



## Job Description and Person Specification

### Art & Textiles Technician

## Job Description

Art and Textiles Technician  
27.5 hours per week TTO plus 1 week (39 weeks)  
NJC C (Scale 3-4)  
£24,796 - £25,185 FTE pay award pending (Actual £15,796 - £16,226)  
Start Date: 1st September 2026 (or as soon as possible after)

### Key objective:

To support the Curriculum Leader of Art and Textiles to deliver an exciting and engaging subject delivery ensuring that everything is prepared as required.

**Note: This is a broad description of the types of duties/activities expected at this level, for illustrative purposes. This is not intended to provide an exhaustive list of duties.**

### Main responsibilities

- To support the Art and Textiles teachers in the preparation of equipment and resources for all lessons.
- Assist the teacher with learning activities and the provision of a safe and purposeful learning environment, including implementation of school policies such as safeguarding and behaviour as appropriate.
- To support learning by assisting students, individually and in groups, including demonstration of skills, techniques and use of equipment.
- To support learning by assisting students with SEND or medical need.
- Offer the ability to cover theory lessons in light of the absence of the Art teacher.
- Ensure the maintenance of a safe working environment in the Art room, including periodic and deep cleaning as scheduled.
- Prepare, operate and setup equipment required for practical work, checking condition before and after each use and organising maintenance and any necessary repair. This will involve some manual handling and use of step ladders and the department is split over 2 floors. Will be required to set up displays for exhibitions/moderators/ open evening, etc.

### General

- Maintain records and inventory checks in relation to safety and hygiene.
- Order and take delivery of stock - equipment and stationery supplies.
- Assist in initiatives and events which promote the profile of Art & Textiles within the school e.g. Open Evening.
- Assist with the creation of displays and resources for both face to face and remote/online activities.
- Provide First Aid support as required by the school. (Training will be provided)

- General administration including photocopying, printing, photographing of students work and the upkeep of the medical/dietary register for internal use in Art & Textiles department.
- Support as an additional member of staff on trips.
- On occasion, may be required to act as cover supervisor.
- Attend relevant meetings as required.
- Participate in training and performance development as required.

### Person Specification

We are looking to appoint somebody with previous Art Technician skills who has ideally worked in a secondary school. The ideal candidate will have a genuine interest in Art and/or Textiles with a strong creative background.

Candidates will be assessed against the following criteria. The methods of assessment used for each criterion are indicated. At each stage of the process an assessment will be made by the appointment panel to determine the extent to which the criteria have been met.

All criteria are desirable unless marked E for essential. A=application, I=Interview and other assessments/activities R= reference.

Skills, Knowledge and Experience	
Criterion	Assessment
Recent experience working in a Secondary school	A/I
GCSE Maths & English to Grade C or above. <b>E</b>	A/I/R
First Aid trained (or willing to undertake training) <b>E</b>	A/I
Some knowledge and understanding of SEND and the impact on students learning & behaviour	A/I/R
ICT Literate	A/I
Ability to establish effective relationships with young people, parents and staff.	A/I
Good organisational skills	A/I/R
Ability to build effective working relationships	A/I
Awareness and understanding of key issues in relation to academies and schools.	A/I
Evidence of continuing professional development	A/I
Proven high communication skills, oral and written in order to assist students to produce detailed reports/ notes	A/I
Experience of implementing policies, procedures and systems	A/I

Demonstrate a high attention to detail	A/I
Working knowledge of Microsoft Office E	A/I
Qualifications	
NVQ Level 3 or equivalent qualification	A
GCSE Maths & English to Grade C or above. E	A
Personal Qualities	A
Calm and unflappable even when under pressure E	I/R
Well organised, proactive and a self-starter E	I/R
Good problem solving and thinking skills E	I/R
A genuine concern for and respect for others E	I/R
Professional Integrity E	I/R
Empathetic E	I/R
A sense of humour	I/R
The ability to inspire and to motivate others E	I/R

RUGBY HIGH SCHOOL is committed to safeguarding and promoting the welfare of children and expect all employees to share this commitment. The successful candidate will be subject to necessary pre-employment checks, including: an enhanced DBS; Childcare Disqualification (where applicable); qualifications (where applicable); online checks as part of KCSIE; medical fitness; identity and right to work in the UK. Applicants will be required to provide two suitable references.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020. Which means that when applying for certain jobs and activities certain spent convictions and cautions are 'protected', so they do not need to be disclosed to employers and if they are disclosed, employers cannot take them into account. Further information about filtering offences can be found in the DBS filtering guide.

All staff have a responsibility to provide a safe environment in which children can learn this includes ensuring that health and safety regulations are followed; activities that are potentially hazardous are risk assessed and contributing to the maintenance of a supportive culture throughout the school community in which students feel cared for, respected and listened to.