KING'S COLLEGE SCHOOL
WIMBLEDON



DESIGN AND ENGINEERING WORKSHOP MANAGER



WELCOME TO KING'S COLLEGE SCHOOL

Thank you for your interest in joining our school community.

King's is one of the most successful schools in the world, and our community is a special place to teach, work and learn. Educating almost 1,500 pupils, we currently welcome boys aged 7-18 and girls aged 16-18, and our pre-preparatory school, Wimbledon Common Prep School (WCPS), educates up to 180 pupils aged 4-7. We are excited to be gradually extending co-education throughout the King's Corporation of schools from 2027 at WCPS, from 2029 in the junior school, and from 2033 in the senior school.

Our pupils are curious, creative and eager to learn, and the dedication, expertise, and care of our staff lie at the foundation of everything we do. Located in a peaceful part of London, opposite 1,140 acres of countryside offered by Wimbledon and Putney Commons, within minutes of central London and just a short walk from Wimbledon Village and the home of lawn tennis, we are fortunate to enjoy a green and well-resourced campus.

Our school was founded in 1829 by Royal Charter as the junior department of the university, King's College London, and as such, intellectual aspiration and a progressive spirit are our heritage. Today, we offer an education of the whole person, in Mind, Spirit and Heart, the enduring ethos of our foundation. Our guiding mission is to look outwards, to the world beyond school, and to life at 25: we look to the lives we are preparing our young people to lead, so that when the time comes, they are ready to forge the pathway they choose, and to make a purposeful impact in the world.

We aim for each of our pupils to enjoy an exhilarating adventure of learning and to pursue academic excellence within a fun, caring, welcoming environment. Academic outcomes at A level, IB and GCSE consistently place King's amongst the very top schools nationally and globally, with over half of A level and IB grades at A* or equivalent last summer.

Supporting our pupils to grow strong in spirit, in the shared values and qualities of character that will ground them, is equally important at King's. Kindness, respect and support for one another, a broad-minded outlook and a commitment to ensuring that ours is a community where each individual feels that they can belong, are central to our ethos.

Likewise, we share a deep commitment to the co-curriculum, which enables our pupils to develop broad skills and resilience as well as to discover lifelong passions through clubs and societies, CCF, Duke of Edinburgh, sport, the arts, and community partnerships.



WELCOME TO KING'S COLLEGE SCHOOL

The next few years represent an exciting time for King's as we embark upon the next chapter of the school's development and prepare to enter our third century in 2029.

Over the coming decade, we are extending co-education throughout King's so that any young person will have the opportunity to flourish here. With the relocation of our junior school to a new world-class campus on The Downs, we plan to transform our main campus over the coming years, further enhancing our facilities to extend the opportunities on offer to our pupils and communities. Last year, we established a charitable foundation for bursaries with the ultimate aim of becoming need blind as a community, and as the world changes around us, we are constantly considering how we can best enable our pupils to create their futures. We hope you consider joining us for this adventure.



Dr Anne Cotton
Head



THE ROLE

We are seeking to appoint a design and engineering workshop manager to join the technician team in a dynamic and supportive department.

The successful candidate will support lessons across the KS2 to KS5 age range and assist with the day-to-day running of the department. The role is based in the Faculty of Art, Design and Engineering, which has excellent preparation and workshop facilities.

Reporting to: the head of Design and Engineering

Key responsibilities

Typical duties include

- Prepare, maintain and improve the workshops on a daily basis so that teaching runs smoothly and the facilities stay in good working order
- Maintain the teaching areas, stockroom and preparation areas to ensure a clean, safe and orderly environment for pupils and staff
- Organise the storage and dispensing of materials to pupils so that resources are managed efficiently and available when needed
- Accept and store deliveries so that materials and equipment are secure and ready for use
- Ensure regular cleaning, safety checks and maintenance are carried out for all machinery and tools, during and outside of lessons as appropriate, so that equipment remains safe and reliable

Lesson preparation and during lessons

- Prepare rooms, equipment and materials for lessons, demonstrations and exhibitions so that teachers can deliver them smoothly
- Provide general administrative support, including photocopying of resources and laser cutter and 3D printer related tasks, so that teaching staff can focus on delivering lessons
- Assist teachers, as appropriate, with the general instruction, care and supervision of pupils during lessons to support pupil safety and learning
- Supervise the use of machinery as the prime focus whenever machinery is in use, guiding pupils on safe and effective techniques while the teacher conducts the lesson, so that pupils work safely and develop practical skills

Educational visits and after-school activities

- Assist in the supervision of pupils on external visits to ensure their safety and enjoyment
- Assist in lunchtime clubs for pupils to support enrichment and enthusiasm for design and engineering



THE ROLE (continued)

Health and safety

- Ensure a safe working environment for pupils and staff, exercising vigilance towards pupils especially in matters of health and safety, to prevent accidents and harm
- Keep up to date with safety legislation and carry out regular safety checks so that the department remains compliant
- Ensure regular cleaning checks and maintenance are carried out for all machinery and tools so that equipment is safe to use
- Alert the head of department to any issues of safety within the department so that they can be resolved promptly
- Adhere to the safety rules of the workshop and the school as outlined in BS4163 and the department's risk assessments, and attend safety training courses as deemed necessary by the head of department, to maintain safe working practice
- Write and update risk assessments for the department when legislation or equipment is changed or updated so that they remain current and effective
- Serve as a member of the King's H&S committee to remain up to date with wider school H&S strategies and policy, so that departmental practice aligns with the school's approach
- Hold, or gain, an RDTHSC qualification to enable delivery of training and certification in Design and Technology areas, as required by government H&S regulations, and to provide advice on best practice

Training and development

- Attend computer training and other relevant courses as required to keep skills current and effective in the role

Workshop management

- Oversee the day-to-day running of the Design and Engineering workshops so that they operate efficiently and safely
- Manage the daily workload of the Design and Engineering technician team so that tasks are prioritised and completed on time
- Liaise with suppliers, contractors and other departments to secure the goods, services and support the department needs
- Apply expertise on machinery, tooling and techniques to maintain equipment so that it remains in good working order



THE ROLE (continued)

Maintenance and improvements

- Assist with proposals for the maintenance and development of the department, suggesting improved practices and procedures for the workshop, to improve efficiency and safety
- Design and construct tool and materials storage to keep the workshop organised and accessible
- Use a range of CAD/CAM software and equipment to support pupils' projects and the work of the department

Budget, ordering and expenditure

- Carry out regular stock control audits to maintain accurate stock records and avoid shortages or waste
- Order equipment and materials as directed by the head of department so that the department is fully resourced

These duties and responsibilities are intended as a guide. They are not exhaustive: the design and engineering workshop manager will be expected to undertake any reasonable task or responsibility as required by the head of Design and Engineering.



THE PERSON

The successful candidate will have:

- significant experience of maintaining workshop machinery and tools, and of supervising or guiding others in practical work, ideally in a school setting
- a detailed understanding of workshop health and safety, risk assessments, and an understanding of machinery, tooling and maintenance
- strong organisational and communication skills
- the ability to inspire academically minded, intelligent pupils with an enthusiasm for technological processes, invention and innovation
- the ability to work well as part of a collaborative team

Terms and conditions

- Required from January 2027
- 40 hours per week, 8 hours per day, Monday to Friday with half an hour for lunch (8.30am to 5.00pm)
- Term time plus three additional weeks
- Salary: £37,237 to £39,111 per annum (FTE £45,633 to £47,911) dependent on experience



HOW TO APPLY

Closing date: Friday 4th December 2026 at 9.00am

Interviews will take place in the week commencing Monday 7th December 2026

To apply for this role, please register your details online via our website www.kcs.org.uk (under useful information / career opportunities). Once you have registered your details with us, you can apply for vacancies by logging into the candidate area using your email address and chosen password. You will be asked to complete an online application form which includes a cover letter.

Cover letter: Please use the cover letter to explain how your own skills and experience match the person specification for this role. The cover letter is an opportunity for you to share with us how you are suited to this role, how your skills meet the key requirements, and your relevant life experiences or interests.

Early applications are encouraged; interviews may be staged and we may choose to appoint at any time during the application process.

Arrangements will be confirmed prior to interview, and further details provided.

We welcome enquiries or questions regarding this position, including about adjustments to be made during the recruitment process: please contact recruitment@kcs.org.uk or telephone the HR department (020 8255 5308) to find out more.

We are happy to reimburse reasonable travel expenses.



THE DESIGN AND ENGINEERING DEPARTMENT

The department rebranded from Design and Technology to Design and Engineering in 2016, and comprises six teachers, ably supported by a technician and a workshop manager.

Design and Engineering is a popular subject amongst pupils in both junior and senior schools. It is offered to year 6 in the junior school, years 7 and 8 in the lower school and it is an optional subject from year 9 in the senior school, with large numbers of pupils each year opting for it.

All year groups follow a broad curriculum, undertaking exciting projects that provide experience working with wood, metal and plastic as well as with CAD/CAM and electronics. At GCSE we offer the OCR Design and Technology course, with 100% of pupils gaining a 7 to 9. At A level, we offer the OCR Design Engineering course, with 100% of pupils achieving a B to A* in 2026.

At every age group, pupils have the opportunity to plan, manage and manufacture their own design or engineering project, and each is levelled to their age and ability. We are a forward thinking and enthusiastic team who offer our pupils a broad curriculum through a range of clubs, competitions and trips; both at home and abroad. The ideal candidate will be willing to embrace this ethos and participate fully in these areas.

The Design and Engineering department at King's is housed in its own block alongside Art and consists of three fully equipped workshops, a multimedia room with IT facilities, a staff office, a faculty break area and the technician's preparation room and desk area. The workshops have just been renovated to include a specialist CAD CAM space, additional heat treatment area to better accommodate our welding facilities, and an enhanced IT provision. We are committed as a team to upgrading and enhancing the facilities to keep pace with the changing technological world, with pupils having regular access to our 3D printing and laser cutting facilities and our waterjet and CNC machines as well as programming platforms such as Arduino. The department contributes to the wider school community, with pupils being offered a range of exciting extra-curricular activities including Greenpower Electric Car Challenge, STEM Racing, VEX robotics, Motorcycle club, CAD Club, community projects, engineering clubs and societies, support for The Arkwright Scholarship, and the opportunity to participate in various competitions even if they do not formally study the subject.

We also offer a combined biennial Design, Engineering and Physics trip, to countries such as Japan and Germany, visiting universities and cultural sites. The department works collaboratively to share best practice, striving to incorporate new innovations and technologies. The successful candidate will work alongside colleagues to develop ideas for further growth.

The school is keen to support the continued professional development of the successful candidate, both in terms of developing their knowledge of specific areas within the discipline and, more broadly, in terms of their individual classroom practice.



WORKING AT KING'S

Our staff community is welcoming, energetic and vibrant. Within a well-established atmosphere of kindness, co-operation and trust, there is a "can-do" attitude, coupled with high levels of emotional intelligence, good humour and mutual support. The school's reputation for academic excellence and strong pastoral care is built on the dedication and skills of every member of staff.

Support staff at King's maintain high professional standards. They work within clearly structured departments but also collaboratively with other departments and with teaching staff. There are termly meetings for the whole support staff, which are complemented by bespoke training sessions. Individual staff members who wish to enhance their professional development are supported.

Whilst there are high expectations of support staff, they receive rewards for their efforts:

- Competitive salaries well above London and national averages.
- 25 days' holiday per annum plus English statutory public holidays – 33 days in total (pro rata, where relevant).
- Contributory support staff pension scheme – employees are eligible to join after 3 months' service with a 10% employer contribution / 5% employee contribution.
- Access to BUPA and Aviva employee assistance programmes, and the BUPA healthcare cash plan
- Free use of the King's Club, including access to the swimming pool, gym, tennis/squash courts and group exercise classes.
- Free lunch, tea, coffee and other refreshments during term time.
- Morning shuttle buses from Wimbledon station
- Cycle to work scheme.
- Fee remission for children of staff (subject to the usual entry requirements and space being available), pro-rata based on hours and weeks worked.
- Invitations to school productions, concerts and events during the year.

WORKING AT KING'S: STAFF PROFILES



"Since joining King's in 2019, I can say that this is a fantastic school that supports staff, as well as students to their highest standard. There have been many opportunities for me to grow within the IT department. Everyone I have come across at King's has been extremely helpful and welcoming. I feel honoured to work here"

– Mr Dixon
IT Helpdesk Manager



"My experience of working at King's has been overwhelmingly positive. It is a beautiful place to work, but it is the people who really make it special. I have found all of the staff to be warm, friendly and incredibly aspirational for the pupils and the school."

– Mrs Hunter
Bursaries and Access Officer



"Joining King's in 2006, my role as team leader, Science Department, is to oversee the operational functioning of the laboratories. As a team of six technicians our primary remit is to deliver a range of practicals to support teaching excellence across all science disciplines. My career at King's has been rewarding in so many ways but a particular highlight has been the re-design of a modern, multi-functional central prep room - this has transformed the way the team communicate, share our varied skills and manage a busy workload."

– Mrs Danckwerts
Team Leader - Science Technicians



"I've been working at King's College School since 2016. It is an outstanding school that offers our students so many opportunities. Working at King's College School is a great opportunity to gain experience, meet wonderful people and expand your horizons to the world."

– Mr Laska
Porter



SAFEGUARDING AT KING'S

At King's, we recognise our moral and statutory responsibility to safeguard and promote the welfare of all pupils.

We make every effort to provide an environment in which children and adults feel safe, secure, valued and respected, and feel confident to talk if they are worried, believing they will be effectively listened to.

We are alert to the signs of abuse, neglect and exploitation, and follow our procedures to ensure that children receive effective support and protection. Child protection forms part of the school's safeguarding responsibilities.

We follow the Merton Safeguarding Children Partnership procedures and have several policies and procedures in place which contribute to our safeguarding commitment, including our Child Protection & Safeguarding Policy. A copy of this policy is available on our school website: https://www.kcs.org.uk/safeguarding-at-kings. The purpose of this policy is to provide staff, volunteers, and governors with the framework they need in order to keep children safe and secure in our school. The policy also informs parents and carers about how we will safeguard their children whilst they are in our care.

The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff, governors and volunteers to share this commitment.

Those applying to work at King's will be required to undergo rigorous child protection screening; pre-employment checks include (as relevant to the role and individual):

- past employers (references will be requested for shortlisted candidates prior to interview in line with *Keeping Children Safe in Education*)
- the Disclosure and Barring Service (including a barred list check)
- a prohibition from teaching check
- a Section 128 check (prohibition from management or governance)
- identity checks
- right to work checks
- overseas checks
- verification of qualifications and/or professional status
- fitness to work checks

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974.



INCLUSION AT KING'S

King's aims to be a diverse and equitable environment where all staff and pupils feel they belong. The community aims to foster an ethos of social awareness and respect for difference, creating a welcoming and inclusive culture where every member of our community is valued and respected as their authentic self, regardless of difference. Establishing this sense of belonging and community is central to the ethos of King's and is outlined in the 'Inclusivity at King's' statement.

The school has developed a comprehensive equality, diversity and inclusion (EDI) programme that spans all areas of school life, including our wider school community. Our director of EDI oversees our work in this crucial area, working closely with our EDI mentors who support pupils around issues including sexuality, gender and race.

There is a wide range of thriving pupil advocacy and discussion groups who meet regularly, including our African Caribbean society, our East and South-East Asian society, our Pride group, our neurodiversity society, our interfaith discussion group and Her'd, our group for girls. Alongside this, the school holds regular talks and workshops on EDI topics to ensure that inclusivity remains a central part of the daily life at school and is at the heart of all that we do.

Further information about equality, diversity and inclusivity at King's is available on our website at https://www.kcs.org.uk/equality-diversity-and-inclusivity-at-kings

King's College School is fully committed to the principles of equality, diversity and inclusivity in its recruitment of teaching and support staff.

If you have any support requirements that require adjustments to be made during the recruitment process, please let us know in advance so that any support, aids or adaptations can be put in place to assist you. Examples can include, but are not limited to, a request for extra time, a wheelchair-accessible interview room or alternative format of assessment papers such as audio, Braille or large print versions.



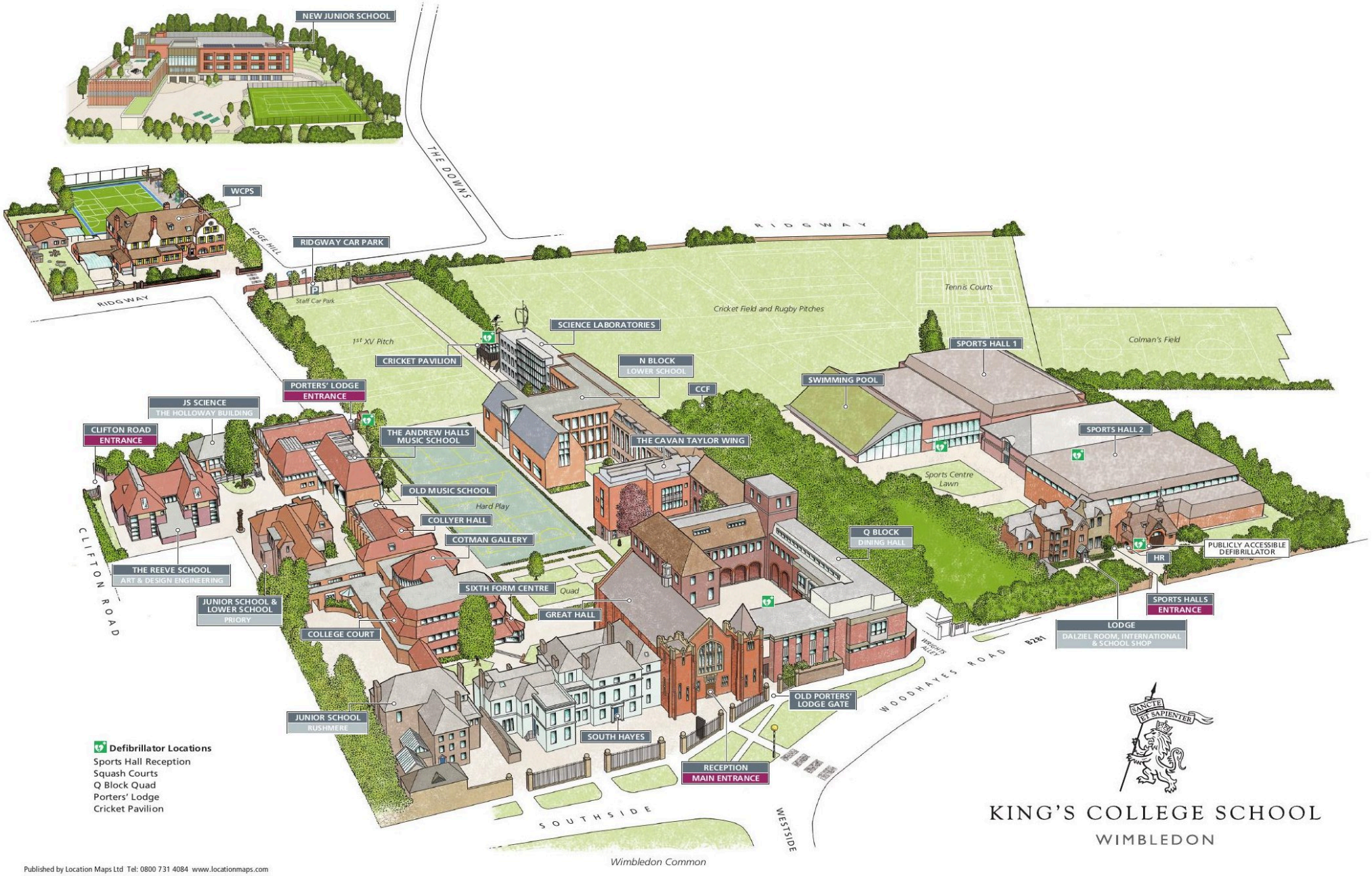
LIVING AND WORKING IN WIMBLEDON

Wimbledon is famous for its annual Grand Slam tennis tournament, but that is not the only thing that makes living and working in Wimbledon an attractive proposition.

The area is one of the safest parts of London and provides a wonderful mix of town and village life. The streets are bustling and lined with bars, restaurants and shops and the charming children's Polka Theatre is situated in the centre of Wimbledon. King's is located on the edge of Wimbledon Common, at the beginning of one of the largest areas of green, recreational space in the whole of London. The Common, which extends to Richmond Park, is home to a 19th-century windmill and an Iron Age fort.

One of the best things about working in Wimbledon is its connectivity. Wimbledon station is located in zone 3, approximately 10 minutes from Clapham Junction and 20 minutes from London Waterloo. There are regular trains to numerous destinations, including Kingston, Epsom and Richmond. Wimbledon can also be reached by tube, via the District line, and by tram, which connects to places such as Croydon and Beckenham. King's is also in a convenient location for road users, with its proximity to the A3 providing an excellent link to the M25. There is a morning shuttle bus for staff which runs from Wimbledon Station to the school.

Although property prices are high in and around Wimbledon Village, there are affordable options a little further away. Many staff choose to live in Central and South Wimbledon or Raynes Park, which is a 15-minute walk from King's. Other nearby options include Motspur Park, Worcester Park, Clapham, Tooting and Earlsfield but plenty of colleagues prefer to commute from Surrey, where Esher, Epsom and Ashtead are popular choices.



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