



**Philips**  
High School

Success Together Aspire Respect



# Art Technician Candidate Pack



Part of the

**Oak**



Learning Partnership

# Art Technician

## Welcome from the Headteacher

Dear Candidate,

**It gives me great pleasure to welcome you to Philips High School. I am extremely proud to be a member of the Philips High School community and work with so many talented young individuals. My vision is that our children receive the highest quality of education in a supportive, respectful and ambitious school environment.**

Philips High School was originally founded as a Grammar school in 1688 and to this day has retained some of the nostalgia, charm and high academic standards of the old school. When you first visit Philips High School, you immediately sense the warm welcoming atmosphere from our pupils and staff. This wonderful, vibrant community is a great place to learn and achieve. It is hard to find a school that educates the whole person both academically and pastorally.

The former Grammar school building and first-class facilities provide a stimulating environment that is both distinctive and inspirational. Our curriculum is both broad and ambitious, rooted in unrivalled holistic excellence. We place equal importance on performing arts, the creative subjects, technology, academia and sport through a vast range of experiences both inside and outside of the classroom. This fosters happy, confident and well-rounded young people.

Over the last few years, Philips High School has become a high achieving and successful learning community. The staff go above and beyond, ensuring that our collaborative, respectful and aspirational values permeate all aspects of our school. This enables our pupils to make consistently strong progress across the curriculum and develop themselves as individuals ready for the future.

We are a caring community; providing high challenge as well as significant support for our pupils. Everyone is welcome at Philips and our core values of Success, Together, Aspire, Respect (STAR) are embedded into the heart of our school.

I am committed to working in partnership with parents and know that by working together we will ensure that every child enjoys school, is happy, safe and have the opportunity to thrive and achieve their best.

It is the quality of the relationships and the personalised approach that makes Philips High School successful. Our students are at the heart of everything we do; they enjoy school, are fulfilled, aspirational and form lifelong friendships.



# Art Technician

## Welcome from the Headteacher

Philips High School is seeking a dedicated and creative Art Technician to support our vibrant Art Department. The successful candidate will play a key role in preparing resources for practical lessons, creating inspirational displays of pupils' work, and maintaining a safe, organised, and engaging learning environment. This is a fantastic opportunity for an enthusiastic individual with a passion for the arts and a keen eye for detail to make a real impact in our school.

If you are a strong team player who can think creatively and continually reflect on how to improve outcomes for young people, we would love to hear from you. In return, we offer you clear career pathways, excellent opportunities for professional development both in the school and the wider Trust and commitment to promoting your wellbeing at work. We fully recognise that our staff are our greatest asset, and we work hard to support them.

We are delighted to be part of a family of schools within the Oak Learning Partnership. Oak Learning Partnership is passionate about inclusion and improving the life chances of all children within the Trust. As a school in the Trust, we pride ourselves on being a welcoming school with a strong emphasis on pastoral care, alongside a rigorous academic education tailored to the needs of the individual.

If you would like to know more, we would be delighted to welcome you to our school. Visits prior to application are both welcomed and encouraged. Please contact the school on **0161 351 2200** or by e-mailing **info@philipshigh.co.uk** to arrange an appointment.

We look forward to receiving your application. Please visit our school website for further information [www.philipshigh.co.uk](http://www.philipshigh.co.uk)

**We ask that you do not send CV's, please complete and send your application form and a personal statement to hr@oaklp.co.uk**

Mr C Hibbert  
**Headteacher at Philips High School**







**"Philips High School is a diverse and welcoming community. Pupils enjoy coming to school. They feel happy and safe, and they get along well with each other and staff. Pupils are accepting and empathetic of each other's views and differences."**

Philips High School, Ofsted Report  
2022



**Inclusion** is at the  
**heart** of our trust

## Introduction to Our Trust

**Dear Candidate,**

Thank you for your interest in this post at Philips High School, part of Oak Learning Partnership.

Our trust is cross phase and consists of primary, special, and secondary schools. We have a vision to transform lives through a highly inclusive approach. 'Inclusion is at the heart of our trust'. Which means we are compassionately rigorous and support all of pupils to reach their full potential, we have unconditional positive regard, leave no one behind and everyone is welcome.

Our schools work closely with one another; they collaborate with purpose, support each other and share collective systems across both educational and business provisions. But it's also important to us that each school has their own identity and individuality. We make sure we focus on impact and ensure clarity and consistency from our leaders, always making sure common sense is at the heart of our decision making.

Our people matter; we understand that we can only achieve our vision by recruiting the right people and providing them with the support, training and time they need in order to allow them to flourish and be the best they can be. Whatever role an individual undertakes within our organisation, they are contributing to our collective aim of transforming lives. We invest heavily in our people ensuring they feel valued, and their well-being is always considered. We understand that if staff feel valued and if the impact they are having is recognised, they can perform at their best.

We are laying strong foundations for growing the Trust and have a clear vision, this role is a key part of our growth strategy and could be an excellent opportunity for the right candidate ready for their next step. We are a values driven organisation, are highly ambitious, passionate about doing things with integrity and have a healthy sense of humour.

If you want to make a difference to young people and join a trust at an exciting part of its journey, we would love to hear from you.

For further information about the trust please visit our website:  
[www.oaklp.co.uk](http://www.oaklp.co.uk)

*James F-Smith*

**James Franklin-Smith**  
**CEO of Oak Learning Partnership**

**Oak**   
Learning Partnership

[oaklp.co.uk](http://oaklp.co.uk)





**“The pupil leadership group are passionate about making a difference in school and the wider community. Leaders have high expectations for how well pupils should behave. Pupils are respectful and courteous and behave well in lessons and around the school.”**

Philips High School, Ofsted  
Report 2022

# Art Technician

**Salary:** Grade 3, SCP 2 (£23,151) actual pro rata salary £8,099 per annum.

**Hours:** 15 hours per week, term time only plus 5 additional days.

## Job Description

**Normal place of work:** Phillips High School, although you may be asked to contribute towards trust wide projects.

**Normal working hours:** 15 hours per week, term time only plus 5 additional days to be worked during school holidays in line with job requirements.

(Working schedule to be agreed with the Head of Department and Headteacher).

**Responsible to:** School Business Manager.

### PURPOSE OF THE POST

- To assist and support the Art Department in all aspects of display work.
- To create inspirational displays of pupils work as required.
- To prepare resources for practical lessons as required.
- To support teaching staff and pupils as required.
- To organise stock and materials, and maintain safe, clean and tidy work areas.
- To be part of the staff duty team.
- You will also support the day to day running of the school and step into other areas of the school should it be required.

### MAIN DUTIES AND RESPONSIBILITIES

- Mounting general displays of Art and Design work in the department and throughout the school including labelling and explanatory presentations.
- Mounting final GCSE Art and design assessment exhibitions including labelling to comply with Eduqas requirements.
- Preparation and maintenance of specialist art resources including:
  - Preparation and care of paints including tempera, watercolour gouache and acrylics.
  - Preparation card for specific 3D construction projects.
  - Preparation of materials and inks for collagraphic and lino-cut printmaking processes.
  - Preparation of dyes, equipment and fabrics for batik and textile design.
  - Storage and preparation of wire for projects.
  - Storage of camera and preparation of resources for photoshoots.
  - Knowledge of ceramics, glazes and kiln operation
- Collection and organisation of visual resources.
- To assist in the preparation of materials, equipment, resources, experiments and teaching aids for classroom use as directed.

- To tidy up and clean classroom or other relevant working areas, materials and equipment to ensure a safe working environment at all times.
- To monitor and achieve the efficient organisation of the work and storage areas in the classroom and to ensure the cleanliness, safety and security of these areas at all times.
- To report any concerns to the Head of Department.
- To check delivery of resources and equipment, ensuring all resources are checked and stored safely and securely.
- To organise and store the relevant materials, equipment and resources.
- To undertake stock checks of materials and equipment, keep an accurate inventory and report stock levels to the Head of Department.

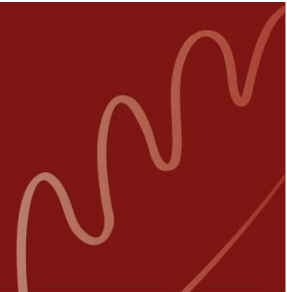
## GENERAL DUTIES

- Assisting with hospitality for visitors/events when required.
- To support with general school administration/office duties when required.
- To invigilate examinations if required.
- To be aware of and comply with all School Protocols, Policies and procedures including Child Protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person.
- Appreciate and support the role of other staff and professionals.
- Contribute to the school ethos, aims and the development/improvement plan.
- Participate in training and other learning activities as required.
- To undertake duties as part of the school's duty system (including break and lunch).
- Any other duties appropriate to the post as determined by the Headteacher.
- There is an option to wear a subsidised uniform.

Please note the job holder will be expected to undertake any other duties which are not specifically listed but are within the remit, responsibility and accountability of the job.



# Art Technician Person Specification



<b>CRITERIA</b>	<b>Experience, Qualifications and Training:</b> On their application form, candidates will demonstrate that they have the following training, qualifications and school experience:	
<b>ESSENTIAL</b>		
<ul style="list-style-type: none"> <li>• Expertise in art and design display.</li> </ul>		
<b>CRITERIA</b>	<b>Ability, Skills and Knowledge:</b> In their statement of suitability and during the selection process, candidates will demonstrate that they have the following ability, skills and knowledge:	
<b>ESSENTIAL</b>		
<ul style="list-style-type: none"> <li>• Knowledge of art and design techniques including:               <ul style="list-style-type: none"> <li>○ Lino-cut reduction printing</li> <li>○ Collagraphs</li> <li>○ Ceramic processes</li> <li>○ Batik wax resist textile design</li> <li>○ Acrylics, gouache, pen and wash</li> </ul> </li> <li>• Basic ICT skills.</li> <li>• To be able to organise work effectively and display high levels of initiative.</li> <li>• To be highly organised and self-motivated.</li> <li>• To enjoy working with children and young people.</li> </ul>	<ul style="list-style-type: none"> <li>• Knowledge of the history of art.</li> <li>• Knowledge of or interest in digital photography and apps or software e.g. PhotoShop.</li> </ul>	



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