



COUNDON
COURT

Art Technician

Recruitment Pack





BUILDING BRIGHTER FUTURES



Our story is one of moral purpose. We are a learning community where everyone works collaboratively to plan, spread expertise and tackle challenges together — always focused on putting the needs of our students first. Together we build brighter futures.

Our Mission

We aim to make a difference by raising the horizons and ambitions of everyone who learns, works, and lives within our diverse communities.

Our Values

The Trust is committed to building brighter futures. This commitment is underpinned by three core values:

- Student's first
- It's about learning
- No barriers

Join Us

This is an exciting time to become part of The Futures Trust. Every role here is more than a job — it's real, impactful work that makes a meaningful difference in the lives of our students and their communities. We offer trust wide career paths and invest in outstanding opportunities for our staff to learn, grow, and truly change lives.



4

Primary Schools



6

Secondary Schools



9000+

Students



1300+

Staff



Thank you for considering a career with The Futures Trust.

We are delighted to provide you with this recruitment pack, designed to offer all the information you need to embark on a rewarding journey with us.

Chris Heal

Head Teacher



Coundon Court School is a thriving school that is committed to Building Brighter Futures for all of its students.

Every decision we make is about the young people we serve, their learning experience and their personal development. We are looking to expand our team of talented professionals who excel in their field to help us on the next phase of our exciting journey.

We look forward to hearing from you.



Job Details

JOB TITLE	ART TECHNICIAN	
OPPORTUNITY	We are seeking an organised and proactive Art Technician to maintain specialist equipment and resources (including cameras and darkroom facilities), managing stock and budgets, supporting displays, events and examinations, and ensuring learning spaces are safe, well organised and inspiring. The post holder will work closely with teaching staff to prepare resources, assist with clubs and departmental activities, and contribute to exhibitions and whole-school events.	
REPORTING TO	Learning Team Leader for Art	
LOCATION	Based at Coundon Court School with a requirement to travel to work at or for schools in the Trust.	
SALARY / HOURS	Grade 3	£25,430 - £26,661 per annum (Full Time Equivalent) £22,633 - £23,729 per annum (Pro-Rata)
	37 hours per week	40 Weeks
	Monday – Thursday: Friday:	8.00 am – 4.00 pm 8.00 am – 3.30 pm
BENEFITS ENHANCING WORKING LIVES	<ul style="list-style-type: none"> - Competitive rates of pay - Professional development opportunities - Career pathways across the Trust - Teacher / Local Authority Pension Scheme - Online retail discount - Employee Assistance Programme - Family Friendly policies to support family & carer commitments - Flexible Working Arrangements <p>www.thefuturetrust.org.uk/why-work-for-the-futures-trust</p>	



Job Description

Job Purpose:

To encourage learning which allows students to achieve high standards; to share and support the corporate responsibility for the well-being, education, and discipline of all students.

Key Responsibilities will include:

- General maintenance of all Art and Photography equipment – ensure glue filled up, all paint colours on display, brushes clean, paper cut to size, sink tidy, dark room set up and camera cupboard is organised and locked etc.
- Maintain stock level of equipment. Re-order stock in good time. Pre-empt any equipment requirements relating to new schemes of work.
- Keep department accounts up to date. Check off all deliveries against orders. Record a running total, bank any contra earnings with the Finance department using the appropriate forms. Maintain up to date pupil purchase record of shop materials.
- Display – ensure all departmental display boards in all rooms and corridor are well maintained and displays are rotated regularly. Backing paper/borders/plastic display coverings.
- Organise any school events that involve the Art and Photography department and liaising with other departments: Christmas concerts displays/drama productions/arts week/ art exhibitions etc. This may involve a variety of tasks including sending invites/refreshments/scenery painting/displaying work etc.
- General organisation for examinations. Create examination papers for internal exams. For external exams – organise signage, display room changes, label desks, organise equipment etc.
- Assist with Art and Photography club i.e. be present but club is run by HOD/teaching staff and this will depend on when your technician hours are done.



Key Responsibilities Continued:

- Photocopying/resource gathering/laminating.
- Tidy Art and Photography rooms, emptying drying racks, clean sink area, clear computer areas and recycle paper.
- Maintain all files in filing cabinet. File any new resources/schemes of work/paperwork etc. Similarly keep Schemes of Work files up to date with recent examples of work. Check and maintain resources on staffed mapped drive.
- Liaise with maintenance staff about any repair work needed.
- Ensure sufficient supply of newspapers/paper towels/ soap/sponges etc. within the department.
- Maintain and check camera equipment – ensuring all batteries are charged.
- Maintain the running of the darkroom, ensuring all chemicals are mixed when needed and ensure all booths are fit for purpose.
- A knowledge and understanding of the darkroom process is desirable but not essential.

Other Duties:

- To participate in in-service training as deemed appropriate for professional development.
- To support school functions as directed by the head of Art and Photography.
- To participate in appropriate meetings with colleagues, parents etc. relative to the above responsibilities and duties.
- To participate in Performance Management and appraisal and review arrangements.
- Carrying out any other duties which may reasonably be assigned by the Head of Art and Photography.

All duties and responsibilities must be carried out with due regard to the school's Health and Safety Policy.



v Person Specification

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EDUCATION AND QUALIFICATIONS	<ul style="list-style-type: none"> GCSE grade C or above in English and Maths or equivalent Qualification in a visual art (or experience that demonstrates equivalent abilities) Proficient knowledge of Microsoft Word and Excel Excellent knowledge and understanding of art education Understanding of safeguarding 		Application Form Certificates
SKILLS AND ABILITIES	<ul style="list-style-type: none"> Excellent interpersonal skills; ability to relate well to people on all levels and work well within a team Excellent written and spoken English; the ability to articulate + communicate clearly in a professional manner Ability to effectively plan, resource, and organise projects / tasks, using IT resources where appropriate Excellent problem solving skills and ability to prioritise and use initiative in challenging situations Excellent research skills Being an excellent and enthusiastic role model who wants to inspire and pass on visual skills and expertise to young people Willing to be flexible and pragmatic when things change – ‘can do’ attitude Commitment to a safety culture 		Application Form Interview Test

AREAS	ESSENTIAL CRITERIA	DESIRABLE CRITERIA	MEASURED BY
EXPERIENCE	<ul style="list-style-type: none"> • Experience supporting art workshops or teaching in an academic environment • Experience demonstrating a basic knowledge of technical art requirements in schools 	<ul style="list-style-type: none"> • Experience of working with groups of secondary school aged children 	Application Form Interview
OTHER REQUIREMENTS	<ul style="list-style-type: none"> • A professional role model who is committed to their own professional development and to developing others • Committed to and able to promote the aims of the school and the values of the Trust: Learners First, It's about Learning, No Barriers. • Values diversity and the unique contribution that every individual makes to the learning community • Demonstrates professionalism, loyalty and integrity • Able to work flexibly, and to attend meetings and INSET days as required 		Application Form Interview



How to apply

Closing date:
22nd May 2026

Interviews:
To Be Confirmed

If you wish to find out more about this role and a career within The Futures Trust please contact the Recruitment Team:

Tel: 02477 102134

To apply for this post, please complete the online application form found at:

www.thefuturetrust.org.uk/work-with-us/current-vacancies

On application please read the following policies found at:

www.thefuturetrust.org.uk/work-with-us/recruitment-pack

- Coundon Court School Safeguarding & Child Protection Policy
- Safer Recruitment Policy
- Suitability Policy
- GDPR Privacy Notice for Applicants



The Futures Trust are committed to safeguarding and promoting the welfare of children and young people and require all staff and volunteers to share this commitment.

The successful candidates for all positions will be subject to an enhanced DBS check and Social Media check.