



# **Expressive Arts Technician**

## **Recruitment Pack** **Hawkley Hall High School**



### **HAWKLEY HALL HIGH SCHOOL**

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*To provide, in partnership, high quality education within a caring environment enabling all individuals to achieve their full potential effectively.*



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## Welcome



Dear Applicant,

Thank you for your interest in the Expressive Arts Technician position at Hawley Hall High School.

We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic to join our team as soon as possible.

Hawley Hall is a school with a very positive outlook and a “can-do” approach amongst staff and students. A strong learning culture is evident because there is an acknowledgement that we are all learners, and we can all improve.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what Hawley Hall High School and The Rowan Learning Trust are about.

If your values and ambitions mirror ours and you believe you can deliver that vision, then we would be delighted to receive an application from you.

Visits to our school are welcome and can be arranged by contacting my PA, Charlotte Harrison on 01942 204640 or email [c.harrison@hhhs.net](mailto:c.harrison@hhhs.net)

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

**Mr P McKendrick**  
**Headteacher**  
**Hawley Hall High School**



# Hawkey Hall High School



## Context

Hawkey Hall is a high performing, heavily oversubscribed, mixed comprehensive school of around 1170 students. The school was graded as good in all areas by Ofsted in November 2024.

We see successful education as a partnership between parents, students, and ourselves. Links with parents are of paramount importance, with regular and frequent contact via parents' evenings, reports, newsletters, and the school planner contributing to a continuing dialogue about the curriculum we provide for our children.

## Facilities

The school is situated in the southwest of Wigan, close to the M6 motorway, in an area of substantial private development. A wild fowl nature reserve borders the school grounds providing an open attractive outlook to the site. We provide bespoke facilities for students across all subjects. We strategically invest in our ICT and site.

## Commitment to CPD

Staff development is also at the heart of our school. All staff engage in regular professional learning in faculty and beyond. Staff in leadership roles are supported internally and are encouraged to engage in additional training through the national programme of NPQs. Indeed, a number of our colleagues who have been Lead Practitioners have gone on to further senior roles in the school.

# The Rowan Learning Trust



The Rowan Learning Trust (RLT) was established as a Multi-Academy Trust in 2012 to maximise potential of all children, students and adults in our schools.

We are an education charity. Our schools are working in collaboration, as one entity, to improve and maintain high educational standards across the group. We have a single legal and moral purpose: to advance education for the public benefit.

Currently the RLT family comprises twelve schools: three high schools, an all-through alternative provision academy and eight primary schools. Together we share a set of common values:

- Respect
- Kindness
- Integrity

Our strategic aim is to provide a world class education by:

- Attracting, developing and retaining people
- Embodying the values of the Trust
- Expanding our reach
- Optimising resources

The Trust in Numbers:

- 4250+ students
- 12 schools
- 14 sites
- 800+ employees
- 5 local authorities
- £41,000,000 annual budget
- 80+ governors



# Job Description

## EXPRESSIVE ARTS TECHNICIAN

Reports to:	Head of Faculty
Location:	Hawkley Hall High School, Carr Lane, Wigan, WN3 5NY
Salary:	Grade 3 (SCP 3-5)
Hours:	30 hours per week, term time plus one week

### Overall purpose of post

Under the instruction/guidance of senior management staff, carry out the professional duties in line with the job profile and in particular to:

- Provide general support in a specific curriculum area, including preparation and maintenance of resources and support to staff and students.
- Support the aims and objectives of the school.

### Support for the Teacher

- Provide assistance for the teachers, students and other staff on the basic use and setting up of equipment and/or software.
- Assist with setting up audio/visual/ICT equipment ensuring systems are in proper working order and ready for lesson use.
- Create and maintain a purposeful, orderly and productive working environment.
- Timely and accurate preparation and use of specialist equipment, resources and materials as required for demonstration and practical work lessons.
- To assist with maintenance and repairs reporting faults/breakages to the line manager.
- To arrange the healthy, safe and accessible storage of equipment and materials.
- Provide clerical/admin support as required, for example basic typing, photocopying, printing, display, maintaining department data bases for stock and student assessment results.
- Assist in and adhere to the observance of a healthy and safe working environment.
- To ensure the team is resourced, organised and developed to meet the performance standards required by the Head of Faculty.
- To ensure the safe disposal of obsolete equipment, used consumables and waste materials in line with recognised procedures and legal requirements.
- Provide management information as requested.

### Support for Students and the Curriculum

- Under the direction of the line manager, prepare orders for the purchase of relevant consumables. Undertake stock checks, update appropriate records and report any discrepancies.
- To assist, support and ensure the health and safety of students at all times.
- To assist students with practical work when required.
- Organise resources for staff and students in preparation for practical lessons.
- Keep the practical rooms clean and tidy by clearing away equipment and cleaning surfaces.
- To provide cover supervision for teaching staff when required.

### Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality.
- Be aware of and support difference to ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school and faculty.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as may be reasonably directed.
- Participate in training and other learning activities and performance management
- To be a designated First Aider.
- The successful candidate must hold a full UK driving license.



# Person Specification

The successful applicant will possess:

## Essential

- An empathy with children.
- GCSE Mathematics and English Language Grade C or equivalent.
- Level 2 qualifications in arts related subjects or evidence of the equivalent QCF credit value.
- Knowledge of Health and Safety requirements.
- Working knowledge of IT packages Microsoft Excel and Word.
- Good communication skills that meet our expectations, orally and written.
- Ability to work under pressure and accurately to deadlines as well as to internally and externally set performance indicators.
- A professional approach that meets our expectations.
- Excellent organisational skills with a methodical approach to tasks and a keen eye for detail.
- The ability to work as a member of a team and to work independently without direct supervision.
- The ability to prioritise and successfully complete a range of tasks to targets and deadlines.
- Enthusiasm for the work and commitment to complete demanding tasks.
- Flexibility in the day to day working pattern.
- Ability to develop and implement new procedures.
- Willingness and ability to undertake further qualifications and training as required.
- An excellent record of attendance and punctuality.
- A sense of humour and a pleasant demeanour.
- Stamina.

## Desirable

- Previous experience of working in an educational establishment.
- Experience working in the arts industry.
- Basic Health & Safety certificate
- First Aid trained (or willing to undertake the relevant training)

# How to Apply

Please submit the enclosed application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

Applications should be returned electronically to [jobs@hhhs.net](mailto:jobs@hhhs.net)

Alternatively, send a hard copy to:

**Mr P McKendrick**  
**Headteacher**  
**Hawkley Hall High School**  
**Carr Lane**  
**Wigan**  
**WN3 5NY**

**Closing Date:** 9am, Tuesday 17<sup>th</sup> June 2025

**Interview Date:** TBC







The Trust will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.



The Rowan Learning Trust

Registered Office: Carr Lane, Wigan, WN3 5NY

Company Number 8010464



Maximising Potential | [www.rowanlearningtrust.com](http://www.rowanlearningtrust.com)



# HAWKLEY HALL HIGH SCHOOL

## JOB APPLICATION FORM FOR SUPPORT STAFF IN SCHOOLS

*The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.*

CARR LANE, WIGAN, WN3 5NY

**TELEPHONE:** 01942 204640

**FACSIMILE:** 01942 403570

**EMAIL:** [jobs@hhhs.net](mailto:jobs@hhhs.net)

### 1. POST APPLIED FOR

Post Applied For:			
Establishment:	Hawley Hall High School		
As advertised in:		On date:	

### 2. PERSONAL DETAILS

SURNAME:		FORENAME:	
TITLE: (Optional)		Date of Birth: (Optional)	
Address:			
POSTCODE:		Email:	
Telephone No:		Mobile No:	

### 3. CURRENT POST



<b>CURRENT EMPLOYER AND JOB TITLE:</b>	
<b>DATE OF APPOINTMENT:</b>	<b>SALARY:</b>
<b>NOTICE PERIOD:</b>	
<b>MAIN DUTIES AND RESPONSIBILITIES</b>	
<b>Reason for this application</b>	

#### 4. PREVIOUS WORK EXPERIENCE

Name of Employer	Dates of employment		Post(s) held	Reasons for leaving
	From	To		

#### 5. OTHER RELEVANT WORK EXPERIENCE





Post	Dates		Employer	Grade/Salary	Reason for Leaving
	From	To			

## 6. GENERAL EDUCATION

School	Dates		Qualifications – Grades, awarding bodies and dates
	From	To	



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## 7. FURTHER AND HIGHER EDUCATION

Name of College/ University	From	To	Qualifications – Grades, awarding bodies & dates

## 8. ANY OTHER RELEVANT QUALIFICATIONS

Please give details of any other relevant qualifications you have for this post.



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## 9. ADDITIONAL INFORMATION

Are you related to, or a close friend of, any member of the Trust or of the Governing Body of the school? <i>(If yes, please state relationship)</i>	Yes / No
Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension?  <i>(If yes, please give details)</i>	Yes / No
Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability?  <i>(If yes, please give details)</i>	Yes / No
Do you hold a current and valid driving licence?  <i>(if yes, please state the category)</i>	Yes / No
The Rowan Learning Trust is committed to providing equal opportunities and supporting all applicants. If you require any reasonable adjustments to allow you to participate in the application process please let us know.  Do you require any reasonable adjustments?	Yes / No

## 10. CRIMINAL CONVICTIONS OR CAUTIONS

<p>You should note that the disclosure of any offence will not necessarily prevent the Rowan Learning Trust from employing you, but we reserve the right to consider its significance in relation to working with children.</p> <p>Work at the school is exempt under the Rehabilitation of Offender Act 1974. Any offer of appointment will be dependent upon the successful completion of the Disclosure and Barring Service (DBS) check at the Enhanced level.</p> <p>Where serious concerns as to an individual's suitability to work with children are expressed, the facts will be reported to the relevant authorities.</p>	
<p>Do you have any unspent criminal convictions, cautions or bind-overs?</p> <p>If yes, please forward details (date, offence and sentence) with a covering letter, in a sealed envelope marked "Addressee Only – CEO".</p>	Yes / No



Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020?	Yes / No
<p>In line with Keeping Children Safe in Education, The Rowan Learning Trust will undertake general online searches for all shortlisted candidates which may include social media and video platforms. Online searches will only examine data which is publicly available, and the aim is to identify any incidents or issues. Any areas of concern will be discussed during the interview process.</p> <p>The information provided by you will be used for pre-employment recruitment monitoring and checks only and will supplement or form part of your application.</p> <p>To enable the check to be undertaken, it would assist if you could detail your username for the relevant social media platforms below:</p> <ul style="list-style-type: none"> <li>- Facebook</li> <li>- Instagram</li> <li>- Twitter</li> <li>- LinkedIn</li> <li>- TikTok</li> <li>- YouTube</li> </ul>	

## 11. REFERENCES

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer.** In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

REFEREE 1				REFEREE 2			
TELEPHONE NO:				TELEPHONE NO:			
EMAIL:				EMAIL:			
Reference Type:	Employer	Education	Character	Reference Type:	Employer	Education	Character
(Please circle)				(Please circle)			



Please note that we will contact these referees if you are short-listed for this post and seek reference before interview.

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## 12. FURTHER INFORMATION FOR CANDIDATES

- You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.
- Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.
- To comply with the Asylum and Immigration Act 1996 (as amended by S.147 of the Nationality, Immigration and Asylum Act 2002), all prospective employees will be required to supply evidence of eligibility to work in the UK. If you are appointed to the post you will be provided with further information detailing what documents will be required.

**THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT**

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## 13. DECLARATION

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and to satisfactory medical clearance and the provision of documentary evidence (e.g. NI Number) that shows I am entitled to work in the U.K.

Signature:.....

Date:.....

