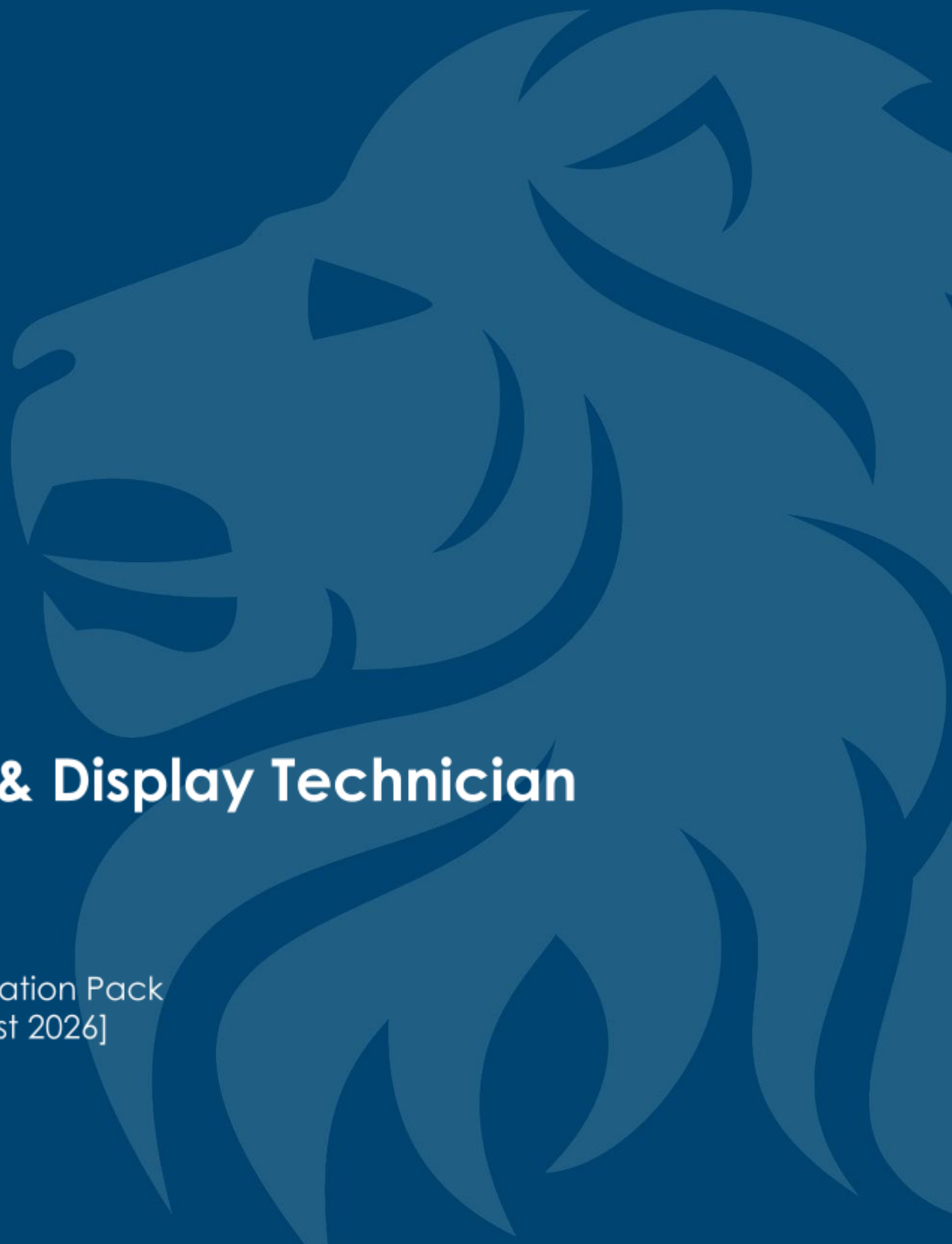




Art & Display Technician

Information Pack
[August 2026]

Dear Applicant

Thank you for showing an interest in a role at Kingsdown School, we have much to offer at this exciting stage in our journey. Every member of our team, from our inspiring teachers and dedicated support staff to our dynamic middle and senior leaders all share an immense sense of accomplishment in what we've built for our community over the past five years. And our students, in turn, are extremely proud to call Kingsdown their school.

By becoming part of our Kingsdown family, you will join a team that doesn't just work together but a team who deeply and genuinely cares. We know that staff and students thrive in a 'healthy work culture' and the wellbeing of staff and student outcomes is inextricably linked. We are committed to providing the best working and learning environment for all. The RLT embodies a staff charter and strong values, we uphold these values and commitments, and further build on these with our Wellbeing Strategy, this is evidenced in our recent staff survey where colleagues' wellbeing support is rated 29% higher than the national average.

Our education support staff are absolutely pivotal in shaping the Kingsdown experience for our students, compassionately unlocking student potential, fostering a sense of belonging and guiding them through their personal growth journey, we are looking for authentic, creative and inspiring colleagues that add value to our school community.

In return, our colleagues benefit from a wide variety of support including encouraged professional development opportunities, exceptional wellbeing support, free access to our gym and an excellent pension scheme. Each journey with us begins with a personalised induction programme that allows for new colleagues to feel supported, connected, welcomed and ready to make an impact from the moment you join.

Please take a moment to look at our website www.kingsdownschool.co.uk to see what we are all about, here you will learn more about our vision - the Wheel of Excellence, understand the values we uphold; Respectful relationships, Everyone Learning and a Commitment to Excellence, and see why our mission is to champion each and every student.

In the meantime, I thank you for taking the time and interest in Kingsdown School and look forward to hearing from you and hopefully meeting you soon.

With best wishes



Emma Leigh-Bennett
Headteacher

Art & Display Technician

Role specific information

Start date:	As soon as possible
Closing date:	Tuesday 1 st September, 9.00am
Shortlisting date:	Tuesday 1 st September
Interview date:	To be confirmed
Contract:	Permanent
Working hours:	12 hours per week Term time, plus TD days +10 days (24 hrs) over the holidays
Salary Range:	Actual £7,488 - £7,728 (FTE £25,584 - £26,403) pay review pending

Thank you for your interest in joining the team here at Kingsdown School. We are on a relentless and exciting journey to excellence, a school bursting with pride and ambition, and we are looking for a highly motivated **Art & Display Technician**.

This is an inspiring opportunity for a creative professional to make a visible impact. Working closely with our Creative Co-ordinator, you will breathe life into our communal spaces, ensuring our displays are not only educational and relevant but also reflect our corporate identity.

You will provide vital technical support to our Art and Photography students, helping them showcase their work through high-quality large format printing and professional mounting.

If you have an eye for design, high attention to detail, and the passion to build positive relationships within a supportive Art Department, we want to hear from you.

The working pattern is negotiable.

The Kingsdown Difference

At Kingsdown School, we recognise that student outcomes and staff wellbeing are directly linked. We uphold a collaborative culture that respects your workload and personal development. By joining our team, you will access professional growth tailored to your career stage—whether you are exploring a future route into teaching or seeking a dedicated career in education support. Our colleagues benefit from high-quality CPLD, a structured induction programme, an excellent pension scheme, and free access to our on-site gym.

For more details, please see the Job Description below. If you would like to know more about this opportunity, please contact recruitment@kingsdownschool.co.uk

This role includes regulated activity relevant to children.

River Learning Trust and Kingsdown School are committed to safeguarding and promoting the welfare of all children and preventing extremism. We are an exempt employer under the Rehabilitation of Offenders Act.

We actively value the "different contributions" you can make. We want you to be at your best during the application process; if you require any reasonable adjustments, please let us know.

Note: We do not accept CVs; please apply via My New Term. We reserve the right to interview and appoint exceptional candidates early.

www.kingsdownschool.co.uk

We champion each and every student

Kingsdown School and the River Learning Trust

By joining our Kingsdown family you will join a team who genuinely cares and champions each and every student and each and every member of the Kingsdown team.

At Kingsdown, we know that staff and students thrive in a 'healthy work culture' and the wellbeing of staff and student outcomes is inextricably linked. We are committed to providing the best working and learning environment for all. The RLT has a staff charter and strong values, we uphold these values and commitments, and further build on these with our Wellbeing Strategy.

One of the core values of the RLT is that 'everyone is learning' and at Kingsdown we ensure each person has the personalised CPLD that they deserve. We do this through a variety of programmes that allows all staff to take a lead on their own professional development, with the support of colleagues within the school. We are also very excited to be launching our coaching model this year, to allow staff the opportunity to be coached and develop their teaching practice further, whatever stage of their career they are in. High quality CPLD and training are an integral part of our meeting schedule and time is given to curriculum teams to collaborate and learn from each other. Alongside this we have a personalised induction programme that allows for new staff members to join us feeling supported and welcomed from day one.

Education has the power to change lives, communities and society for the better. At RLT we believe that we can achieve more for our pupils, trainees, staff and communities by working together rather than alone. Schools in RLT are united by a common belief in the benefits of working together, and by our commitment to shared principles.

OUR VISION is for our schools and SCITT to improve rapidly, continuously and sustainably: to be better faster together.

OUR 'WHY?' is that children and young people 'only get one go' in school and therefore as part of RLT we aim to ensure the best possible 'go' for our pupils.

OUR 'HOW?' is through the highest support and challenge for our schools and each other, underpinned by our principles.

Our employees benefit from a wide variety of support including extensive continuing professional learning and development opportunities, wellbeing and staff networks and access to Defined Benefit Pension Schemes (TPS and LGPS) for all staff. For more information on what it is like to work for the Trust, and the benefits you could access, please see our "[Working in RLT](#)" guide.



KINGSDOWN SCHOOL

JOB DESCRIPTION

Job Title: Art and Display Technician	Grade: G5	Post Number: Date Prepared: Sept 2025
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Role reports to (Job Title):
Creative Co-ordinator

Job Purpose:

To ensure displays around the school are presented to a high standard and are creative, corporate and relevant/educational.

To assist with general 'Art Technician' and housekeeping jobs within the Art Department as directed by the Creative Co-ordinator or Head of Department.

To effectively and dynamically provide technical and practical assistance where required, to staff and students in and out of the Art Department.

Key Accountabilities:

1. To report to, and work alongside, the Creative Co-ordinator, where you will assist to create new and well designed communal displays and to ensure their maintenance. This includes liaising with other departments to discuss ideas for their communal displays and with the Premises Team where necessary for assistance with any additional maintenance or help required.
2. Plan/tile documents and images utilising appropriate software, ready for output on the Large Format Printer.
3. Assist with outputting high quality prints using the schools Large Format Printer ready for framing or displays.
4. To assist with window mounting and framing Art and Photography work and liaising with the Premises Team to discuss placement of any frame.
5. To assist other staff members with Large Format printing for their departments or classrooms.
6. To prepare classrooms for use by staff and students ensuring a safe working, tidy and healthy environment is provided at all times.
7. To assist staff and students during practical lessons as required.
8. To maintain and repair equipment and resources or organise maintenance and repair, seeking specialist assistance when necessary, in order to ensure safe and efficient operation.
9. To be responsible for maintaining records of stock levels and loans of equipment and materials and undertake annual stocktaking, ordering new stocks, supplies or equipment when authorised by Head of Dept, taking receipt of materials and equipment delivered and passing invoices for payment.
10. Replenishment of materials and equipment on a daily basis. Maintain large paper drawers, sink areas and wet materials such as paint on a weekly basis
11. To be responsible for the displays within all the Art rooms at the instruction of the Art Teacher(s)
12. To be responsible for the Art displays around the school including GCSE work. These are to be changed regularly on a half termly rolling basis, proactively prioritising key areas.
13. To assist during practical lessons and support practically where necessary. This will include one to one mounting of GCSE work in line with the exam board requirements.
14. To be responsible for any mobile displays for all afterschool events which require Art. This includes liaising with the Premises Team for the displays to be relocated and returned to the original classroom.
15. To assist with general 'Art Technician' and housekeeping jobs within the Art Department and around the school, as directed by members of the Art Department.
16. To work under the direction of the Creative Co-ordinator, to help in the safe storage of equipment and materials and the disposal of waste and hazardous materials, according to the relevant regulations, guidelines and school procedures and in line with Health and Safety good practice.
17. To participate and support when required with the preparation/mounting of GCSE exam work and the presentation of work ready for moderation and the Summer Art Exhibition.

Knowledge & Experience:

- Educated to GCSE 'C' (or equivalent) in at least three subjects preferably to include Art or Design or in a particular subject area if applicable or equivalent.
- Knowledge of printing setups and Large Format printing would be good but not essential.
- A good knowledge with use of materials and equipment within an Art Department
- Working knowledge of Health and Safety policies and procedures.

Decision Making:

- Duties are allocated and carried out under the guidance of the Creative Co-ordinator.
- Job rotas will be allocated by the Creative Co-ordinator

Contacts and Relationships:

- Advise and assist teaching staff in practical activities.
- Provide guidance and advice to encourage students to engage in practical activities.
- To report to the Creative Coordinator of any displays that may need tidying, updating or renewing.
- To work under/with the Creative Coordinator to help create communal displays around the school.
- To liaise with other departments if they require large format printing tasks, offer technical advice and support.
- To help and build positive relationships within the department and within departments around the school.

Creativity & Innovation:

- Attention to design detail and Kingsdown's current Corporate Identity.
- Displays planned and created to a high standard.
- To utilise the Large Format Printer
- The Department is open to new techniques and materials that may help create fantastic results.

Emotional Demands

- Works well with other colleagues and some interaction with groups of students who may make emotional demands.

Job Specific Competencies:

- Use of various art supplies/materials and equipment.
- Use of high end printers.
- Use of a variety of IT software including Google workspace and Microsoft applications
- Use of sharps, eg, Mounting/trimming.

In accordance with the provisions of the Data Protection Act 1998, jobholders should take reasonable care to ensure that personal data is not disclosed outside the School procedures, or use personal data held on others for their own purposes. In accordance with the provisions of the Freedom of Information Act 2000, ensure requests for non-personal information are dealt with in accordance with the School's written procedures.

The particular duties and responsibilities attached to the post may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not of themselves justify the re-evaluation of a post. In cases, however, where a permanent and substantial change in the duties and responsibilities of a post occurs, consistent with a higher level of responsibility, then the post would be eligible for re-evaluation.

This job description is current at the date shown, but, in consultation with the post holder, may be changed to reflect or anticipate changes in the job commensurate with the grade and post title.

Employee Signature:

Print Name:

Date

Line Manager's Signature:

Print Name:

Date: