



Orleans Park

RECRUITMENT PACK

Vacancy Art, Design & Photography Technician

Deadline 10am on Wednesday 17 September 2025



Art, Design & Photography Technician

30 hours per week

39 weeks per year (term time plus five days to be worked by arrangement)

NJC Salary Scale 4 (actual salary: £21,584 - £22,527)

Required for September 2025 or as soon as possible thereafter

Orleans Park is a successful and oversubscribed 11-18 mixed comprehensive that serves its local community in Twickenham with over 1,350 students. The dedicated staff work hard to ensure students are successful and leave as responsible citizens and confident individuals.

We are seeking a technician to work in the Art, Design and Photography department. This role would suit a creative minded person with strong knowledge of arts equipment and classroom processes.

A willingness to work as part of a team and to engage positively with students is essential and a background in Art & Design, photography or ceramics is desirable.



What's it like to work at Orleans Park? Click the icon to find out.



To see a short film about our school, click the icon.

Applications are shortlisted for interview as they are received so early application is encouraged and we reserve the right to commence the interview process and close the vacancy prior to this date.

Closing date for applications: 10am on Wednesday 17 September 2025

Orleans Park is committed to continuing to make diversity, equity, and inclusion part of everything we do. Ensuring that we are always recruiting, retaining and promoting a diverse mix of colleagues who are representative of the diversity in our local communities gives us a great opportunity to have access to a broad range of ideas and allows us to provide an outstanding education to our young people and an outstanding place for people to work.

In line with the statutory guidance document Keeping Children Safe in Education (2024) the school will conduct online searches after the shortlisting process for any candidates who accept an invitation to interview. The appointment is subject to satisfactory pre-employment clearances including references, medical clearance and an enhanced DBS Disclosure. Orleans Park is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. We are an equal opportunities employer.





The Department

Responsibility Resilience Respect

The Art Department currently consists of four specialist teachers and one technician.

Art is taught at KS3, 4 and 5. We offer Textiles GCSE and have an equipped Textiles classroom which is taught at KS3 and KS4. There is a wide range of extra-curricular opportunities for students in a very well-equipped Department. As well as at A level, Photography is also offered to Year 8 students on a rota system.

We have three inter-connecting purpose-built Art & Design rooms, one Textiles room and an ICT suite and a kiln room. Since September 2014 we expanded and in addition host a Fine Art Sixth Form studio and a Photography suite with a darkroom. We have specialist facilities for Drawing and Painting, Photography, Printmaking, Textiles and Three-Dimensional work, including Ceramics.





Job Description

Job Title:	Art, Design & Photography Technician
Reporting To:	Head of Art
Grade/Salary Range:	NJC Scale 4
Hours/Weeks:	<ul style="list-style-type: none">• 30 hours per week• 39 weeks per year (term time plus five days)• Holidays are not to be taken during term time

MAIN DUTIES AND RESPONSIBILITIES

General Responsibility

Supporting the delivery of the practical curriculum in Art, Design and Photography; responsibilities include preparing and clearing away equipment for practical lessons, and maintaining resources.

Specific Responsibilities:

1. Lay out rooms and prepare materials needed for lessons, examinations and exhibitions, e.g. preparation of clay, glazes, screen printing materials, paint etc.
2. Help to prepare IT resources including duplicating, photocopying, filing worksheets etc.
3. Responsible for the upkeep and operation of the kilns, glazes and preparing the clay.
4. Keep cameras charged and photography equipment stored safely.
5. Assist with the upkeep of the darkroom including preparing chemicals and paper.
6. Prepare materials for KS3, KS4 & KS5 exams.
7. Keep up to date records and inventories of stock, materials and departmental equipment and advise the Head of Department on stock levels. Order stock and maintain stock in good order.
8. Liaise with and order equipment on behalf of GCSE and A-Level students.
9. Organise the Art Library.
10. Assist in keeping the department clean and ordered and help maintain good supplies and clean equipment in classrooms.
11. Maintain storage/stock rooms and students GCSE and A-Level work in a neat and tidy condition with relevant materials locked away.
12. Provide first line maintenance for departmental equipment e.g. lino cutting tools, scalpels, acrylic paint, paint brushes, water pots, palettes, sewing machine bobbins.





MAIN DUTIES AND RESPONSIBILITIES

13. Be aware of relevant Health and Safety requirements and drawing these to the attention of the Head of Department as necessary; this includes administering standard regular safety checks as directed by the Head of Department. Ensure the necessary emergency equipment and first aid equipment is ready for use and that potentially hazardous materials and substances are appropriately stored and labelled.
14. Assist with the organising and hanging of the GCSE and A-Level exhibitions.
15. Mount and display work within the department and in certain specific display areas throughout the school.
16. Provide help under the supervision of a qualified teacher, to students using specific equipment and tools.
17. Provide practical assistance where necessary in classroom activities and after school workshops/clubs.
18. Liaise with the departmental staff regarding schemes of work and ensuring relevant resources are prepared in advance.
19. Attend in-service training courses (e.g. Health & Safety, First Aid) during working hours as appropriate.
20. Assist with the organisation of departmental activities out of school e.g. working visits, trips, exhibitions, life drawing etc.
21. Technicians may be asked to support Technicians elsewhere in the school when required, such as in Food, DT, Music, Science etc. if necessary.

This job description is not exclusive of the full range of professional duties of the post holder. Additional/alternative reasonable tasks may be required by the school at the discretion of the Line Manager or Headteacher.



Person Specification

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> English Grade C /Grade 5 or above in GCSE (or equivalent) 	<ul style="list-style-type: none"> Further qualifications Relevant safety training
Knowledge & Experience	<ul style="list-style-type: none"> General technical employment or similar 	<ul style="list-style-type: none"> Experience of working in a Secondary School Experience as a school technician or a visual arts background Experience of working in a dark room or with photographic equipment
Skills & Abilities	<ul style="list-style-type: none"> Ability to prepare a range of materials Have a high level of organisational skill Ability to work hard with competing deadlines, prioritising appropriately Ability to establish good relations with staff Strong interpersonal and liaison skills 	
Safeguarding	<ul style="list-style-type: none"> Commitment to safeguarding and promoting the welfare of children and young people 	
Equal Opportunities	<ul style="list-style-type: none"> Commitment to equal opportunities Ability to promote and support the school's Equal Opportunities Policy 	
Continuing Professional Development	<ul style="list-style-type: none"> Undertake any necessary professional development as identified in the School Improvement Plan taking full advantage of any relevant training and development available. 	



To apply for this position, you will need to complete an Orleans Park Application Form. As part of the application process, your form must include a supporting statement, which specifically addresses your own qualities and strengths in relation to the advertised role.



Click the icon to download and complete your application form.

Shortlisted candidates will be invited to tour the school and to talk to colleagues before the formal interviews begin.

Please do not hesitate to contact the recruitment team if there is anything you wish to discuss before submitting your application. You can email them at recruitment@orleanspark.school



To see how the school uses prospective candidate's personal data, click the icon.





Safeguarding Statement

Responsibility Resilience Respect

The Governors and staff of Orleans Park fully recognise the contribution they make to safeguarding children. We recognise that all staff, including volunteers, have a full and active part to play in protecting our students from harm.

All staff and Governors believe our school is a place where students feel secure, are encouraged to talk, are listened to and are safe. We shall provide a caring, positive, safe and stimulating environment that promotes the social, physical and moral development of the individual child.

Adam Gladstone is our Designated Safeguarding Lead who has been nominated to liaise with the LADO, when necessary.

The aims of the policy are to:

- Protect young people at our school from maltreatment
- Prevent impairment to the health or development of our young people
- Ensure that all young people at our school grow up in circumstances consistent with the provision of safe and effective care
- Take action to enable all children to have the best outcomes.

We believe that everyone who comes in contact with young people and their families has a role to play in safeguarding them.

The elements of our policies are: Prevention, Protection and Support.



Click the icon to read our full Safeguarding Policy.





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