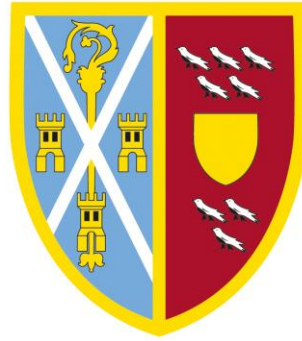




ST CUTHBERT'S
— CATHOLIC HIGH SCHOOL —

Design and Technology Technician

Candidate Information Pack

required as soon as possible

Full Time, Permanent: 37 hours per week, Term Time + 5 training days

Monday – Thursday 8.00 – 4.00pm, Friday 8.00am – 3.30pm (30-minute lunch)

The closing date for applications is: **9.00am on Monday 2nd November 2026**

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Thank you for your interest in St Cuthbert's Catholic High School. For over one and forty hundred years, St Cuthbert's has been nurturing fine young men, preparing them to take their rightful place in the Church and in the world. We have provided our pupils and students with a challenging yet supportive environment within which to discover and develop their own God-given gifts.

There are great schools of all kinds. The experience of working in a school like St Cuthbert's is made distinctive by our expertise in educating boys. In a world that demands ambitious action and bold thinking, our vision, mission, and values reflect our responsibility to help to form great men ready to do good in our world. Characterised by a balance of tradition and innovation, we are resolute in our commitment to 'forming great men'.

Of course, what matters most is the quality of education on offer. We offer a high-quality Catholic education to boys of all faiths and none. St Cuthbert's is a truly comprehensive school, but the St Cuthbert's experience is so much more than a comprehensive education. A good test of this is to see the quality and range of destinations that our pupils have the confidence to pursue beyond St Cuthbert's. We are proud to see our boys progressing to world-class universities and degree apprenticeships, choosing a varied range of courses.

St Cuthbert's prepares young men to find their God-given calling and answer it with energy and passion. In our school, in our local community and around the world, our young men serve, lead, and strive to make a difference in the lives of others. If you believe that you can contribute to such a community, if you believe that you have the energy, passion, and commitment to help our boys to excel and to become great men, then I look forward to receiving your application.

Daniel P Murray
Headmaster



Vision

To be a premier Catholic learning community for the 21st century, preparing young men to witness to Christ and so create a world of justice, peace, truth and love.

Mission

St Cuthbert's Catholic High School is a community gathered together by God, to form fine young men of integrity who will live according to the pattern of life given to us by Jesus Christ. We will strive, through dedication to academic excellence and the formation of the whole person, to form young men of competence, conscience, compassion, and commitment, who, educated in faith and for justice, will live their lives in the service of others.

Values

Faith– to give boys of all faiths and none, a profound, life-changing experience that focuses on God's unconditional love and a deeper understanding of themselves as persons of faith and confidence in themselves.

Catholic Spirituality– to root pupils / students in the Catholic faith and the rich diverse spirituality of the Catholic tradition To focus on loving service to God and neighbour. To discover and share one's gifts and talents with the world.

Formation of the Whole Person– to thoughtfully and intentionally integrate the fullness of human experience through spiritual, intellectual, emotional, social and physical development.

A World Affirming Perspective– to provide a spiritual dimension which sees creation as good. To promote a dialogue between faith and culture, which fosters the capacity for critical and original thinking. To appreciate the gifts of life.

Diversity– to create and sustain a vibrant, inclusive community reflecting the expansive demographics and rich mixture of Newcastle's population.

Scholarship– to build a culture of lifelong learning and inquiry through a rigorous and innovative Catholic curriculum.

Service– to be informed by a faith that does justice. To challenge our boys to be "Men for and with Others." To be in companionship with–and learning from– the disenfranchised, the marginalized and the most in need. To serve as Jesus did.

Leadership– to develop young men who are compassionate, intellectually distinguished and morally courageous. To create young men of integrity who become effective "agents of change" for the world.

If you come to work in one of the many Catholic schools in the United Kingdom, you will become part of a vibrant and wonderfully rich educational tradition that is centuries old and has global reach. The Catholic Church has, in collaboration with parents, been providing a Catholic education in almost every country in the world, working with millions of young people. As a global organisation with a universal mission, working in a Catholic school will offer you shared goals and a collective mission wherever you find yourself.

Catholic schools are committed to academic excellence and the formation of the whole person. We want every young person to achieve his or her academic potential. However, there is more to being a human being than passing examinations. Catholic schools educate young people in faith, and for justice, so that they might live their lives in the service of others. Our schools are judged not merely by their academic outcomes, but also by how our young people grow to be competent, compassionate, conscientious and committed young adults.

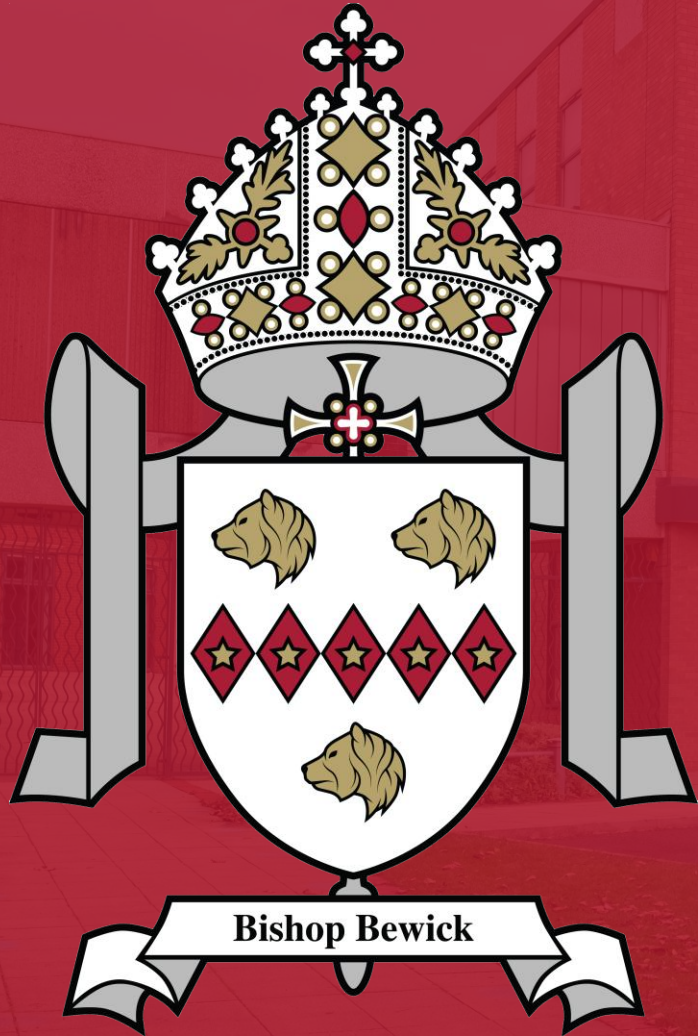
Catholic schools throughout the world share a commitment to helping parents bring up their children, encouraging reflection, prayer, religious commitment, and service to others. In this we are inspired by and faithful to the Gospel of Jesus Christ. We welcome those who are Catholic, from other Christian Churches, and those who belong to other faith or religious traditions or are of no religious tradition.

Anyone who wishes to teach or learn at a Catholic school, must come with an open mind ready to appreciate and learn from the Christian message and that of other traditions.



Why should you become part of a teaching tradition that is centuries old?

The Bishop Bewick Catholic Education Trust



St Cuthbert's Catholic High School is a proud member of the Bishop Bewick Catholic Education Trust (BBCET). The school joined the Trust on 1st December 2020.

BBCET is one of four Catholic Education Trusts in the Diocese of Hexham and Newcastle. Comprising 39 schools, five secondaries and 34 primary schools, BBCET includes all Catholic schools north of the Tyne and south of the Tweed.

As a member of the Trust, St Cuthbert's has access to a wider range of support and expertise to continue to develop and improve. Subject networks, high quality professional development and shared resourcing, ensure that we provide an education that can transform lives.

BBCET works to ensure that all of the children and young people in our schools experience the best education possible. The Trust is committed, as a community of schools, to come together and harness the very best of ourselves, to embed this fully and to support each other so that all schools thrive and learn.

We are one Trust, and we work as one Trust. However, our schools maintain their individuality, uniqueness, and a great deal of autonomy. BBCET encourages school leaders and staff to be creative and innovate to ensure that we provide the best practice available.

Each school brings skills, strengths, and talents. Each new member of staff joining one of our schools brings skills, strengths and talents. Working together we can enhance the work that we do, offering a great Catholic education to the children and young people that we serve.

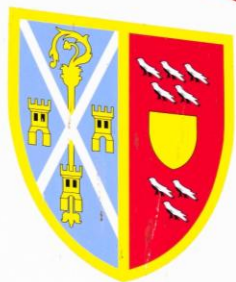
The history of St Cuthbert's is a cause for genuine pride. Academic achievements and sporting successes in abundance are on record. Our former pupils grace all the professions and make a very valuable contribution to the life of the Church in many parts of the world. On the 16th August 1881, the Right Reverend James Chadwick, Bishop of Hexham and Newcastle, entered the premises of 62-64 Westmorland Road, Newcastle upon Tyne, and proclaimed the opening of St Cuthbert's Grammar School. The school soon outgrew its central location. The search began for larger more suitable premises to the west of the city. Benwell Hill House, the home of the Westmacott family, came up for sale and was bought together with the grounds which extended to 28 acres. It was in July 1922 that the pupils of the school were told to report after the summer holidays to the new school on Benwell Hill. The new school was officially opened by Cardinal Bourne in September 1922.

In the 1950s, the school began a period of expansion. The curriculum was developed, and new subjects introduced. The site was improved with the refurbishment of one of the old buildings as a biology laboratory and a language laboratory in a classroom in the Old Hall. During this time, many new appointments to the staff were made, recruiting in the main from former pupils of the school as well as from others with different educational backgrounds and with experience in other schools. In the late 'seventies the provision for Catholic education in Newcastle was enhanced and St Mary's became a mixed school serving pupils from the east side of the city, and Sacred Heart and St Cuthbert's each formed single sex comprehensive schools serving the west and northern areas of the city.

In 2012, the school converted to Academy Status and on 1st December 2020, it joined the Bishop Bewick Catholic Education Trust. The school continues to strive for a balance of tradition and innovation. The school has a proud history and an exciting future.



Our History



ST CUTHBERT'S
— CATHOLIC HIGH SCHOOL —

WELCOME

ALL VISITORS PLEASE REPORT TO MAIN RECEPTION

*St Cuthbert's
today...*

Newcastle has grown, changed, and developed since the late nineteenth century and in 2026 is very different from the city of 1881. Newcastle has transformed itself into a cultural landmark and is now renowned for being the business, scientific, and social hub of the North East. While the maroon blazers of our boys' uniform and our school crest have remained unchanged since our foundation, St Cuthbert's today has transformed itself into a vibrant and dynamic school, reflecting the community it serves.

There are over 1200 boys on roll, the majority of whom join St Cuthbert's from one of our 13 feeder primary schools. However, the school also attracts boys from all over the city and beyond. The school community is inclusive and diverse. There are over 30 home languages and a global representation of different cultures and traditions. As the only comprehensive school for boys in Newcastle, we are uniquely placed to recognise and celebrate the unique value that an all-boys' education offers. We offer a safe place for boys to take chances, express their emotions and discover subjects such as the creative arts and classic literature. With gender stereotypes and gender distraction out of the picture, the boys can concentrate on their learning and on co-curricular interests. Some experts say that this lack of pressure and competition gives rise to more welcoming attitudes toward peers and the easier formation of lasting friendships. The boys describe the school as a 'brotherhood' and many of our boys form strong friendships that last well beyond their time with us.

St Cuthbert's benefits from an excellent, supportive and collaborative staff, both teaching and support staff. The exceptional co-curricular programme at St Cuthbert's is often cited by pupils as one of the school's greatest strengths. From basketball, football, and athletics to chess, board games and crochet, the opportunities for pupils and staff to be involved in, and enjoy, activities beyond the classroom are endless. The sheer number, the quality and the variety of sports, arts and clubs available are impressive. These numerous opportunities for the boys reflect the commitment and dedication of the staff.

We have an extensive school site of high-quality facilities where all teachers benefit from the privilege of their own classroom. Each department has its own area of specialist rooms and additional staff facilities. In 2026 we are beginning a period of expansion of facilities adding an impressive Dining Room extension, an additional multi use games area and 4G pitch to our already impressive facilities.

St Cuthbert's is a community that is always working to improve and to deliver the best possible outcomes for the boys in our care.

This is an exciting opportunity to join a thriving and successful Design Technology Department that has gone from strength to strength in recent years. Design Technology is a highly valued subject within the school, playing a key role in fostering creativity, innovation and practical problem-solving, whilst enabling pupils to develop the skills, confidence and resilience needed for future study and employment.

The Design Technology Technician is a vital member of the department, providing practical and technical support that enables staff and pupils to work effectively, safely and creatively. Working closely with teaching colleagues, the successful candidate will assist with the preparation of materials, equipment and resources, maintain specialist facilities and machinery, support practical lessons and help ensure that the department's high standards are maintained.

The role is varied and rewarding, requiring a practical, organised and solutions-focused individual who enjoys working in a busy environment and takes pride in supporting the success of others. We are looking for someone who is approachable, dependable and willing to contribute positively to the day-to-day life of the department. The successful candidate will work closely with both staff and pupils, helping to create an environment in which creativity, innovation and high achievement can flourish. While the post is based primarily within Design Technology, the technician will also provide support to the Art Department when required. This aspect of the role offers the opportunity to contribute to a broader creative curriculum and to support colleagues in delivering engaging and inspiring learning experiences across both subjects. As part of a 39-school Catholic Education Trust, the successful candidate will benefit from excellent professional support, access to high-quality training and opportunities to collaborate with colleagues across a wider family of schools. The Trust is committed to investing in its staff and providing opportunities for professional growth and development.

This role will appeal to an individual who enjoys solving problems, working as part of a team and making a meaningful contribution to the education and development of young people. The successful candidate will play an important part in supporting the continued success of Design Technology and the wider creative life of the school.



The Role



The Role continued

Core Purpose: To provide technical support to the Teaching Departments as required. This may be provided to one or more specific departments (e.g. DT or Art).

Reporting to: Head of Design Technology

Hours of Work: 8.00am – 4.00pm Monday – Thursday
8.00am – 3.30pm – Friday
30 Minute lunch

General:

The following is typical of the duties the post holder will be expected to perform. It is not necessarily exhaustive and other duties of a similar nature and level may be required from time to time.

- to promote and implement the school's Equality policy in all aspects of employment and service delivery.
- to assist in maintaining a healthy, safe and secure environment
- to act in accordance with the school's policies and procedures.

Main Responsibilities

- Teaching aids and resource materials, to include:
 - preparation and setting out equipment, materials and other resources for practical lessons in an orderly and presentable manner in accordance with department/School risk assessments
 - preparation for specific resources from a number of components for practical use
 - checking items for class use in order to ensure that they are functional and sufficient in quantity
 - checking out the above items are returned for each class
 - constructing simple equipment/apparatus
 - care and appropriate handling of resource resources

Main Responsibilities Continued

- care maintenance and repair of equipment, to include:
 - visual checking and routine cleaning/care of equipment
 - returning equipment to storage as soon as practical
 - undertaking safety check(example portable appliance electrical) and keeping of appropriate records
 - undertaking simple repairs
 - advising line manager if more substantial repair or maintenance has to be carried out
- control storage and disposal of materials, to include:
 - maintaining stock levels and advising line manager of items and quantities require required
 - ensuring safe and secure storage of materials
 - safe disposal of waste materials
- care and maintenance of teaching environment, to include:
 - general tidying of equipment, materials and other resources within all teaching and preparatory rooms
 - keeping cupboard stocked, tidy and label labelled
- displaying demonstration work, to include:
 - setting up equipment/apparatus and materials for demonstration as requested
 - display of work to demonstrate best practice
 - checking that the above is functioning correctly
- liaison was teaching staff, to include:
 - advice to teachers on the safe and effective use of equipment/apparatus and materials
 - advice on the availability of equipment, material, materials and other resources
 - notify line manager of any ways in which efficiency and safety could be improved
 - to work as a member of the technical team with regards to the educational aim of the department and school



The Role Continued



*The person
continued*

Source Key: A = Application Form, I = Interview, R = References, CC = Checking Certificates			
Faith Commitment	Essential	Desirable	Source
a practising Catholic (fulfilling the requirements of the <i>Diocesan Briefing Note</i>)		✓	A/I/R
secure understanding of the distinctive nature of the Catholic school and Catholic education		✓	A/I/R
involvement in parish community		✓	A/I/R
Qualifications	Essential	Desirable	Source
sound educational background including GCSE's Maths and English (A* - C) or equivalent	✓		A/CC
relevant NVQ3 or relevant qualification in a related subject	✓		A/CC
relevant information technology training/qualifications		✓	A/CC
Skills, knowledge and aptitude	Essential	Desirable	Source
experience of delivering to deadlines and achieving set targets to a high standards	✓		A/I/R
effective communication skills with the ability to relate to realte well to adults and children	✓		A/I/R
able to maintain paper and electronic information	✓		A/I/R
highly motivated individual with an innovative approach	✓		A/I/R
able to work independently and part of a team	✓		A/I/R
problem solving and analytical skills		✓	A/I/R
knowledge of health and safety legislation including COSHH	✓		A/I/RF

Source Key: A = Application Form, I = Interview, R = References, CC = Checking Certificates			
Experience	Essential	Desirable	Source
experience of working in a school environment preferably in a DT/Technology department.	✓		A/I/R
strong IT skills including Microsoft PowerPoint, Excel, Word and Outlook		✓	A/I/R
experience of allocating and prioritising workload effectively to gain maximum productivity		✓	A/I/R
excellent planning and organisational skills		✓	A/I/R
Special Requirements	Essential	Desirable	Source
willing to promote the Christian ethos of the School	✓		A/I/R
professional appearance in dress and manner	✓		A/I/R
excellent record of attendance and punctuality	✓		A/I/R
strict adherence to confidentiality	✓		A/I/R
satisfactory enhanced certificate of disclosure from the criminal record bureau	✓		A/I/R
additional criminal record checks if applicant has lived outside the UK	✓		A/I/R
medical clearance	✓		A/I/R



The person



*The person
continued*

Personal Attributes	Essential	Desirable	Source
ability to make effective decisions	✓		A/I/R
ability to work accurately and methodically	✓		A/I/R
excellent time management	✓		A/I/R
ability to remain calm under pressure	✓		A/I/R
flexible	✓		A/I/R
good team player	✓		✓
pleasant and friendly manner	✓		✓
punctual	✓		✓
willingness to undertake further training	✓		A/I/R
full driving licence		✓	A/I/R
appropriate behaviour and attitude towards safeguarding and promoting the welfare of children and young people including: ▪ motivation to work with children and young people ▪ ability to form and maintain appropriate relationships and personal boundaries with children and young people ▪ able to work in partnership with other agencies	✓		A/I/R

Other Requirements	Essential	Desirable	Source
Willingness to work occasional out-of-hours	✓		A/I/R
Commitment to safeguarding and welfare of children	✓		A/I/R
Understanding of Equality, Diversity and Inclusion principles	✓		A/I/R
Confidential References and Reports			
only written references will be considered			
references will confirm professional and personal knowledge, skills and abilities as referred to above			
positive recommendation from current employer required			
<i>This job description is current at the date shown, but, in consultation with you, may be changed by the Headmaster to reflect or anticipate changes in the job commensurate with the grade and job title. Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified and, therefore, this specification is not exhaustive. All employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers. In the best traditions of Catholic education, we seek to 'welcome the guest as Christ himself, for He will say 'I was a stranger and you made me welcome' (Rule of St Benedict) and we recognise the intrinsic value all people. St Cuthbert's Catholic High School will endeavour to make any necessary reasonable adjustments to the job and working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.</i>			



The person



Our commitment to safeguarding

Any offer made to a successful candidate will be conditional upon relevant pre-employment checks, including:

- two satisfactory references, one of which must be from your most recent employer
- proof of identity, address and right to work in the UK
- verification of relevant qualifications
- candidates who have worked or been resident overseas for three months or more within the last five years will be subject to criminal record checks from the relevant jurisdiction(s)
- confirmation that the applicant is not named on the Children's Barred List, administered by the DBS
- a satisfactory enhanced disclosure from the DBS. The applicant will be required to complete the application form for an Enhanced DBS Check and start dates will be delayed if a result is not received
- candidates in managerial roles will be subject to a Prohibition from Management check.

Diversity: St Cuthbert's Catholic High School and the Bishop Bewick Catholic Education Trust are fully committed to the principles of equal opportunity, diversity and inclusion. The Bishop Bewick Catholic Education Trust does not discriminate on the grounds of sex, disability, age, sexual orientation, marital status or racial ethnic or national origin and applications are welcome from a diverse range of backgrounds. As a Catholic school and an apostolate of the Roman Catholic Diocese of Hexham & Newcastle preference may be given to practising Catholics.

Key Information



BB4 £26,403 – £27,254 (Actual pro rata salary £22,671 – £23,402)



If you wish to visit us or to arrange an informal conversation about this post, please contact Elaine Allan on 0191 274 4510 or by emailing recruitment@scchs.org.uk



The closing date for applications is **9.00am Monday 2nd November 2026**
(Interviews will be held on a date to be confirmed.)



The successful candidate will be contacted by telephone in the first instance, and the appointment will subsequently be confirmed in writing. Unsuccessful candidates will be notified by telephone and by email; we will be willing to provide a debrief on request.



Application Process

Apply

Candidates should complete our Catholic Education Service Form which includes details of key achievements and experience. All applications should be completed via our Online Portal.

Shortlist

The hiring team will short-list the candidate based upon the information provided at application. Applicants will be assessed against the specifications provided. Those who best fulfil the criteria will be invited for interview.

Interview

The short-listed applicants will be invited to attend an interview. The interview process will consist of a variety of tasks to showcase your skills and experience.

Offer

The successful candidate will be made an offer as soon as is practicable after the interview date. Offers will be conditional, subject to satisfactory pre-employment checks.



forming great men



St Cuthbert's Catholic High School, Gretna Road, Newcastle-Upon-Tyne, NE15 7PX
Tel: 0191 274 4510 Email: admin@scchs.org.uk www.scchs.org.uk



St Cuthbert's Catholic High School is a member of the Bishop Bewick Catholic Education Trust. The **Bishop Bewick Catholic Education Trust**, is a company limited by guarantee registered in England and Wales. Company Registration No. 7841435. It is an apostolate of the Roman Catholic Church under the episcopal jurisdiction of the Bishop of Hexham & Newcastle. **Registered Office:** Fenham Hall Drive, Newcastle upon Tyne, NE4 9YH