintain and carry out basic repairs on technical equipment and hand tools	Essential
Confident user of ICT, including Microsoft Office and Google Suite	Essential
Ability to keep accurate records and maintain an equipment inventory	Essential
Experience using CAD software and CAM machines	Essential
Ability to operate and troubleshoot 3D printers and laser cutters	Essential

Knowledge and Experience

Skills	
Excellent organisational and administrative skills	Essential
Good interpersonal skills	Essential
Ability to communicate effectively with parents, students, colleagues and external personnel both verbally and in writing	Essential
The confidence and ability to work independently	Essential
Willingness to learn how to use new software and IT systems (Channing is a Google and Apple school)	Essential
Ability to remain calm, patient and polite	Essential
Attributes and approach	
Excellent attention to detail, ability to manage multiple projects and work methodically	Essential
Good communication and interpersonal skills; able to work with staff, students and visitors at all levels	Essential
A flexible, 'can-do' approach	Essential
A good sense of humour and positive outlook	Essential
Self-motivated with the ability to take the initiative	Essential
Enthusiasm for Design & Technology and an interest in keeping up with developments in the field	Essential
Ability to enthuse and support students in their practical work	Essential

Why work at Channing?

At Channing, we are committed to supporting staff wellbeing and creating a positive, inclusive working environment where colleagues feel valued, supported and able to thrive both professionally and personally.

Financial Matters

- Competitive salary, commensurate with qualifications and experience
- Enrolment into the APTIS Pension Scheme, with generous employer contributions
- Once probation has been successfully completed, permanent staff may be eligible for fee remission where their child/ren attend Channing School
- To support commuting and other costs, the School offers interest-free loans
- School-issued laptop and iPad to support your role

Health and Fitness

- All colleagues enjoy a free, nutritious lunch and all day refreshments during term time
- Staff are welcome to use the School's on-site fitness suite and take part in school-funded boxing and Pilates classes (subject to availability)
- Free eye tests, and a contribution towards prescription glasses
- Channing provides all employees with access to a free and confidential Employee Assistance Programme through Education Support www.educationsupport.org.uk
- Annual flu vaccination

Professional Development

- Access to the on-site library for personal and professional use and development
- Extensive Continuing Professional Development (CPD) and INSET opportunities

- Opportunities for career development and professional progression within the School
- A wide range of professional and leading newspaper subscriptions

Staff Perks

- Cycle to Work Scheme: Save money on the cost of a new bicycle and cycling equipment through the School's salary sacrifice scheme, offering savings of up to 42% on bicycles and accessories, together with interest-free repayments over 12 months and potential tax and National Insurance savings.
- Further savings are available through BHN Extras, including:
 - Discounts of 2%–8% on technology and home appliances
 - A prepaid cashback card offering up to 15% cashback at over 85 UK retailers
 - Savings of up to 15% on gift cards for major retailers, supermarkets and restaurants
- Channing staff receive discounts on goods and services at a number of Highgate businesses, including:
 - 10%-20% off food and drinks at various local pubs and restaurants
 - Discounts at the local dry cleaner
 - Discounts at local fitness classes, including boxing and F45

Applications

Applications are to be made via TES.com in the first instance. A CV will not be accepted in place of the completed application form.

Incomplete application forms will be returned to the applicant where the deadline for completed application forms has not passed. If you are unable to submit your application via TES please contact the HR department at recruitment@channing.co.uk.

Please note that once you submit an application via TES the system will automatically retain your details for a period of six months.

Deadline for applications: Thursday 29 October (12pm)

Interviews: Tuesday 10 November 2026

Channing School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. To assist in this, the school follows a formal recruitment procedure for the employment of all staff which adheres to the recommendations of the Department for Education (DfE) in "Safeguarding Children and Safer Recruitment in Education" and the school's Child Protection Policy. A copy of this procedure is available on request.

Subject to statutory provisions, no applicant will be treated less favourably than another on the grounds of a protected characteristic. Ability to perform the job will be the primary consideration.

In line with our Safer Recruitment Policy, all shortlisted candidates will be subject to online searches including social media and third party Safehire.

Registered Charity No: 312766





CHANNING

INDEPENDENT DAY SCHOOL FOR GIRLS AGED 4-18

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The Bank, Highgate
London N6 5HF

Channing Junior School
1 Highgate High Street, Highgate
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www.channing.co.uk

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