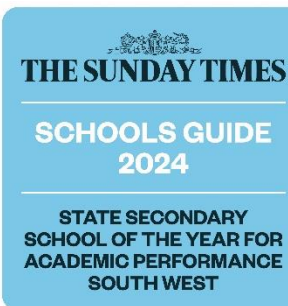




# **Pate's Grammar School Art Department Assistant Vacancy Information Pack**





# Welcome from the Headteacher

Thank you for your interest in working at Pate's. Pate's is a school where high academic expectations are central to our purpose and we take great pride in the exceptional achievements of our students.

Pate's ranks among the highest performing schools in the country at A Level and GCSE, yet we place equal importance on fostering a culture of engagement and participation in all areas of the curriculum. Students thrive on the range of opportunities available to them in the arts, sport, drama, music, and outdoor education.

Our school stands on a fantastic site, with vast sporting fields and state of the art facilities. Our students retain fond memories of their time with us and stay in touch through an active alumni community for many years after leaving our school to embark on their future plans.

We also take great pride in the exceptional achievements of our staff, who are central to the achievements of our students. We place great importance on providing a workplace where as a member of our team you can thrive, develop and grow, and where you have the opportunity to achieve exceptional things during your career with us.

At Pate's we strive to provide you with engaging employment opportunities along with variety in your work. Those that work in support roles are equally as important to the achievements of our team and students as teaching staff, we all work together as a team to achieve our objectives, each of us playing a crucial role in our success.

We look forward to receiving your application for this vacancy.

Dr James Richardson

Headteacher



# Art Department Assistant - Advert

**Salary** £3,410.33 per annum.

**Hours** Part Time – 7 hours per week, Term Time only.

We have a fantastic opportunity for an organised, enthusiastic Art Department Assistant to join our fantastic art department.

In this role you will have the opportunity to enjoy a varied role, supporting the teachers and the Art Technician in the smooth running of our highly successful Art Department, in which you will play a key role, ensuring materials are organised and prepared for each lesson, and helping the teachers set up and clear down after each lesson.

In this role you will also be involved in the displaying of students work, and some administration tasks to support the daily activities of the department.

To be a success in this role, you will be able to work flexibly to adapt to the variety of the role, be organised, love to multitask and problem solve, and have a 'can-do' approach to your work. You will have excellent communication skills with the ability to communicate with students and adults alike.

Previous art experience would be ideal, however is not essential as full training for the role will be provided. We are flexible regarding the working pattern of the role, however ideally the hours will be worked over 2 days per week.

If this sounds like the opportunity for you, please find full details of the role in this recruitment pack, along with details of how to apply. We look forward to receiving your application.

# Pate's - Background

Pate's is a school of 1200 students, including 500 in the sixth form and over 150 staff.

Over the last few years Pate's has twice been named as the Sunday Times 'National School of the Year', and State Secondary School of the Year for Academic Performance in the South West in 2024, and our examination results see us as one of the top state-funded schools in the country. This is a school with a strong academic legacy and an extra-curricular offer which ensures our students have exceptional opportunities to develop their interest and talents in a happy, vibrant, and caring environment. We expect students to become independent thinkers who embrace challenge and are supportive of others, and to leave us with exceptional outcomes and the intellectual skills and emotional maturity to shape their own futures and thrive beyond Pate's.

Pate's is a special place to work and learn and our alumni community remains an active part of school life.



# Job Description



## Role Overview

As the Art Department Assistant at Pate's Grammar School, the role holder will support in the smooth running of the Art Department, working with the Art Technician and Teachers to ensure that all materials are organised and ready for lessons as required.

## Core Responsibilities

- Supporting teachers with setting up and tidying away of practical lessons.
- Preparation of materials for practical lessons.
- Organisation of materials, ensuring the store cupboard is organised and tidy and that stock levels are healthy.
- Mounting, recording and displaying student work.
- Administration tasks such as ordering materials with the finance department.

The role holder will be required to carry out the duties and responsibilities of the post in accordance with Pate's policies, ethos, aims and legislative requirements at all times.

The details contained within this job description are not exclusive or exhaustive and the school may require the role holder to undertake other duties not detailed here commensurate with the level of the role.

The duties of the role may vary from time to time without changing the general character of the post or the level of responsibility entailed. Such variations are a common occurrence.

Pate's Grammar School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.



# Person specification

## Qualifications

- No specific qualifications are required.

## Experience, Skills and Knowledge – Essential

- Art experience is desirable but not essential.
- Excellent communication skills.
- Excellent organisational skills.
- Attention to detail and accuracy.
- Ability to problem solve.
- Able to interact positively with pupils, staff and visitors.

## Personal Qualities

- A proactive approach to your work.
- Ability to remain calm under pressure.
- Ability to work as part of a team and independently.
- Be organised and efficient, with an ability to prioritise and multi-task.
- Committed, flexible and adaptable approach to your work.

## Other

- Commitment to safeguarding and promoting the welfare of children and young people.
- Passionate about improving the quality of education for children and young people.



# Safeguarding

Pate's Grammar School is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

# Equal Opportunities

Pate's Grammar School is committed to developing a culture of inclusion in our school for the benefit of all staff, pupils and governors. We believe that all staff should thrive irrespective of race, religious beliefs, disability, gender, gender identity, and sexual orientation. We recognise and respect values and difference and we work to remove any barriers which inhibit the development of people, including recruitment and retention.



# Want to apply or know more?

## Applications

If this role sounds like the opportunity for you, please complete the Support Staff application form (available on the school website [Vacancies – Pate's Grammar School \(patesgs.org\)](https://patesgs.org)) and send along with a letter of application detailing why you are interested in the role and what makes you a strong candidate to [jobs@patesgs.org](mailto:jobs@patesgs.org). The closing date for applications is 9am on **Monday 8<sup>th</sup> July 2024**. We intend to hold interviews on **Wednesday 10<sup>th</sup> July 2024**.



## Further Information

We welcome questions and queries from prospective applicants. Please don't hesitate to contact Francesca Coppola (PA to the Head) at [jobs@patesgs.org](mailto:jobs@patesgs.org) if you would like to ask a question, arrange for an informal chat or request a tour.

