



Royal
Russell

Design & Technology Technician

September 2026



Welcome

I am delighted that you have expressed an interest in joining Royal Russell.

A leading co-educational independent school in South London, Royal Russell is different by design. We are a family school and we value those things which make each of us distinctively brilliant. Our school motto is '*Non Sibi Sed Omnibus*' which translates as 'not for oneself, but for all', and from this, we make a commitment to help every member of our learning community strive for their vision of success.

Our beautiful, green campus offers exciting learning opportunities and first-class facilities for both pupils and staff to develop and flourish. Staff are dedicated to providing a total education and this is reflected in the outstanding academic outcomes of our pupils.

Openness and inclusiveness are integral to the Royal Russell experience and we encourage applications from all communities, so that our staff body reflects our ambitious, open, distinctive and courageous Royal Russell pupil body.

If you are interested in joining a forward looking and successful school, I look forward to receiving your application.



Chris Hutchinson
Headmaster



Our School

Royal Russell is a HMC/IAPS co-educational school with over 1,200 pupils between the ages of 3 and 18, situated on a beautiful green campus of 110-acres in South London, with a Junior School, Senior School and 200 pupil boarding community.

We are proud of our day and boarding facilities that rank amongst the best in the UK. Our pupils, parents and staff experience a warm and friendly environment with strong pastoral care for every pupil alongside a comprehensive co-curricular and enrichment programme. Royal Russell is proud to have achieved the highest grade of 'excellent' in every aspect during our most recent ISI Inspection.

Community Values

Royal Russell is a warm and thriving community of pupils, parents, staff, governors, Old Russellians, friends and supporters. We are bound together by our family ethos, a strong sense of pride in our school and a willingness to get involved.

By working together, supporting each other and having fun together, we have created a welcoming and inclusive environment for all. Living by our motto '*Non Sibi Sed Omnibus*', we encourage the qualities and values of responsibility and giving - which make Royal Russell special.

We are committed to our responsibilities to our wider community - local, national and international. We encourage our pupils to contribute, participate and lead so that they can learn the skills and attributes needed to make a positive contribution to society, now and in the future.



Design and Technology Technician

Are you a talented, self-motivated and experienced D&T Technician able to support our enthusiastic D&T teaching teams who are passionate about delivering effective teaching and learning ensuring high levels of student success? This is a varied role delivering support within the curriculum, working with a group of professionals committed to providing high quality D&T lessons to our students.

The department delivers Design and Technology throughout Key Stage 3 and it is an optional subject at GCSE and A Level, with a resistant materials focus, predominantly based around woods, metals and plastics.

You should have previous experience in a creative or industrial environment, ideally with experience of supporting young people to learn and develop in an educational setting and have some knowledge of the secondary curriculum in Design and Technology.

You must be capable of using your initiative, as well as working collaboratively and supportively with teaching staff to set up, support and resource lessons in the Design and Technology department.

Salary: up to £27,675 per annum, depending on experience

Hours: 37.5 per week

Working weeks: 36 term time weeks, plus one additional week

Applications should be submitted to hr@royalrussell.co.uk by 09:00 on Thursday, 14th May 2026

Interviews will be held w/c 18th May 2026



Key Responsibilities

Main duties and responsibilities:

- To support the delivery of the DT curriculum across the Senior School.
- To support extra-curricular DT projects by working with students to produce and refine their own works.
- To teach students specific DT skills and techniques to ensure that they are able to realise their ideas, and to challenge students to try new techniques and develop their skill set.
- To manage the maintenance and security of the department's physical resources in the DT department, including store rooms and stock.
- To set out and clear away materials and resources for DT classes.
- To organise the display of DT works within the department and around the school, including exhibitions.
- Operation of technical equipment, such as the CAD/CAM laser cutter and arrangement for appropriate maintenance and servicing.
- To maintain and oversee the stock levels of key materials, ordering stock and ensuring accurate records are maintained.
- Supporting effective teaching and learning by organising the equipment and resources in a planned systematic way.
- Designing, developing, maintaining and testing specialist resources that meet the requirements of the schemes of work and offering professional guidance to students and teachers on the practical aspects of the curriculum.
- Assist with the development of resources by making of models and fixtures and designing and making of jigs, fixtures, racks, tool trays.
- To support in the exhibition of DT work around the school site.



General Responsibilities

- Ensure the safety and well-being of children and young people at the School by adhering to and complying with the School's Safeguarding (including Child Protection) Policy and Procedures at all times
- Display correct staff identification at all times whilst on site
- Attend training and staff INSET sessions organised by the School to provide a consistent approach across the entire school staff population
- Attend Royal Russell Day and Open Day as required.
- Adhere at all times to Health and Safety legislation, and all departmental policies and procedures, to ensure their own safety and that of colleagues, pupils and visitors
- Carry out any other reasonable duties as requested by the Headmaster or members of the Senior Management Team.

This job description contains an outline of the typical functions of the job and is not an exhaustive or comprehensive list of all possible job responsibilities, tasks, and duties. The job holder's actual responsibilities, tasks, and duties might differ from those outlined in the job description, and other duties commensurate with this level of responsibility may be either permanently or temporarily assigned as part of the job.



Person Specification

Education and qualifications

Essential

- Educated to A Level or vocational equivalent in DT or a similar subject
- A commitment to continuing professional development

Desirable:

- A DT or related degree

Knowledge and skills

Essential:

- Ability to prioritise own workload and work flexibly, and at times under pressure, meeting deadlines
- Computer literate, with good familiarity with Microsoft office applications
- Ability to work with accuracy, with good attention to detail
- Excellent organisational skills
- Ability to work collaboratively in a team
- Good analytical and problem-solving skills

Experience

Essential:

- Experience working in a creative or industrial industries/environment

Desirable:

- Experience of working in a school environment
- Experience working with others to develop their DT skills

Personal competencies and qualities

Essential

- Ability to communicate succinctly and effectively both orally and in writing, using appropriate language
- Tact, sensitivity and the ability to handle confidential material with discretion
- Ability to build effective working relationships with parents and staff
- Able to remain calm and professional in all situations
- Able to take ownership of a task and see it through to completion
- A positive and enthusiastic approach to working with young people to support them to create DT work and a desire to see them achieve the best outcome they can.

Other requirements

Essential:

- Commitment to promote and safeguard the welfare of children, young persons and vulnerable adults
- Flexible approach to working hours
- Empathy with the ethos and aims of Royal Russell School



Our Offer

Royal Russell offers excellent benefits including a competitive salary on our own salary scale.

As part of the vibrant community at Royal Russell, you will join a friendly and dedicated team with easy access to transport links (Coombe Lane tram stop is opposite the School entrance).

In addition, we offer:

- Pension scheme and life insurance
- Meals in the dining hall during term-time
- Social events throughout the year, including a Christmas party for all staff
- Cycle to work scheme (salary sacrifice)
- Octopus electric car scheme (salary sacrifice)
- Free on-site parking
- Use of our on-site sports facilities, including tennis courts, swimming pool and gym

A discount of up to 50% on school fees (85% discount for wrap around care before and after school during term-time) and a 25% discount with Royal Russell Holiday Club, which operates during school holiday periods.

Further Information

Full details of our staff benefits and recruitment procedures can be found on our school recruitment page at: www.royalrussell.co.uk/discover/vacancies

You can also contact us by email at hr@royalrussell.co.uk or telephone HR on 020 8657 4433.

Applications (forms can be found on our website) will be considered on receipt and should arrive no later than **09:00 on Thursday, 14th May 2026**. Interviews will be held shortly after. We welcome early applications and will review these on receipt.

The School is committed to safeguarding and promoting the welfare of children. All appointments are subject to a satisfactory enhanced Disclosure and Barring Service check (including a check against the Children's Barred List) and other pre-employment screening including references and medical fitness.



Campus Map

Our 110-acre campus contains incredible facilities for learning.



Main Facilities

- 1** Car Park
- 2** Reception / Headmaster's Study
- 3** Junior School
- 4** Early Years Centre
- 5** Performing Arts Centre / Auditorium
- 6** Dining Hall / Café
- 7** Chapel
- 8** Great Hall
- 9** Chapel Quad
- 10** Lime Tree Quad
- 11** Aston Webb Building
- 12** Library / Sixth Form Study Centre
- 13** Health & Wellbeing Centre
- 14** Science Block

Sports Facilities

- 15** Swimming Pool
- 16** Sports Hall
- 17** Top Pitch
- 18** The Paddock
- 19** Netball Courts
- 20** North Pitch
- 21** Astroturf Pitch
- 22** MUGA (Multi-Use Games Area)
- 23** West Pitch
- 24** Pavilion

Boarding / Houses

- 25** Buchanan / Reade
- 26** Cambridge
- 27** Hollenden
- 28** Keable
- 29** Latessa
- 30** Madden
- 31** Oxford
- 32** Queen's
- 33** St Andrew's



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www.royalrussell.co.uk

Royal Russell School, Coombe Lane,
Croydon, Surrey, CR9 5BX

