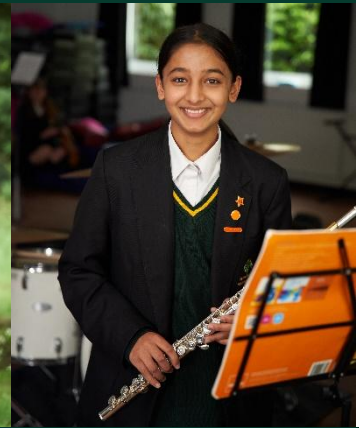




**Art, Design & Technology
Technician**
Candidate Information Pack
August 2026

Learning Today: Leading tomorrow

Our School

Learning today: leading tomorrow

At Bentley Wood High School for Girls we are proud of our fine record of academic achievement within our safe, caring, stimulating environment where pupils learn happily and well. We encourage each girl to develop a wide range of skills and interests, to achieve her personal best and to work co-operatively with consideration for all members of our learning community at all times.

As a single sex school, we recognise that research has shown that our environment empowers girls to maximise their potential, participate fully in all areas of school life and achieve their very best.

Bentley Wood High School is a rich and diverse community. We celebrate our diversity and welcome further opportunities to learn from each other. Our partnership with parents is a strength of the school. Parents and carers consistently provide positive feedback and are very supportive of the school through our Parent Voice group.

We are extremely lucky to be in a school in such a beautiful natural setting which adds so positively to our working and learning environment. Please do not hesitate to come and visit us.

I very much look forward to meeting you.

Ms Naseema Akbar

Headteacher



Job Description: Art, Design & Technology Technician

Purpose: To support the smooth and effective running of the Art, Design and Technology Department.

Responsible to: Head of ADT

Main Duties and Responsibilities

1. To be committed to and to promote the school's vision, aims, objectives and values.
2. To be committed to safeguarding and promoting the welfare of children, there will be a high involvement in regulated activity relevant to children. Please see our [Child Protection Policy and Procedures](#) ;
3. To prepare and provide resources for student's lessons at KS3, 4 and 5;
4. To maintain and clean equipment in the Art, Design & Technology department;
5. To support staff when they are running departmental clubs for students;
6. To order, control and monitor stock as appropriate;
7. To mount pupils' work for display and maintain and repair existing displays;
8. To display student work throughout the school;
9. To accompany staff and students on school trips to art galleries, museums, tradeshow etc;
10. To file and store Art, Design and Technology equipment;
11. To be of general assistance to the Art, Design and Technology team to help in the smooth running of the department;
12. To carry out weekly material and equipment checks across all Art, Design and Technology departmental classrooms/ work areas;
13. To assist staff/ team in the demonstration and application of machinery use to students;
14. Carry out Health and Safety checks on all equipment and machinery and report directly to the Head of Department;
15. To maintain machinery and equipment in accordance with health and safety requirements;
16. To undertake any Health and Safety training as required by the HOD;
17. Carry out a range of administration duties including: preparing cover work, teaching materials, booklets etc;
18. To ensure that Art, Design and Technology rooms and equipment are maintained in a clean, tidy and safe condition, in accordance with all relevant health and safety regulations.

OTHER DUTIES

All staff are required to participate in training and other learning activities and in performance management and development, as required by the school's policies and practices.

To comply with any reasonable requests from a leader/manager to undertake work of a similar level that is not specified in the job description.

The job description is current at the date shown, but in consultation with you, may be changed by the Headteacher to meet changing regulations or circumstances. These would be commensurate with the grade and title of the post.

Person Specification:

Qualifications	Essential	Desirable	How measured
GCSE/A Levels or equivalent or practical experience, within the field of art, design and technology	✓		Application
Skills & Experience			
Sound understanding and appreciation of art, design and technology	✓		Application, references and interview
Creative flair and an eye for detail	✓		Application, references and interview
Confidence to communicate effectively, clearly and accurately both orally and in writing	✓		Application, references and interview
Good interpersonal skills, a high level of initiative, energy and enthusiasm	✓		Application, references and interview
The ability to follow instructions in order for students to meet the tasks required	✓		Application, references and interview
The ability to work as a member of a team and to have sensitivity and tact in dealing with a wide range of young adults and people	✓		Application, references and interview
The ability to remain calm under pressure, maintain complete confidentiality and discretion at all times	✓		Application, references and interview
Experience of working in a busy environment with excellent organisational & interpersonal prioritising skills	✓		Application, references and interview
Qualities			
Commitment to student safeguarding and well being	✓		Application, references and interview
A commitment to the positive behaviours of students	✓		Application, references and interview
Commitment to equal opportunities	✓		Application, references and interview
A willingness to share in the school's educational vision	✓		Application, references and interview
Strong team player	✓		Application, references and interview
Self-motivation and a sense of initiative	✓		Application, references and interview
Open and transparent work ethic	✓		Application, references and interview
Flexible and adaptable in approach and hours if necessary	✓		Application, references and interview
Professional conduct and personal integrity	✓		Application, references and interview