

CANDIDATE INFORMATION PACK

Product Design Technician

LEH

LADY ELEANOR HOLLES

**BOLD
BEGINNINGS
START
HERE**





A MESSAGE FROM THE HEAD

Thank you for your interest in LEH and in joining our team. At LEH, we combine ambition with joy to create something extraordinary. We want our pupils – and our staff – to reach for the highest goals in a happy and supportive environment.

With almost a thousand pupils from Year 3 to Year 13, our girls are some of the most academically able in the UK. We have a moral imperative to help them realise their potential and to provide an education that gives them the confidence to feel brave and undaunted about their future achievements and impact.

Our strategy, *Facing the Future Undaunted*, captures what we stand for: brave learning, imaginative thinking, and joyful discovery. We are one of the UK's leading independent girls' schools, and we are proud that our pupils consistently achieve some of the best results in the country – but what matters most is that they leave us feeling fulfilled, confident, compassionate, and ready to take on the world.

We are looking for colleagues who share our excitement, our high expectations, our ambition and our sense of fun. If that resonates with you, we would love to hear from you.

Best wishes

Rowena Cole
Head

LEH
LADY ELEANOR HOLLES

ABOUT LEH



LEH is one of the UK's leading independent schools, providing highly capable girls with a distinctive education that prepares them to take their place at the table, in the room and in the world, in their chosen sphere.

As a selective independent school for girls aged 7 to 18, we believe that academic ambition and personal happiness are not mutually exclusive. In our classrooms, corridors, and across our 24 acres of playing fields, you'll find a culture of relaxed excellence; a place where pupils are encouraged to think deeply, question boldly, and engage in spirited, respectful debate.

Here, challenge is not something to be feared but embraced – because it comes with the right support. Our teaching goes beyond the curriculum, nurturing curiosity, independence, and a love of learning that lasts a lifetime. We don't just teach girls what to think, but how to think – equipping them with the critical thinking skills and intellectual confidence to thrive at school and far beyond.

LEH was founded more than 300 years ago. Today, we are proud to be a school like no other with a rich history and a forward-focused vision.



OUR VISION

LEH provides girls with a distinctive education that prepares them to take their place at the table, in the room and in the world, in their chosen sphere.

OUR MISSION

LEH fosters a culture that supports every pupil to achieve excellence and success, both shared and individual, to be fulfilled, and to have significant impact in every way she chooses.

OUR VALUES

- We choose to succeed.
- We rise to challenges.
- We lift those around us.
- We inspire trust.
- We encourage personal agency.
- We embrace joy and laughter.



OUR STRATEGY

In an external environment as changeable and unpredictable as ours, knowing the strength, capability and character of our pupils, their ambitions for the future and the impact we know they will have in the years to come, is what fuels us with much-needed hope and optimism.

This is what sits at the core of LEH's strategy: [Facing the Future Undaunted](#). It's a declaration of our aims and ambition for LEH and for every pupil, and it sets out our collective goals as a school community over the next few years. Shaped with the involvement of our pupils, parents, staff, alumnae and governors, our strategy embodies all that we stand for as a school for highly capable girls.

Our four core strategic objectives are what guide the work of everyone at LEH:

1. A Bold Voice for Girls' Education

We will push forward the boundaries of educational knowledge, informed by research that focuses on delivering the best possible education for girls.

2. Academic Excellence in Every Area

We will deliver consistent academic excellence and provide an outstanding educational experience for bright girls, offering stretch and challenge in a context of kindness and care.

3. A Culture of Success for All

We will enable a culture of success for all, where everyone is expected to deliver their best for themselves and for each other.

4. A One-School Approach

We will harness the strength of being one school, delivering an outstanding joined-up education.



WHY WORK AT LEH?

Working at LEH means being part of something extraordinary.

- **Exceptional Pupils:** Our girls are highly capable, curious, spirited, and full of potential. They are a joy to teach and inspire us daily with their enthusiasm, kindness, and determination.
- **Academic Excellence:** LEH consistently ranks among the top schools in the UK, with pupils achieving outstanding results and progressing to leading universities around the world.
- **Innovation and Ambition:** We don't stand still. Our teaching and learning is forward-looking, creative, and research informed. You'll have the freedom to innovate – and the support to make it a success.
- **A Community that Celebrates Joy and Laughter:** LEH is alive with energy. Whether it's on the sports field, in the theatre, the music studio, or in the lab, our pupils throw themselves into school life with passion and fun and we're proud that they perform at the highest levels.
- **Professional Growth:** We invest in our people. From leadership opportunities to excellent professional development, we want you to thrive here just as much as our pupils do.
- **Exceptional Facilities:** From state-of-the-art science labs to a professional theatre and outstanding sports complex, you'll have the tools and spaces to bring learning to life, all set in 24 acres of green fields. We also have parking and bike racks on site for all staff.
- **Reward and Recognition:** Competitive salary and benefits, complimentary tickets to outstanding drama and music productions, free lunch, and access to our superb facilities are just the start.

LEH is a place where careers are enriched, where talent is celebrated, and where joy is part of every day.

SAFEGUARDING STATEMENT



All staff working at LEH will have some contact with children and will therefore be in regulated activity. Staff with teaching duties will be responsible for the pupils that they teach and may also have additional specific pastoral or other responsibilities for other pupils they do not teach. In addition, all staff will regularly interact with pupils who may seek assistance or otherwise interact with them whilst moving around LEH.

In all cases, the post holder's responsibility for promoting and safeguarding the welfare of the pupils is to adhere to and ensure compliance with LEH's safeguarding policies and procedures at all times. The post is exempt from the Rehabilitation of Offenders Act 1974 and LEH is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

LEH is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS).

OUR COMMITMENT TO INCLUSIVITY AND EQUAL OPPORTUNITIES

At LEH, we believe in the power of education to transform lives and the importance of diversity to enrich these transformations. We are committed to creating and maintaining a welcoming and inclusive environment for all that celebrates the unique identities, abilities, and aspirations of each member of our school community.

ABOUT THE SENIOR SCHOOL



At LEH, we believe that academic ambition and personal happiness go hand in hand. Our selective Senior School welcomes highly academic pupils from Year 7 to Year 13, achieving some of the highest public examination results in the country. But our focus extends beyond academics, with a strong emphasis on balance, joy and personal fulfilment.

In our classrooms, corridors, and across the playing fields, you'll find a culture of relaxed excellence – a place where students and staff are encouraged to think deeply, question boldly, and engage in spirited, respectful debate. Challenge is embraced, supported by a community that values curiosity, creativity, and care.

Our teaching goes beyond the curriculum, nurturing a love of learning that lasts a lifetime. We equip pupils with the intellectual confidence and critical thinking skills to thrive at school and beyond.

Life at LEH is enriched by an outstanding co-curricular programme, where girls flourish in the creative arts, on stage, in music, on the sports fields, and through countless opportunities to pursue their passions and develop new talents. Whether performing in our theatre, creating in our studios, or leading clubs and societies, pupils – and the staff who inspire them – are encouraged to explore their full potential.

Joining LEH means becoming part of a vibrant, forward-looking community that values excellence, wellbeing, and the joy of lifelong learning.



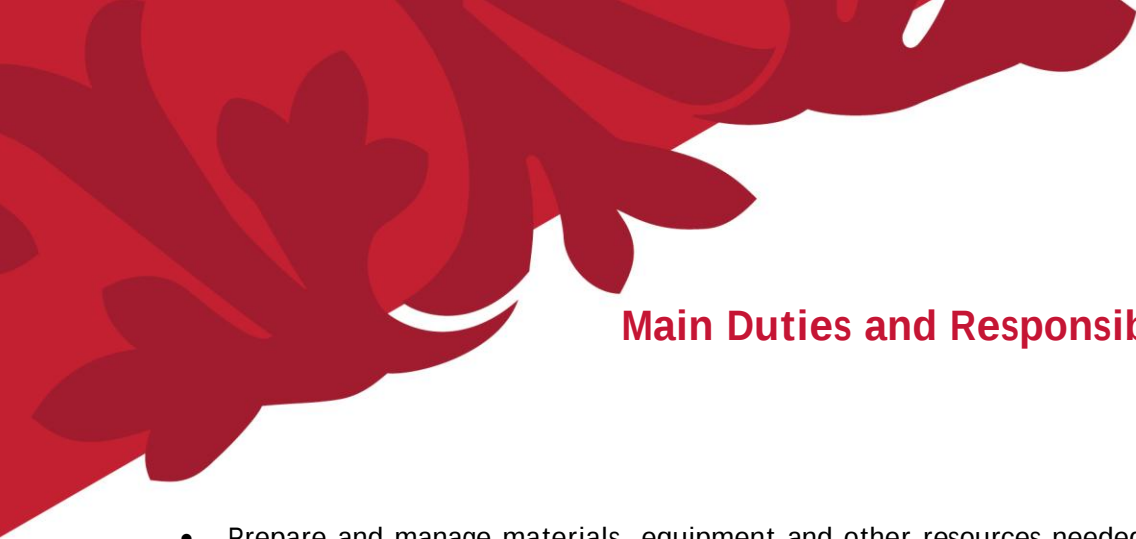
Product Design Technician

Responsible To

Head of Product Design

Main Purpose of Job

To provide classroom and technical support to teaching staff and students in the Product Design Department. Manage the equipment and resources to ensure a healthy and safe working environment. Prepare teaching rooms and resources to support teaching and learning.

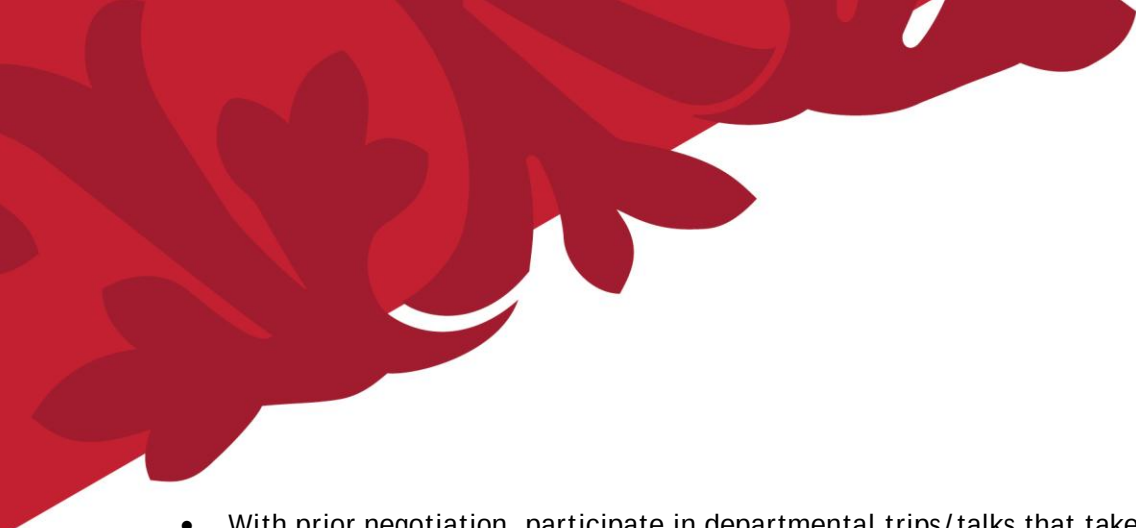


Main Duties and Responsibilities

- Prepare and manage materials, equipment and other resources needed to enable teaching staff and students to work efficiently, safely and effectively in the classroom environment.
- Set up hardware including ICT and CAM equipment required by teachers for class demonstration or student use.
- Work alongside teachers during design and make activities in lessons to aid safe and effective student progress.
- Liaise with teachers and students in the sourcing and preparation of materials for individual design projects.
- Create and maintain an inventory of materials and other stock items and prepare purchase orders.
- Design and manufacture or source pieces of equipment, jigs, fixtures and teaching aids as required by staff for class demonstration or for student use.
- Organise and maintain the Product Design areas so that they remain efficient and pleasant areas in which to develop and manufacture high quality models and prototypes using a variety of materials.
- Ensure that in all Product Design areas, tools, equipment, materials, computer software and hardware and other resources are kept in an operable and safe condition and ready for use by staff and students.
- Undertake routine maintenance of workshop machines and hand tools, and rapid prototyping/CAD room equipment and keep accurate records of this maintenance.

Specific responsibilities include:

- Organise and oversee annual inspections of workshop equipment.
- Complete weekly/termly machinery and equipment checks; keep records of all inspections.
- Review and manage departmental H&S documents including data sheets for materials and substances. Contribute to the writing and review of risk assessments and other health and safety documentation.
- Ensure all new pieces of equipment are commissioned and are suitable for use in an educational establishment.
- Check that all machinery continues to comply with the appropriate Health and Safety regulations and safe working practices outlined by the HSE.
- Regularly maintain hand and machine tools to ensure they function safely and efficiently.
- Record and report any defects with electrical, electronic and ICT equipment.
- Undertake regular cleaning of dust and other waste from machinery and equipment.
- Check, clean, repair and replace personal protective equipment (PPE). Document and report any health and safety issues to the appropriate personnel and/or take remedial action as appropriate.
- Print teaching materials for teachers and students as required including copying, scanning and collating examination papers.
- Check and consolidate student CAD/CAM files for laser cutting/3D printing/dye sublimation.
- Assist with the updating of departmental documentation on SharePoint and other electronic media.
- Create and maintain displays of student work in the department and assist in the preparation of any additional displays for special events.

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- With prior negotiation, participate in departmental trips/talks that take place in relation to the promotion and effective running of the department's extra-curricular provision.
 - Carry out other duties as reasonably fall within the purview of this post as designated by the Head of Department.

General

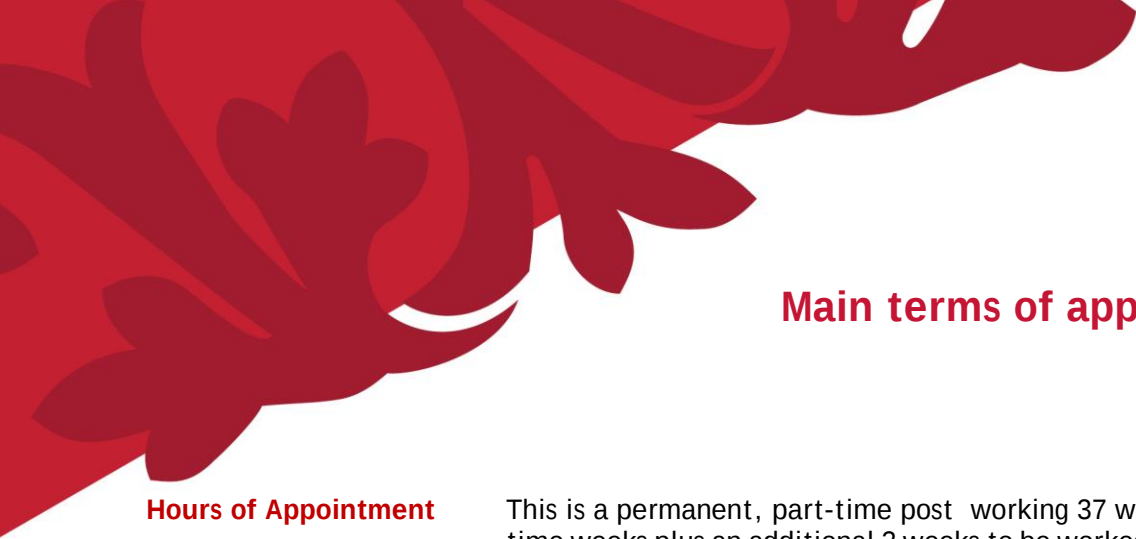
- To take part in training programmes provided by the school including basic first aid and Health and Safety training.
- To undertake such other duties which may be reasonably required.

Safeguarding

- Adhere to school policy on safeguarding and attend training as required.
- Ensure the safeguarding and well-being of children and young people at the School in accordance with school policies.

Person Specification

	Essential	Desirable	Assessment via application form/ interview/reference
Professional qualifications BTEC, HNC etc.	✓		AF
Educated to degree level or equivalent		✓	AF
Health and Safety Training Certification		✓	AF
Proven experience of digital and traditional manufacturing using a range of materials.	✓		AF/I/R
Computer literacy with a knowledge of Microsoft Office and CAD/CAM software.	✓		AF / I/R
Can demonstrate good understanding of the latest DT curriculum requirements.	✓		AF/I/R
Possess excellent communication skills whilst working with students, teaching and non-teaching staff.	✓		AF/I/R
Highly organised, self-motivated and able to work independently.	✓		AF/I/R
Able to use initiative to identify, create and manage departmental resources as required.	✓		AF / I
Possess excellent practical skills and competence to work safely in a workshop/design and model-making studio environment.	✓		AF / I
Can demonstrate the ability to adapt to the constantly evolving requirements of a modern, digital manufacturing environment.	✓		AF / I
Diplomatic, and able to work collaboratively with colleagues.	✓		AF / I
Experienced in prioritising varied and conflicting work demands and able to work well under pressure.	✓		AF / I
Able to work occasional evenings outside school hours as required.		✓	AF / I



Main terms of appointment

Hours of Appointment

This is a permanent, part-time post working 37 weeks per year (34 term time weeks plus an additional 3 weeks to be worked in the school holidays as directed by the Head of Product Design). The working hours will be 30 per week, to be worked from 8:00 am - 4:00 pm, Monday - Thursday, with a 30-minute unpaid lunch break. Some flexibility in working days/hours will be required to support departmental activities.

Notice Period

During the 4-month probationary period, the period of notice will be two weeks on either party. After successful completion of the probationary period, the notice will be 2 months or the statutory minimum, whichever is greater.

Salary

The pro rata salary will be £22,010 (0.64 FTE), based on a full-time equivalent salary of £34,390 per annum.

Holiday Entitlement

You will be entitled to 28 days paid holiday (20 days leave, plus the 8 days' bank/public holidays per annum). Your salary is calculated to cover your weeks of work and your holiday entitlement. As this is a term-time only post, you are not entitled to take any additional annual leave during term time.

Pension

Non-teaching staff may join The Lady Eleanor Holles School's Stakeholder Pension Scheme. This is a defined contribution pension scheme; provided the employee contributes 6% of gross salary, the employer will contribute a further 10%.

OUR STAFF BENEFITS



Healthcare cash plan

A healthcare cash plan is provided to help with the cost of everyday health expenses such as dental, optical, and physiotherapy treatments.



Cycle to work scheme

Take advantage of the Cycle to Work Scheme, enabling savings on bicycles and accessories while encouraging a healthier commute.



Teachers' Pension Scheme / LEH Group Pension Scheme

Access to the generous Teachers' Pension Scheme, ensuring long-term financial security in retirement. Non-teaching staff are eligible to join the LEH Group Pension Scheme, a defined contribution scheme (with life assurance) designed to support long-term financial wellbeing.



Relocation assistance package

Financial support is available to assist with the costs of relocating, making your move to the area as smooth as possible.



School fee reduction

Significant reductions in school fees are available for staff members with children enrolled at the school. LEH also has an arrangement for fee reduction for staff with children attending Hampton School.



Employee Assistance Policy

A confidential Employee Assistance Programme offers free support, advice, and counselling for both personal and work-related matters.



Free lunches, tea and coffee

Complimentary lunches are provided daily, along with unlimited tea and coffee throughout the day.



24-acre campus with superb facilities

Enjoy working in a beautiful 24-acre campus featuring modern teaching spaces, sports grounds, and tranquil outdoor areas.



Free parking on site

Free and secure on-site parking is available for all staff.



On-site library access

Staff have full access to the well-stocked on-site library for personal and professional development.



Use of swimming pool

Enjoy use of the school's swimming pool at designated times, supporting health and wellbeing.



Annual flu jab

An annual flu vaccination is offered to staff on-site to help maintain health during flu season.

BOLD BEGINNINGS START HERE

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