



Woking High School  
*Inspire, Challenge, Achieve*



Art, Food and DT Technician  
Application Pack  
Autumn 2026



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For further information or to arrange a visit, please contact:

✉ [recruitment@wokinghigh.surrey.sch.uk](mailto:recruitment@wokinghigh.surrey.sch.uk)

☎ 01483 888 447

## Art, Food and DT Technician

Pay	S5, Actual £23,164 - £24,815 Actual (£27,634 - £29,604 Full time equivalent) *S6 considered based on experience
Hours	36 hours per week, 38 weeks per year (term time only). * We can offer part time and are flexible on hours per week
Contract type	Permanent
Start date	2 <sup>nd</sup> September 2026
Closing date	Monday 22 <sup>nd</sup> June 2026 at 3.30pm

Supporting Heads of Department in Art, Food and DT

*\*We will consider applications for part-time working in one or more of the subject areas*

*\*\* The exact balance of responsibilities across Art, Food and Design Technology may vary according to the successful candidate's skills and the needs of the school.*

Reporting to the Line Manager for Creative and Technical Subjects, working closely with the Heads of Art, Food and Design Technology.

### Job Profile

To support and enhance the Teaching and Learning experience of students and staff, through both practical and administrative support for the Art, Food and DT Departments.

### Purpose

To ensure that all students receive an excellent education, which provides them with the knowledge, subject specific skills and core values needed to successfully access the wider world, become independent, informed thinkers, and well-rounded citizens.

To champion our core values: personal responsibility, excellence, kindness, resilience, engagement and inclusion with students to ensure they develop the characteristics of a Woking High School student.





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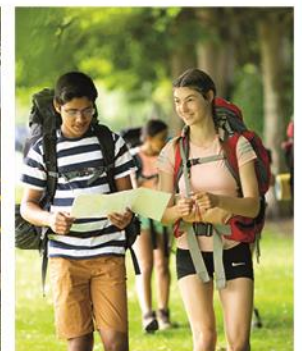
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## Whole School Responsibilities

- Ensure that the responsibilities of the role are carried out in a way which reflects the mission and values of Woking High School.
- Establish and promote productive relationships with staff, students, parents/carers and governors, acting as a role model and setting high expectations.
- Play an active role in developing and implementing a vision for your area of responsibility in line with the mission and core values of the school.
- Be aware of and observe all policies, procedures, working practices and regulations.
- Promote and safeguard the welfare of children and young people in accordance with the school's safeguarding and child protection policies.
- Report any safeguarding concerns immediately in line with school procedures.
- Contribute to a culture of continuous improvement.
- Comply with all reasonable management requests.

## Key Responsibilities

- Provide flexible support to the Heads of the Art, Food and DT Departments and the staff, ensuring department needs are met and meeting regularly with each of the HoDs and the LM (at least fortnightly).
- Ensure compliance in all Health and Safety matters, creating and monitoring H and S procedures across the three departments.
- Support Heads of Department with ordering, budget monitoring and obtaining value for money from suppliers.
- Assist teachers with preparation of resources and equipment for lesson delivery, and the clearing away of any materials and equipment afterwards, where necessary.
- Support practical lessons by preparing materials, demonstrating safe use of equipment where appropriate and assisting staff in maintaining safe learning environments.
- Ensure all teaching resources and equipment are in good working order and are safe to use, organising repairs, maintenance and day-to-day safety checks.
- Maintain COSHH records and ensure appropriate storage and disposal of hazardous substances.
- Maintain risk assessments and equipment inventories across the departments.
- Be in charge of the annual review of departmental health and safety procedures.





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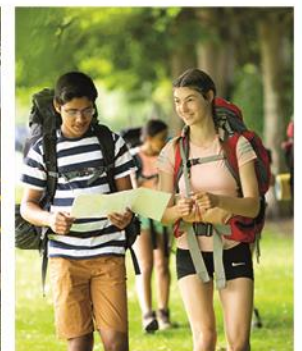
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- Attend Health and Safety committee meetings on behalf of the departments.
- Ensure equipment is kept in optimum condition and stored correctly.
- Ensure that the subject classrooms are neat and tidy and free from rubbish, and that student files, artwork and drawing props etc. are all stored in appropriate locations.
- Provide administrative support, organising systems and keeping records.
- Monitor, order and distribute consumable stock throughout the departments, monitoring delivery, organising store cupboards and auditing such material
- Assist staff with work, including photocopying, arranging displays, photographing work and preparation of materials.
- Give support and guidance to the Heads of Department and teachers on resources required and their associated budget implications.
- Contribute to the planning, development and organisation of systems/procedures/policies related to the role.
- Support coursework, practical examinations, moderation and exhibition events as required.
- Assist with displays in department areas.
- Complete any Health and Safety training required to fulfil the role.
- Be willing to train to be a minibus driver and to support with driving for trips.

## Other

- Maintain the confidential nature of information relating to the school, its students, parents and carers.
- Model professional behaviour and attitudes in and outside of the school to ensure the highest standards of appearance and conduct are met.
- Always strive to improve own knowledge and skills by partaking in whole school professional development and taking advantage of CPD opportunities on offer.
- Carry out such duties as are reasonably required by the Headteacher.





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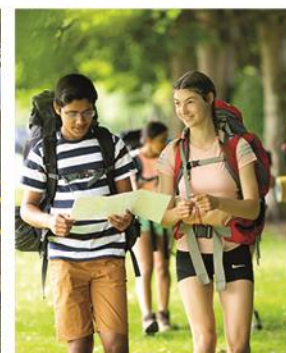
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## Person Specification

	Essential	Desirable	Evidence From
<b>Qualifications and Training</b>			
GCSE English and Mathematics	✓		A/C
Evidence of Continuous Professional Development	✓		A/C
Food Hygiene qualification		✓	
First Aid qualification		✓	
<b>Knowledge, Experience and Skills</b>			
Evidence of practical skills/knowledge in one or more of Art, Food Preparation or Design Technology.	✓		A/R/I
Relevant experience in a school, and supporting practical lessons.		✓	A/R/I
Experience of working as part of a team	✓		A/R/I
Experience of stock control and procurement.		✓	
Experience of maintaining workshop or specialist equipment.		✓	
Must enjoy working with young people	✓		A/R/I
Good ICT skills	✓		A/I
Good communication and customer care skills	✓		A/I
Strong organisational skills and attention to detail.	✓		A/I
Hold a full clean Driving Licence		✓	A/C

**Key: A = Application, I = Interview and Assessment, R = Reference, C = Certificate**





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## Person Specification Continued

Personal Qualities	Essential	Desirable	Evidence From
Be able to recognise the importance of ensuring a safe and secure environment	✓		A/I
Able to undertake the physical requirements of the role, including lifting, carrying and moving equipment and materials in accordance with safe working practices.	✓		A/R/I
Flexible and accommodating approach to working hours	✓		A/R/I
Proven ability to manage a varied workload and able to use own initiative to problem solve	✓		A/R/I
Ability to work independently and prioritise competing demands.	✓		A/R/I
Professional manner and the ability to act as a role model for students	✓		R/I

Proactive, engaging and empathetic	✓		R/I
Good record of attendance	✓		R/I
A calm and resilient nature	✓		R/I
Willingness to participate in development and training opportunities	✓		A/R/I
Ability to adhere to policies, procedures and relevant legislation relating to child protection, health and safety, security, confidentiality, data protection and equal opportunities	✓		A/R/I
Commitment to safeguarding and promoting student welfare.	✓		A/R/I

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