

**The School**

Wellingborough is a School that is keenly aware of its history and traditions, but not held back by them. Founded in 1595, it has always sought to make bold and timely decisions in order to ensure that the pupils are able to flourish and thrive, and that the nature of the School supports this aim.

The School moved to its current site in 1881 to support its growth, but leaving the town centre did not reduce the importance it places on its links with the local community. Our pupils and staff lead and support a number of initiatives, engaging with other schools, businesses and charities in Wellingborough and the surrounding area.

Girls were first taught here nearly 50 years ago, and the School became fully co-educational in 1979. Girls now make up more than 40% of the pupil body. We welcomed pupils below the age of 8 for the first time in 1990 with the introduction of a Pre-Prep in a purpose-built facility, just a few years before converting to a day school at the turn of the century.

Each of these changes has strengthened the School’s ability to maintain its appeal to a diverse range of pupils, a feature which is part of its core and attracts families from across five counties. Academic achievement is important but we focus on adding value and look to accept every child who we believe will be happy in our environment.

We are extremely proud of our pastoral care, and believe that we are far ahead of most schools with regard to pupil welfare. Our Club system in the Prep School and the Senior School House structure, the dedicated team of two counsellors in our Wellbeing Department, frequent and regular liaison between colleagues: all of these play a part in ensuring that each individual pupil’s needs are met.

We know that our pupils will need much more than exam results when they leave us, and we put an emphasis on developing softer skills through a breadth of co-curricular opportunities. Sport, Music, Drama, CCF and the Duke of Edinburgh Award might be the ‘big five’, but there are so many other ways in which the pupils build confidence, leadership, flexibility, resilience and the ability to know what they want to do with their lives.

Wellingborough is a wonderful school. It has a warm, relaxed feel with a sense of partnership between pupils, staff and parents. There is a constant buzz created by a determined, purposeful desire to support each other and to fulfil the pupils’ ambitions. The School is never still, as everyone in our community tries to get the most out of the opportunities that are provided. We look forward to welcoming someone new to join our quest to do the best for every child.

**The Role**

**Art Technician**

**Start Date: ASAP**

**Disclosure Level:** Enhanced

**Hours**: Monday to Friday, 8.30am to 4.30pm (30 minutes unpaid lunch break) = 37.5 hours per week, term time only

**Salary:** £16,255 to £19,204 per annum (dependant on experience)

**Key Responsibilities:**

The successful applicant will work primarily with the Head of Art, Prep School, however this role also involves working with Senior School year groups under the direction of the Head of Art, Senior School and work across the School supporting with displays and promotion. In a typical week, this will comprise 25% of time working in the Senior School (including one full day) 5% Whole School display and 70% in the Prep School, however flexibility in the role is essential and the balance may vary ahead of key events, exams, etc.

The Art technician works with the Heads of Art and provides practical help, technical and administrative support services to the Department. Training will be given.

* Classroom support in lessons, working with small groups etc.
* Photocopy and scan resources for use in the classroom and display.
* Assist teachers in classroom organisation and stock.
* Assisting in the processing of items through the kiln following Health and Safety guidance.
* Mounting, framing, presenting Artwork and putting up displays of work for exam moderation, exhibitions etc.
* Producing and putting up displays of work and other materials to aid with wider promotion and display across the School as requested by other departments.
* Providing technical support to class teachers in the Lower Prep.
* Setting up equipment, materials & resources used in practical lesson, including mixing darkroom chemicals, processing photographic images for screen printing and photocopying etc.
* Helping to ensure the correct use of tools, machinery and equipment are available where needed, ensuring that Health & Safety regulations are adhered to.
* Ensure all hazardous chemicals are locked away after use in line with Health & Safety regulations.
* Setting up classroom for lessons. Cleaning & packing away equipment after use ensuring the Art Block is kept organised and tidy.
* Manage & maintain stocks of consumable items and keep a record of budget spending.
* Maintenance of equipment (such as sewing machines) within personal abilities and liaising with site staff in production of frames etc.
* Liaise with the other Art Technician.
* Book visiting artists workshops, print invoices for payment.
* Other duties, as requested by department staff from time to time.
* Generally to support and assist the Art staff in delivering a high standard of education to the pupils at Wellingborough School.
* Liaise with external sources such as Universities and galleries etc. when required.

At times, it may be necessary to work beyond your normal hours in order to meet deadlines. Where this is necessary, any additional hours will be agreed with the HoD.

**Revision of Job Description:**

There will be a periodic review to ensure that the principal duties have remained as stated above or that any changes have been made in agreement with the incumbent.

The duties of the post could vary from time to time as a result of new legislation, changes in technology or policy changes in which case appropriate training may be given to enable the post holder to undertake this new/varied work.

## Benefits

Working at Wellingborough School is hugely rewarding, albeit demanding and busy! Wellingborough School is a nice place to work. The School community is welcoming; there is mutual respect between pupils and staff; parents are engaged and supportive. These are some of the cultural reasons to want to work at Wellingborough School, but there are a range of other benefits.

The School has recently reviewed its appraisal system so that all staff can benefit from professional development, both internal and external. Staff input into INSET is encouraged, and the School is a member of the East Midlands Group of independent schools, which provides opportunities for collaboration and discussion. All new staff profit from an induction programme that is tailored to their individual needs. There is free onsite car parking and use of the School’s sports facilities. All staff have lunch and refreshments provided.

Northamptonshire and the surrounding area is a nice place to live, with a significant amount of countryside. Road links are excellent, enabling travel in all directions, and the area is served by two railway lines into London. St Pancras is only 45 minutes by train from Wellingborough, and Euston is under an hour from Northampton and Milton Keynes.

**The Process**

The application form should be returned together with a covering letter in which the applicant should explain what he/she can offer to the post. Applications by e-mail are welcome. CVs are not required. Please send them for the attention of Lulu Corrigan, HR Manager, to [recruitment@wellingboroughschool.org](mailto:recruitment@wellingboroughschool.org) by 9th January 2023

Interviews will take place week commencing 9th January 2023

**Safeguarding**

The post holder’s responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School’s Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risk to the safety or welfare of children in the School s/he must report any concerns to the School’s Designated Person or to the Headmaster.

**Person Specification**

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| **Competence** | **Essential** | **Desirable** |
| ***Qualifications*** |  |  |
| Graduate or equivalent qualification in Art. |  | Yes |
| A level qualification in Art or equivalent | Yes |  |
| ***Skills & Experience*** |  |  |
| Experience of working in a School |  | Yes |
| Experience of working with Graphics/Adobe software and demonstrate good general IT skills. |  | Yes |
| Good organisational and time management skills | Yes |  |
| Able to demonstrate experience of efficient and accurate record keeping. |  | Yes |
| Experience of supporting learning in a classroom context. |  | Yes |
| Ability to mount and put up displays of work. |  | Yes |
| Awareness, competent understanding and commitment of Health and Safety regulations. |  | Yes |
| ***Personal Qualities*** |  |  |
| Able to communicate clearly to children, young people and adults. | Yes |  |
| Able to work calmly under pressure maintaining an appropriate professional manner and follow instructions. | Yes |  |
| Able to work alone or as part of a small team. | Yes |  |
| Commitment to own professional development. |  | Yes |
| Able to use initiative. | Yes |  |
| A good sense of humour. | Yes |  |
| Able to demonstrate suitable characteristics necessary when working with children. | Yes |  |