



Art Technician

Recruitment Pack

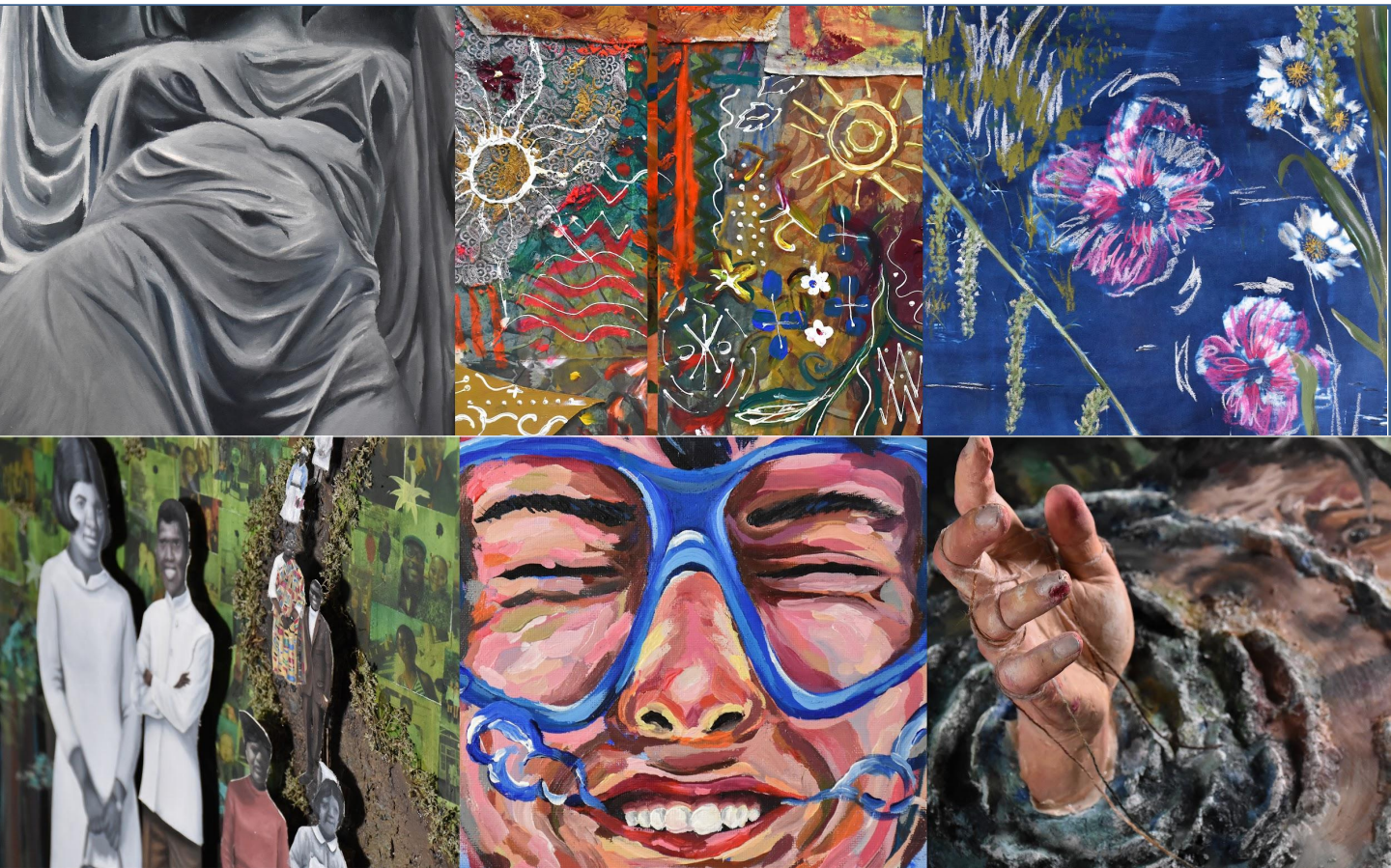
Actual salary: ME5 - £25,599
(FTE: £29,436)

35 hours for 39 weeks (Term Time)

Start Date: 2nd September 2026

Application Deadline: Monday 6th July 2026 at 9am

We reserve the right to interview as applications are received



Welcome

Thank you for your interest in joining Ricards Lodge High School. We're an outstanding school (Ofsted 2017, reconfirmed September 2023), providing an "exceptional education" for all pupils.

We're a successful, vibrant school for girls aged 11-18, with a strong reputation in performing and visual arts. Our co-educational Sixth Form, RR6, operates from a standalone block, offering academic and applied courses.

We're committed to investing in education. Our new state-of-the-art STEM building features three bespoke science laboratories and a dedicated CAD suite with industry-standard technology.

Our staff deliver high-quality education focused on academic excellence and personal development. We prioritise staff wellbeing and development, supporting teachers to thrive and inspire.

We value staff consultation and voice through timetabled working parties and regular feedback.

We're proud of our diverse community and the harmony we share. Our curriculum and extra-curricular activities prepare students for a changing global society.

Our mission – 'educating successful women of the future'
– guides everything we do.

Our School Values

We Aspire

We are Resilient

We have Compassion

We champion Equality

We work Together



About You

We are seeking an organised, practical, and proactive **Art and Design Art Technician**. You will have experience in maintaining dynamic studio spaces and be excited to harness creative materials and resources to aid teaching and learning across the department.

You are ready to step into a vital support role with a focus on studio organisation, stock control, and high-quality exhibition display.

As a key member of the Art and Design team, you will work closely with teaching staff on departmental resources, championing the visual arts and maintaining vibrant display spaces that support our vision for the school and showcase our students' creativity.

EDUCATING SUCCESSFUL WOMEN OF THE FUTURE

1

WE ENJOY LEARNING
AND INTELLECTUAL
CHALLENGE



2

WE EMPOWER
STUDENTS AND VALUE
RELATIONSHIPS



3

WE GROW STAFF
TALENT AND HAVE A
SHARED SENSE OF
PURPOSE



4

OUR ESTATE PLAN IS
AMBITIOUS AND WE
PLAN AND RESOURCE
SUSTAINABLY



5

WE INCLUDE PARENTS
AND COMMUNITY AND
OUR SCHOOL IS A HUB
OF ACTIVITY





Art Department

The Art and Design department at Ricards Lodge is a positive and successful department. In 2025, results in GCSE and A Level were excellent for Art and Design.

The department consists of three art teachers. There are three specialist art studios, all of which are equipped with interactive whiteboards.

The department is well-resourced with a wide range of materials and media resources, including high-quality acrylic paints, printing materials, and sculpting materials such as clay. In addition to traditional media, units incorporate digital art with platforms such as Canvas and Adobe Photoshop. There is a strong culture of working together to plan and adapt schemes of work, develop new ideas for teaching and learning, and share good practice. Staff enjoy the curriculum choice and we support a highly collaborative environment.

Art is taught in mixed-ability groups for Key Stage 3, and then it is an options subject at Key Stage 4 and 5.

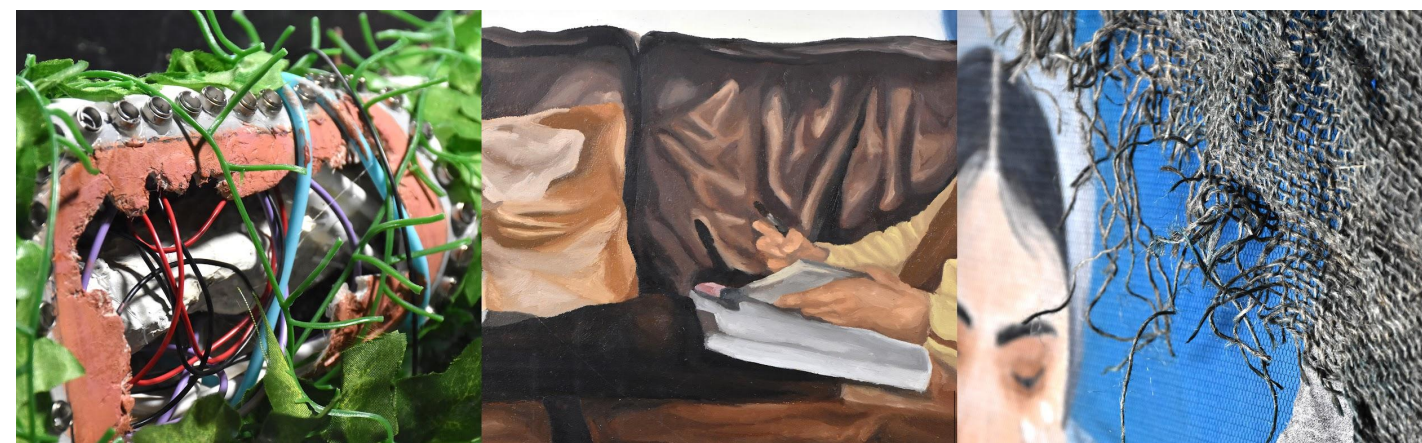
As a school, we use Google Classroom for homework, project material and blended learning. Parents can access information about homework and projects, allowing for strong community links.

The department offers exciting extracurricular activities and enrichment, providing students with opportunities to enter local and national competitions and celebrating their participation and creative achievements across the school.

We have a vibrant and thriving department that is meeting the demands of an ever-changing curriculum with enthusiasm. The successful candidate will be enthusiastic, imaginative, and creative, with excellent practical skills and a willingness and flexibility to develop new skills and knowledge. We want you to feel part of Ricards and to be an integral member of the department. You will be working with committed professionals and will join a friendly and supportive team.

Our aim is for Ricards to become a destination for creativity and innovation; we are committed to ensuring our young women are given opportunities for enrichment, high-profile exhibition, and exposure to arts-related careers.

Note: As this is a technician role, the standard professional expectations for support staff regarding studio safety, preparation, and maintenance will apply.



Job Description

Salary Scale: Merton Scale ME5 - £29,436 (FTE), £25,599 (pro-rata)

Job Purpose: To support the delivery of Art within the curriculum.

Responsible to: Head of Art

Grade: ME5; Full time (term-time), 35 hours per week, 39 weeks per year

This is a comprehensive list of duties that are required throughout the year. Specific tasks will be allocated and negotiated on a weekly basis.

Job Purpose for Subject Technicians

- To provide technical support for the Art Department in order to enable all teaching staff to provide excellent educational experiences for our students.

Core Responsibilities for this role:

- Providing expertise in the setting up of equipment required by your subjects
- Administration for the Head/s of department in your area
- Supervising students to take part in activities in your subject area
- Supervising students for duties during the school day
- Ensuring the Health and Safety requirements are met for the subjects under your responsibility
- Ensuring effective and efficient management, record keeping, repairs and maintenance of resources
- Organisation and effective housekeeping of all resources so that the department is tidy and well ordered all year round and routines are in place to support this
- Supporting in the use of subject specific IT equipment
- Supporting teachers and teaching and learning as required by the Heads of Department.
- To, within the appraisal structure of the school, engage in training activities and respond to actions suggested to improve performance.
- To follow all school policies and practices, for example in relation to child protection, behaviour for learning, health and safety and any others relating to your role in school.
- Provide flexible support across various school departments as needed.

Specific Art Technician responsibilities:

Art and Design Studios

- Maintenance and provision of stock including the provision of a range of papers and paints, sculpting materials including clay.
- Assist the staff within the department
- Responsible for the maintenance of teaching aids and resources.



Job Description

Specific Art Technician responsibilities continued:

- Monitoring of stock cupboards.
- Ordering media and materials
- Maintenance of materials and equipment.
- General organisation and upkeep of the studios.
- Assist in the production of events in the Arts.
- Good understanding of all Schemes of work

Display

- Trimming and mounting of work for display.
- Assist and maintain display areas within the Arts and the rest of the school.
- Work on all aspects of the summer exhibition

Printmaking

- General duties pertaining to printmaking on fabric and paper.
- Maintenance of stock and equipment.
- General organisation and storage.
- General organisation and upkeep of studios

To carry out other duties commensurate with the post, as required by the Head of Art or Headteacher.

Person Specification

The following list shows the essential and desirable characteristics we are looking for when considering your application and at interview.

Characteristic	Essential	Desirable	Assessment Method
Qualifications, Knowledge & Training			
Have experience and/or qualifications in an Art based environment.	●		Application
Have some experience with Photoshop and other design based software.	●		Application
Level 2 qualifications in English and Mathematics.	●		Application Interview
Experience at working in a school.		●	Application Interview
Specific qualifications in Art.		●	Application Interview
First Aid qualification (or willingness to undertake training).		●	Application Interview
Personal Qualities			
Be honest and trustworthy	●		Application Interview
Be hard working, reliable and conscientious and have the ability to get things done.	●		Application Interview
Be able to work under pressure, to prioritise tasks and manage time effectively to meet deadlines.	●		Application Interview
Be a strong team player.	●		Application Interview
Be able to work independently and make decisions, when necessary.	●		Application Interview
Be willing and flexible to substitute for other technicians when necessary.	●		Application Interview

Person Specification

The following list shows the essential and desirable characteristics we are looking for when considering your application and at interview.

Characteristic	Essential	Desirable	Assessment Method
Personal Qualities			
Be able to develop and maintain good relationships with students and staff, and to work proactively as a team member.	●		Application Interview
Have an enthusiastic approach and a “can-do” attitude.	●		Application Interview
To uphold and support all school policies.	●		Application Interview
Have a commitment to own personal and continuing professional development.	●		Application Interview

Working at Ricards

Ricards Lodge offers all new staff;

- Strong programme of in-service training for all staff including all leaders through the Apprenticeship Levy and the NPQ suite of courses.
- All Early Career Teachers will be provided with continued professional development as outlined in our Early Career Framework policy. Ricards Lodge provides training for mentors and ECT with our partners: Wandle Teaching Alliance and UCL's Faculty of Education and Society.
- A graduate teaching assistant programme leading to teacher training with Teach Wimbledon

The staff are very supportive towards each other with a great camaraderie existing throughout the school with a number of social events that are open to all and well attended.

When you come and work at Ricards Lodge High School and RR6 you will be able to benefit from a structured and comprehensive professional development programme. As a valued member of staff we want to ensure that you have access to all the benefits available to you.

As a Merton Employee

Benefits include the following:

- Well being weeks and social events
- A laptop for all teaching staff
- Work areas for staff
- Access to Merton's Employee Assistance Programme including new wellbeing app with instant access to free support for up to six weeks
- Collaborative approach to teaching and learning
- Merton Employee VDU users – possible to claim a fee towards glasses/eye test
- Annual season ticket travel loans are available.
- Parking on site

Google for Education

All successful candidates will be able to complete Google Fundamentals prior to starting work. All staff work towards completing the Google level 1 qualification.

Childcare

The London Borough of Merton's Children's Information Service offers a comprehensive service to help meet your childcare needs. The service can be contacted on 020 8545 3800, or send an email to cis@merton.gov.uk. They can provide information on childminders, playgroups, nurseries and out of school schemes.

If you need any support with accessing the Tax-Free Childcare Scheme administered via HMRC, we can assist.



Working in Wimbledon

Wimbledon is situated in the London Borough of Merton which was formed in 1965 when the areas of Mitcham, Merton, Morden and Wimbledon were joined together to create this attractive green borough nestling on the border of central London and leafy Surrey. Historically, evidence of Celtic settlers has been found in the borough. Caesar's camp, a fortified village on Wimbledon common was in fact occupied 500 years before Julius Caesar was born. Today, after the creation of the new borough provided the impetus for more growth, five town centres have emerged – Colliers Wood, Mitcham, Morden, Raynes Park and Wimbledon. They are all primarily residential areas each with their own commercial and shopping centres.

Wimbledon is exceptionally well served by road, bus and rail links. The main road artery is the A219 which runs off the A3. The road network offers fast access to the M23, and M25 and thus to Channel Tunnel links, major airports and the south coast. The main railway station is Wimbledon which is also a terminus for the District Line of the London Underground network. Frequent trains run to Waterloo Station, (journey time 15 minutes) which is very near to central London. The Tramlink service connects Wimbledon, Merton and Croydon, and there is an extensive bus network. Close by are many attractions such as Hampton Court Palace, Epsom Downs and Racecourse and Box Hill.

Sports lovers are well served in the borough. There are 31 football pitches, 42 tennis courts, 8 bowling greens, 2 crazy golf, 1 croquet lawn, 15 cricket pitches (including one of the world's oldest cricket greens at Mitcham), 7 rugby pitches and 3 trim trails.

There are 13 multisport areas and also a watersport centre, which has a Royal Yachting Association centre and a British Canoe Union approved centre. There is a local community football programme, which is a partnership between the council, AFC Wimbledon and Tooting and Mitcham FC, as well as a Little League. Wimbledon Leisure Centre, one of three within the borough, has a fitness centre, dance studio as well as a 30m main pool and teaching pool.

Venues in Merton present entertainment across the board. The New Wimbledon Theatre is one of south west London's biggest and most prestigious, frequently hosting performances straight from the West End. The famous Polka Children's Theatre is also in the borough together with the All England Tennis Club. Cannizaro Park has a Grade II listed landscape: the Italian garden is used for art events and there is an outdoor theatre season. The Cannizaro Park Festival is one of London's major summer events and has performances of jazz, pop, tribute bands, comedy and many more.



Merton has abundant green spaces and 13 local nature reserves. Wimbledon Common, together with Putney Heath and Common, is a 1140 acre site, 900 acres of which are a Site of Special Scientific Interest (SSSI). It has woodland, heathland and nine ponds and provides great opportunities for relaxed walks. For the green fingered there are also allotments that can be hired.

Merton Abbey Mills is a famous weekend market with 15 independent shops and over 100 market stalls. There is a riverside pub, children's theatre and working watermill so it makes the perfect place for a family day out. There is also a craft village, antique and collectors market and a toy collector's fair. Deen City Farm, an urban community farm, is another ideal place for family outings. The council also organise a wide range of summer and Easter activities for 3-16 year olds. Wimbledon and the surrounding area is dotted with numerous pubs, bars and restaurants catering for all tastes and purses.

Wimbledon is more than just its famous tennis and green commons. We are a truly global community. Our staff and students enjoy proximity to unique cultural landmarks like the Wat Buddhapadipa Thai Temple and vibrant annual celebrations such as the Magic of Thailand and Taste of the Caribbean festivals in Wimbledon Park. Whether you are exploring the diverse culinary scene on The Broadway or engaging with local community networks at the South Wimbledon Community Centre, you'll find a borough that celebrates its global majority heritage and offers a welcoming home for all.

For further information on what the London Borough of Merton can offer, visit www.merton.gov.uk



To discuss this role in more detail or arrange a tour of the school please contact

HR@ricardslodge.org for further information.



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Headteacher: Mrs K Page

Educating Successful Women of the Future