



The Royal School

Wolverhampton



**CANDIDATE INFORMATION PACK
DESIGN TECHNOLOGY TECHNICIAN - CAD
EXPERIENCE DESIRED
FULL TIME, TERM TIME ONLY
START DATE SEPTEMBER 2026**



The Royal School
Wolverhampton

WELCOME MESSAGE FROM OUR PRINCIPAL

Dear Candidate,

Thank you for your interest in the post here at The Royal School, Wolverhampton. We are keen to make sure you have a clear sense of our journey so far, and the direction we are heading, as you consider whether this is the right school for you.

The Royal is shaped by a distinctive heritage; a long-standing commitment to academic excellence and character education; and a strong civic mission rooted in inclusion and opportunity. Our work is values-led and purpose-driven: widening access, strengthening belonging, and enabling every young person to thrive and achieve their best.

The Royal School, Wolverhampton is a non-selective, co-educational, all-through day and state boarding school for pupils aged 4–19, serving Wolverhampton and the surrounding area. Through our boarding provision, pupils also join us from across the world, bringing a wider national and international perspective that enriches school life for everyone. Alongside a strong academic curriculum, we place real emphasis on wider learning—sport, music, the arts, clubs, leadership and service—so that pupils develop confidence, character, and the ambition to succeed locally, nationally and internationally.

We are privileged to have the support of our Patron, HRH The Duke of Edinburgh, and we are entering an exciting phase of development, including planned redevelopment of all of our facilities and learning environment starting later this year.

We welcome your application to be part of our community and would be delighted to invite you to visit and see the school in action, or to call us to talk the role through.



THE ROYAL SCHOOL WOLVERHAMPTON |

Mr Tom Macdonald
Principal



Job Description:

Job Title:	Design Technology Technician
Accountable to:	Subject Leader
Terms of employment:	Permanent, full time, 37.5 hours per week: term time only
Start Date:	September 2026
Salary:	RSW Grade 4.7 £13.26 per hour Salary £21,381 per annum

The Royal School are looking to employ an enthusiastic, highly motivated and approachable person to maintain high quality technician services to the Design & Technology and Art Departments.

Although experience within this role would be an advantage, the school is committed to training and developing the skills of the new post holder so that they may excel within the role regardless of subject specific qualifications and experience.

Enthusiasm and a willingness to learn new skills is a key factor for any applicant. Flexibility may be required through school holiday periods to allow for exam preparation. CAD experience desired.

The Role:

Design Technology and Art are popular subjects with The Royal School with high numbers of students opting to take the subjects at GCSE and A Level. This fantastic opportunity will allow the post holder to develop new skills and certification related to the role.

As post holder you will have the opportunity to:

- Attain relevant Health and Safety certification related to a range of workshop machinery and processes.
- Develop Computer Aided Design skills in various software including 2D Design, Google SketchUp, Blender and CAM software.
- Develop Computer Aided Manufacture skills in relation to laser cutting and 3D printing.
- Attain up to date knowledge on relevant COSHH information and risk assessments.
- Develop your own areas of interest related to the subject to inspire our students.

As a department we offer:

- A supportive team and committed students.
- A fully equipped, multi-purpose workshop allowing for the delivery of a range of resistant materials projects.
 - A classroom to support the delivery of design work and theory.
 - A CAD room as well as a set of laptops.
 - A materials preparation room.
- Expansion and refurbishment of existing facilities within the next two years

The school's distinctive ethos and culture where a truly holistic view of the personal development of the child is central to all that we do. The wider 'enrichment' programme at this all-through 4-19 boarding and day school is essential and helps develop confident pupils well equipped for life beyond the school. All staff contribute to this extensive programme with their personal interests and to join in with existing activities.

The DT department is at an important stage in securing the highest standards of learning and teaching for children in the school community. The department has one classroom and one workshop with a complete refurbishment of the department planned as part of our free school programme.

The Royal School has achieved excellent academic results throughout its history and has an outstanding reputation for nurturing and developing confident, well-disciplined and successful individuals who progress successfully to the next stage of their life and career. We relish this next phase in its existence which enables us to review and build on our current success in preparing our young people for a rapidly evolving world. We hope that you will share in this passion for a broader educational opportunity.

Purpose of the role

To maintain high quality technician services primarily to Design and Technology (DT) and Art Departments

The duties and responsibilities listed below are not exhaustive and there may be occasions when the post holder is expected to undertake other areas of work as directed by the PA to the Principal. General responsibilities:

Main core duties

- To be responsible for providing general and technical support to the DT department, supporting pupils and preparing work requirements. To work with and support pupils with resistant materials.
- To be responsible for the day-to-day technician support in DT and Art, in accordance with scheduled timetable and events. Monitoring the quality and value for money provided by approved suppliers.
- Effective liaison with contractors involved in projects and ensuring that procedures are effective Management of annual maintenance and statutory inspections and condition surveys.
- Maintain, develop and contribute to internal, local, regional, national and other partnerships to influence, support and maintain best practice.
- To work with and support pupils in engineering and design.
- To gain experience in CAD/CAM and transfer knowledge to pupils.
- Maintain the good order and organisation of working areas and storage facilities.
- Maintain stock rooms and receive deliveries of equipment and materials.
- Work with staff to ensure current Health & Safety, COSHH are adhered to.
- Contribute to stock-taking and ordering of materials, components, equipment and consumable items.
- Ensure updated knowledge and ability to maintain and repair complex workshop equipment such as 3D printer and other engineering equipment and hand tools.
- Carry out and complete all works to a high standard and in a competent manner and ensure the property is left clean and tidy.
- To be aware of and comply with policies and procedures relating to; child protection, equal opportunities, health, safety, security, confidentiality and data protection, reporting any concerns to the appropriate person in order to maintain a safe and secure learning environment for pupils
- Maintain an environment which feels safe and enables students to report any concerns or complaints.

Health and Safety - This will include, but is not limited to:

- a) Liaising with Managers to ensure that all Health and Safety management systems, processes and practices are consistent
- b) Working with Team Leaders to ensure that, in all activities undertaken, the School properly discharges its duties under its Health & Safety Policy; the Health & Safety at Work Act; relevant regulations; and any other relevant statute, regulation or directive. Similarly, to ensure that contractors operate safely in accordance with these same statutes etc.
- c) Working with Managers to ensure the school's responsibilities in relation to maintaining health & safety statutory documentation is met

Risk Management

To ensure compliance with departmental and school risk assessments. To immediately raise and report any health and safety concerns.

Safe Working Practices for Adults working with Children

It is the responsibility of each employee to carry out their duties in line with school's ethos and culture of safe working practices and be sensitive and caring to the needs of the disadvantaged, promoting a positive approach to a harmonious working environment. Each employee should act as an exemplar on these issues and must, where appropriate, identify and monitor training for themselves and any employees they are responsible for.

General Data Protection Regulations - The post holder is required to comply with GDPR regulations and maintain awareness of school policies and procedures in this area. Attention is specifically drawn to the need for confidentiality in handling personal data and the implications of unauthorised disclosure.

Equality and Diversity – There is a requirement for the post holder to promote the equality and diversity agenda within their own role and areas of responsibility and across the department.

Main core duties cont.

Health and Safety

The post holder must at all times carry out his/her responsibilities with due regard to school policy, organisation and arrangements for Health and Safety at Work.

Flexibility

All staff will be expected to accept reasonable flexibility in working arrangements and the allocation of duties to reflect the changing roles and responsibilities. This job description sets out the duties of the post at the time when it was drawn up. Such duties may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and cannot in themselves justify a reconsideration of the grading of the post.

General Duties

To adhere to the policies and procedures of the Royal School.

To carry out 'the duties of a schoolteacher' as set out in the Schoolteachers' Pay and Conditions Document & Teacher Standards.

To share in the corporate responsibility for the development and well-being of all students.

Make a positive contribution to the wider life and ethos of the school;

Demonstrate consistently the positive attitudes, values and behaviour which are expected within the School community based on mutual respect between students and staff

To take reasonable care of one's own health and safety and that of others and inform the Estates Manager of any concerns with regard to health and safety

Undertake such duties as may from time to time be reasonably assigned by the Principal.

Ethos

Promoting the ethos of the School, as expressed in the mission and vision statements, is a shared responsibility to which teaching staff make a significant contribution.

Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE
Education/ Training	<p>Evidence of commitment to continuing professional development</p> <p>Willingness to undertake further work-related training.</p> <p>Health & Safety Qualification or willingness to train</p>	<p>Equivalent of 4 GCSE subjects at Grade C or above</p>
Experience	<p>Experience of meeting tight and cyclical deadlines</p> <p>Interest or experience in engineering and design</p> <p>Proficient in or an interest in learning CAD/CAM</p> <p>Experience of working with resistant materials</p>	<p>Excitement in researching, assessing and adopting new ideas, approaches and resources</p>
	<p>Maintain the good order and organisation of working areas and storage facilities. To include, but not limited to receiving deliveries and stock taking.</p>	<p>Work with staff to ensure current Health & Safety, COSHH and ESCC regulations are adhered to.</p> <p>Experience of working in a school environment</p> <p>Working in school workshops</p> <p>Knowledge of materials used in the classroom</p> <p>Provide general and technical support to staff and pupils during lesson time as required,</p> <p>Experience of set building for performances.</p>

Person Specification

SPECIFICATION	ESSENTIAL	DESIRABLE
<p>Skills and Qualities</p>	<p>Ability to follow and document detailed instructions Ability to maintain high standards under pressure Excellent literacy, numeracy, and IT skills Ability to communicate effectively, both orally and in writing. Accuracy and attention to detail Accurate record keeping First Aid Certificate or willingness to train.</p> <p>Organisation skills Able to use ICT effectively to manage health and safety documents and logs</p>	<p>Knowledge of current Health & Safety requirements and legislation regarding Design & Technology Ability to maintain and repair complex workshop equipment such as 3D printer and other engineering equipment and hand tools. Knowledge of theatre scenery, safe rigging, and staging equipment Knowledge of electrical principals and electrical safety</p>
<p>Personal Qualities</p>	<p>Ability to think creatively and to prioritise Excellent communication skills Organised and self-motivated Excellent interpersonal skills A commitment to safeguarding and promoting the welfare of children and young people. A commitment to the school values and professional standards Ability to work under pressure and to prioritise and meet deadlines Willing to participate in development and training opportunities.</p>	
<p>Other Requirements</p>	<p>Flexibility to working hours to accommodate school requirements, such as (but not limited to) attendance at Open Evenings, Information Evenings. Occasional weekend working may be required. A demonstrable commitment to supporting and promoting safeguarding, student welfare, equality, and diversity. Candidates must demonstrate awareness/understanding of equal opportunities. A commitment to follow all requirements, training and adhere to all policies ensuring and promotion of the safeguarding and welfare of students. Candidates must demonstrate an understanding and knowledge of the individual's responsibility for promoting and safeguarding the welfare of children and young people.</p>	



Ethos



- A values-led culture that blends the Royal’s heritage with a modern, outward-facing ambition: to help every young person and adult in our community to “Be Extraordinary.”
- Excellence and breadth across the curriculum, with strong opportunities to flourish in the arts, sport, STEM and academic study, so that pupils can find and develop their individual strengths.
- A rich co-curricular and enrichment offer, delivered through our extended day and wider experiences programme—sport, music, performance, clubs, leadership and service—building cultural capital, confidence and life skills that strengthen academic success.
- An inclusive all-through community (4–19) with vertical House structures and strong pastoral and wraparound care, ensuring pupils joining at any phase are known well, supported thoughtfully and challenged to meet ambitious, personalised goals.
- A distinctive day and state boarding community that strengthens belonging, independence and personal responsibility, supported by positive relationships, alumni connection and meaningful engagement with Wolverhampton and the wider region.
- A shared belief—staff, pupils and families—that learning and character development open doors, and that education is most powerful when it combines knowledge with wisdom, purpose and service.
- A commitment to staff wellbeing and morale, with a culture that supports sustainable workload, encourages colleagues to take a “family first” approach, and values kindness, teamwork and professional trust.
- A unique setting in the heart of Wolverhampton—rooted in the city and serving local families—while our boarding dimension brings a wider national and international perspective that enriches school life for all.



The Royal School Values

RESPECT

The respect we have for one another can be seen in the diversity of our community and the acceptance of all pupils, staff and families for who they are. Respect is seen in the exemplary behaviour of our pupils and the care given to them by our staff.



TRUST

All success is founded on taking the first step into the unknown. We support our community to take risks and encourage them to develop the skills they need to be resilient. We aim to nurture their love of risk so they keep that excitement throughout their whole lives.

COMMUNITY

We truly feel like a 'Royal Family'. We welcome families, pupils and staff into our community and encourage everyone to play an active part in building strong links to our school. We provide opportunities through events such as Founders' Day and Prize Day.

INITIATIVE

Initiative and independent learning is built into our curriculum and encouraged through our extended day provision. We encourage our pupils to solve problems themselves and work hard to give them the tools to do so.

RISK

At The Royal School, our pupils take pride in being trustworthy learners. As a school, we trust our teachers to support all pupils in their learning and personal development. This trust is seen in the outstanding curriculum that is delivered every day, and the range of experiences on offer.

What we offer



The Royal School offers significant benefits for its staff:

Regular CPD programme and investment in training

Cycle to work scheme

Opportunities for you and your family to attend boarding activities e.g. parties, Alton Towers, visits to cities and museums

Two additional weeks holiday compared to many schools (one week prior to Christmas, one week early in the summer)

The school's distinctive ethos and culture where a truly holistic view of the personal development of the child is central to all that we do. The wider 'enrichment' programme at this all-through 4-19 boarding and day school is essential and helps develop confident pupils well equipped for life beyond the school. All staff contribute to this extensive programme with their personal interests and to join in with existing activities.



We have a range of strategies to help our pupils achieve success at whatever point they join us in their educational journey. They are:

- The strong ethos of the school.
- The opportunities provided through an 'all-through' approach.
- The provision of exceptional age-related pastoral care.
- Our extended day and Enrichment Programme

Such strategies have been evidenced through a range of recent national studies as having maximum impact on the motivation, self-esteem, and attainment of those pupils at greatest disadvantage.



Excellence for all: inspiring individuals to achieve their personal best and to compete and contribute as local and global citizens.

We build an aspirational culture through our senior mandatory and balanced co-curricular programme. Including:

- Combined Cadet Force (CCF) for all.
- Access to Excellence through the Elite Swimming Academy.
- Sports.
- Performing arts.
- Cultural, aesthetic, and intellectual development.

This encourages our pupils to become confident, resilient, caring, and enterprising individuals. Yet at the same time, they are trained to operate as leaders, mentors, and members of a team in the widest sense.

Our Boarding dimension helps us to:

- Enrich to our school and local community.
- Support our fundamental ethos of 'wrap around care' (which includes our 'day boarding', offering additional enrichment, targeted support and intervention, and supervised study sessions).
- This has also strengthened our care of children who attract Pupil Premium, Children who are Looked After (CLA) and any child experiencing a temporary difficulty in home circumstances because we have an on-going flexibility in supporting those most disadvantaged to succeed.

This leads to:

- Working constructively with the Local Authority in Wolverhampton, and more widely with Sandwell and Dudley in supporting CLA and pupils with a Statement of Need/SEND.
- Developing our role in broadening local choice and diversity, and simultaneously raising aspirations and outcomes.
- Being able to address the urgent demand for more local pupil places, at both primary and secondary.
- Being able to provide a supportive community for vulnerable pupils, including, as recently requested, unaccompanied refugee children who would benefit from the boarding environment we offer.
- Being able to empower our pupils to grow, successfully challenge stereotypical assumptions and exceed their expectations within a nurturing, inclusive and culturally diverse community.



Application process



Closing date	Friday 19 th June 2026 (Midday)
Tours	Available upon request
Enquiries to:	Rhyan Jenkins rjenkins@theroyal.school
Completed applications to:	Linda Callaway lcallaway@theroyal.school



How to find The Royal School

By Car: Postcode WV3 0EG

By Rail: Wolverhampton Train Station is located at WV1 1LE.

The Local Area

The Royal primarily serves the local Wolverhampton area, as well as Shropshire, Staffordshire, and the greater West Midlands. We also maintain our long-established boarding culture and have 80 boarding places taken up by students from far and wide.

Wolverhampton is a vibrant city in the West Midlands, where you can enjoy a rich cultural and historical heritage.

Ideal for family days out to support learning visits can be made to Wolverhampton Art Gallery, Bantock House Museum Wightwick Manor.

The Halls, The Grand Theatre and Arena Theatre offer shows and entertainment.

Close to Baggeridge Country Park, West Park, The Wrekin, countryside is close to relax and enjoy walks.

Close transport links to Birmingham and Telford for more culture, shopping and a diverse selection of cuisine and entertainment.

The Royal School Wolverhampton

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