



# WHITMORE HIGH SCHOOL

Headteacher: Susan Hammond MA  
Headteacher's PA: Janina Zachopoulos-Butler

Porlock Avenue, Harrow HA2 0AD  
Telephone: 020 8864 7688  
[www.whitmore.harrow.sch.uk](http://www.whitmore.harrow.sch.uk)  
Email: [office@whitmore.harrow.sch.uk](mailto:office@whitmore.harrow.sch.uk)

September 2022

Dear Colleague

## ART & DESIGN TECHNICIAN

Thank you for your interest in applying for the above role at Whitmore High School.

Whitmore is a happy, successful school where staff are supportive and caring. We are seeking to appoint someone to join our team and make a positive impact on students' lives.

As a new member of staff, you can expect a warm welcome and a wide range of CPD opportunities to develop your career. Our state-of-the-art building provides excellent resources for both staff and students.

I do hope the attached job description, alongside the information on our website, inspires you to make an application and we look forward to welcoming successful applicants for interview.

**The closing date is at 9.00am on Monday 10<sup>th</sup> October 2022**

I look forward to hearing from you.

Yours sincerely

Susan Hammond  
Headteacher

**When applying, please complete all sections of the application form and ensure that you do not leave any gaps in your qualification/work history and that you give details of any periods not accounted for by full time employment, education or training. Forms with missing sections and/or gaps may not be considered.**

Whitmore High School is committed to safeguarding and promoting the welfare of young people and all staff are expected to share this commitment.

Our CP Policy is available on the school's website [www.whitmore.harrow.sch.uk](http://www.whitmore.harrow.sch.uk)

All appointments are subject to an Enhanced Disclosure and Barring Service check and pre-employment checks. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children. Under the Rehabilitation of Offenders Act 1974, this post is listed as an exempted employment. You therefore need to reveal all spent convictions during the recruitment and vetting process.



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## ART & DESIGN TECHNICIAN

**30 Hours per week - Term Time Only - Scale G2 £14,832 per annum**  
**8.45am – 3.15pm – Monday to Friday (30 mins unpaid lunch break)**

The person appointed will work under the management of the Head of Department and will assist in the smooth running of the department; in particular assisting the teachers by carrying out the following:

### Job Description

- Preparing clay, including using the pugging machine
- Operating the kiln and ensure that Health and Safety protocols regarding the kiln are maintained
- Loading and unloading the kiln and making good any damaged claywork
- Managing the efficient storage of student work
- Preparing slips and glazes
- Preparing and re-filling paints
- Use IT to apply the following applications: Paintshop Pro, Word, Excel, to manipulate digital images to support the work of the Head of Department and Art teaching staff in the administration of the department
- Organising reference material and resources
- Helping to put up displays and exhibitions, including painting display boards
- Ordering and checking stock and keeping a record of the department expenses, overseen by the Head of Department
- Accompanying teachers and students on visits
- Acting in accordance with school policies, including having due regard for issues of Health and Safety
- Assisting students under the direction of the teacher if required
- Helping to keep the department area tidy
- Helping teachers prepare lesson materials and clearing up at the end of lessons
- Undertaking other duties as required, including statutory INSET development, commensurate with the scale, as requested by the Head of Department, Senior Team Line Manager or Headteacher

**Responsible to:** Head of Art

### Person Specification

The person appointed will need:

- To be enthusiastic, hard-working and show initiative
- To enjoy working collaboratively with teachers and students and have an interest in education
- To be flexible in the range of tasks they are prepared to carry out and willing to learn
- To have the technical skills to carry out the tasks in the job description (or to learn the ones s/he does not possess yet)
- To be able to communicate effectively both orally and in writing
- To be committed to equal opportunities and to collaborative working
- To enjoy working as part of a team
- To have IT skills to work with the applications listed in the Job Description
- To be physically fit and able to carry out the tasks
- To have an interest in art and design; a qualification, whilst welcome, is not essential
- A commitment to high standards
- To be committed to Equality, Diversity and Inclusion and the principles and practice of equal opportunities
- To be committed to the principles and practice of safeguarding all young people

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