



Part-time Design and Technology Technician (Photography, Graphics and Art)

Part-time salary: £2,846 - £6,062 pa pro rata

Full-time equivalent: £25,185 - £26,824 pa pro rata

Fixed term contract until 31st August 2026

Are you creative, have a passion for photography, graphics and art and have a keen eye for detail? Then this new and exciting opportunity could be for you. The role of a technician is a varied and creative role that would be ideally suited to a candidate who is agile, personable and has a can-do attitude.

The role will involve supporting the departments with:

- Provision of learning materials prior to lessons commencing
- Creating display boards
- Maintaining stock within the graphics and photography room
- Liaising with staff and students
- Maintaining photographic and graphics equipment

The successful candidate will have:

- Some knowledge of photography, either through a profession, hobby or study would be helpful
- Have a passion for photography
- Be able to work independently
- Be reliable and punctual
- Possess a positive attitude

Hours

5 - 10 hours per week, 1 - 2 hours per day to be undertaken between the hours of 8.00am and 10.00am, Monday to Friday. Longer term there may be the opportunity to amend the working pattern, depending on organisational needs.

Salary Scale

Grade E, point 4-8, Depending on experience and hours

Holidays

The post is term time only, (43.6 weeks per year). This includes 25.5 paid days holiday rising to 30.5 after 5 years continuous service plus statutory holidays. All holidays must be taken in the school holidays.

Safeguarding

Cirencester Kingshill School is committed to safeguarding and promoting the welfare of children

and young people and expects all staff and volunteers to share the same commitment. This post is subject to an enhanced Disclosure and Barring Service check. All shortlisted candidates will be subject to an online check. We welcome applications from underrepresented groups including ethnicity, gender, transgender, age, disability, sexual orientation or religion.

How to Apply

- Please complete the Professional Support Staff application form.
- Include the names, addresses, contact numbers and email addresses of your two referees.
- Include your C.V.
- It would also be helpful if you could include a letter of application which explains how your experiences and skills will best fit the role of Design and Technology Technician (Photography, Graphics and Art).

Please note that applications without the above being completed/included will not be accepted.

Please email completed application forms and relevant documentation to jobs@kingshillschool.co.uk or post to Cirencester Kingshill School, Kingshill Lane, Cirencester, Gloucestershire, GL7 1HS

Closing date for applications:

20th November 2025 at 9.00am

We reserve the right to close the vacancy early due to the urgency of the role. We encourage interested applicants to apply as soon as possible.

We look forward to hearing from you. If you require any further information please do not hesitate to contact the Personnel Office on 01285 651511 ext. 231, or email:

jobs@cirencesterkingshill.co.uk



JOB DESCRIPTION:

JOB TITLE:	Design and Technology Technician (Photography, Graphics and Art) Fixed Term Contract
HOURS:	5 - 10 hours per week, 1 - 2 hours per day to be undertaken between the hours of 8.00am and 10.00am, Monday to Friday. Longer term there may be the opportunity to amend the working pattern, depending on organisational needs.
GRADE:	E
RESPONSIBLE TO:	Art & Design Teacher/Head of Year 10
ASSOCIATED LINKS:	Head of Departments, suppliers, teaching staff
JOB PURPOSE:	To provide support to the Expressive Arts Faculty and Design and Technology Faculty, specifically to staff within the Art, Photography and departments.

KEY TASKS:

1. General upkeep of the Art, Photography and Graphic room e.g. clean, tidy and maintain work areas after student use, return equipment and resources to their correct location after use.
2. Prepare/manufacture, maintain and order day-to-day Art, Photography and Graphics equipment, materials and resources for lessons, as well as for special day school activities.
3. Assist with and put up/dismantle displays of Art, Photography and Graphics work around the school.
4. Photocopying.

TECHNICAL TASKS

PREPARATION OF THE FOLLOWING IN READINESS FOR LESSONS:

- Photography, Art and Graphics materials/resources/equipment e.g. for specific lessons and/or for students' individual projects.

SUPPORT DURING LESSONS FOR TEACHER/STUDENTS BY:

- Provision of restricted resources from stores to satisfy students' needs, e.g. scalpels knives, tools.
- Supporting students with their practical tasks and using equipment during lessons.

ROUTINE MAINTENANCE IN ACCORDANCE WITH MANUFACTURERS USERS INSTRUCTIONS, BUT NOT ANNUAL MAINTENANCE AND/OR REPAIR OF:

- Equipment e.g. cameras etc..
- Ensuring photocopier is stocked with toner and paper, troubleshooting and liaising with reprographics to deal with malfunctions.
- Kits and resources.
- Checking all parts of departmental equipment are present after use: e.g. tripods, memory cards, cameras and backdrops.

ROUTINE TASKS ON A DAILY/WEEKLY BASIS SUCH AS:

- Ensure work areas are properly stocked with consumable materials e.g. scissors, pencils, photoshop plans etc...
- Ensure that the art, photography and graphics room and storage areas are kept tidy.

- Helping with displays and mounting students work.
- Photocopying of resources/work etc.
- Uploading photos onto the computer.
- Cutting paper to preset sizes (A4, A5 and A6) using a guillotine.

ADMINISTRATION TASKS:

- Sourcing suitable resources, ensuring value for money.
- Ordering and stock control e.g. monitoring use of consumable materials and identifying what will be required (paint, paper, masking tape, photography equipment/parts and stationery etc).
- Keeping records of orders of resources as they arrive into school and chasing up outstanding orders with suppliers.

HEALTH & SAFETY:

- Ensure health and safety guidelines are adhered to when using, maintaining and checking specialist apparatus and equipment.
- Complete any health and safety training as required by the school.
- Carry out regular health and safety checks on all equipment and apparatus and report findings to Art & Design Teacher/ Head of Year 10 (checking blade of scalpels and ensuring the secure disposal of old scalpels)
- Read and adhere to the school's Health and Safety Policy.
- Contribute to departmental risk assessments and safe working practices.
- Advise staff and students on the safe use of departmental equipment and apparatus.
- Ensure equipment and apparatus and areas within the art, graphics and photography department are safe prior to practical lessons.

COMMUNICATION:

- Establish good relationships and communicate with relevant agencies, professionals and teachers to support students' achievement and progress.
- Liaise with relevant teaching and support staff to ensure arrangements are in place for all students to engage in the curriculum.
- Attend team meetings and briefings within the department and the wider school as required.
- Share expertise and skills with others and guide students and staff members to use the departmental facilities correctly and safely.

OTHER TASKS,:

- Operating and maintaining relevant ICT packages including Microsoft Office: Word, Excel, Outlook, Light room and Photoshop.
- Using Roland Cutter, CAD CAM (2D design tool).

This job description is to be reviewed annually.

Your job description is not your contract. The document is flexible and can be changed according to the needs of the organisation in agreement with your line manager or the Headteacher.

Other Conditions

Holiday entitlement

The post is part time term time only, plus annual leave and statutory holiday, which totals 43.60 weeks per year. You are not required to work In Service Training days.

The holiday entitlement is 25.5 days paid which will rise to 30.5 after 5 years continuous service. Holidays must be taken during the school holidays.

Claims/Time off in Lieu

If a member of Support Staff in their job description is required to work after their contractual hours or occasionally work outside their contractual hours, which has been agreed in advance with their Line Manager, they can either be paid for the agreed time on a claims basis or take time off in lieu in line with the school policy.

Resignation

A resignation period of 1 month is required

Disclosure & Barring Service

All employees of the school are required to apply for a Disclosure & Barring Service Clearance Certificate.

Post Holder Sign: Date:

Please print your name:

Line Manager Sign: Date:

Please print your name:

Updated October 2025



Cirencester Kingshill School

Person Specification – Design and Technology Technician (Photography, Graphics and Art)

	Essential	Desirable
Qualifications	• A good standard of education, G.C.S.E's or equivalent.	• An art, design, photography or graphics related qualification.
Experience, Understanding and Knowledge	• An appreciation of photography, art or graphics. • Ascetic awareness. • Understanding and knowledge of digital single lense reflex (DSL) cameras within a hobby, academic or working environment • Appreciation for health and safety relating to the operation of guillotines and scalpels.	• Experience of working within a school setting or with young people.
Personal Qualities	• Independent worker/self-starter, able to tackle tasks without direction. • Reliable and punctual. • Positive attitude. • Willingness to share creative ideas. • A flexible and can-do attitude. • Approachable. • Patient • Good communication and able to build relationships easily. • Able to work to deadlines. •	



Cirencester Kingshill School

Employee Benefits

Cirencester Kingshill School is proud to offer a wide range of benefits for our employees, which includes:

- Attractive salary and pension schemes – Teachers Pension Scheme (Teaching Staff) or the Local Government Pension Scheme (Professional Support Staff)
- Family friendly policies
- A range of statutory benefits including sick pay, maternity, paternity, shared parental and adoption leave
- Access to an employee assistance programme for all staff that offers services, including wellbeing, self-referral counselling, information on stress, weight management, smoking cessation
- Access to Occupational Health services
- New staff induction and support programmes
- Continuous service in other state funded schools will be honoured in relation to sick pay, holiday entitlement, pension rights
- Access to or provision of IT equipment (role specific)
- Cycle to work scheme
- Long service awards
- Access to CLPD and INSET, personalised for individuals through the schools' Appraisal procedures, including access to role specific academic study and professional qualifications
- Onsite parking facilities and cycle storage
- Staff social, sporting and wellbeing activities throughout the year
- The dining room is open for staff to use at break and lunch times
- Staff room with facilities, including tea and coffee
- There is an optional staff social fund
- 10% discount on Adult Education at Cirencester College: [About Adult Education – Cirencester College](#)