



GUMLEY HOUSE  
SCHOOL FCJ

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# Application Pack

## Art, Photography and Textiles Technician

*We are looking for an enthusiastic Technician to maintain and support the development of the school's Art resources for safe, effective use by students and staff and to provide first and second line technical support for Art, Photography and Textiles teachers.*

**Required from**  
September 2026

**Salary Scale:**  
Scale 4 points 7-10  
(£30,288 to £31,611) pro rata

**Gumley House School FCJ is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**



**STEPHEN BYRNE**  
Headteacher



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***Thank you for your interest in joining our school community here at Gumley House.***

If you spend a day at Gumley House you'll understand what '*ethos*' means. Our school *really* is distinctive in the way it delivers an innovative and impacting education for our students.

I am very proud to be the Headteacher of Gumley House School and it gives me great pleasure to welcome you to our school. Thank you for taking the time to visit our school website and to explore more about joining our hardworking and caring community. I hope the information you find in this pack provides you with all the information you need about our Gumley Family.

Gumley is a Catholic school and Sixth Form Centre committed to academic excellence and firmly rooted in the tradition of the Faithful Companions of Jesus. We are a happy and high-achieving school, offering a wide range of activities outside the classroom to ensure each student experiences a wide range of opportunities to help them find their place in the world.

We firmly believe that a serene and happy student is one who will succeed at study, and our pastoral programme is directed to that end. Our school motto is 'Vive ut Vivas', which means 'Life in all its fullness'. That's what we want for every single young person we serve. We want every person who joins Gumley to enter into a relationship with the Christ who demands excellence whilst demonstrating compassion and forgiveness when necessary.

Please do not hesitate to contact the school at any point on your journey of discovering more about a career at Gumley.

With every best wish,



*Founded 1841*

## **180 years of outstanding Catholic education**

Gumley is a school with a long tradition of educating girls (and boys in the Sixth form) to make a difference to our world. The school was established in 1841 by Marie Madeleine d'Houet, foundress of the Faithful Companions of Jesus (FCJ) an international society of Catholic sisters working in many parts of the world. In the UK there are five FCJ schools; each with its own identity but bound together by the tenets of the FCJ Philosophy of Education based on Ignatian principles.

Six core FCJ values of companionship, dignity, justice, hope, excellence and gentleness are at the heart of our work with young people and with each other.

Gumley is a vibrant learning community where students and staff learn and thrive together. The ethos of academic excellence and whole person development prepares our students to confidently achieve their education and career aspirations in the global world. Vision and innovation form our central pillar of learning. We embedded Mandarin in our curriculum in 2008 resulting in 'Confucius Classroom' accreditation and provision of Mandarin teaching to support primary schools. The forward looking MFL department also teaches Spanish, French and Italian.

Our students are provided with a broad and balanced curriculum which recognises the importance of creativity and the arts as well as making sure that maths and science are taught by well qualified specialist teachers.

As an oversubscribed non-selective girls school at KS3 and KS4 we have a wide catchment area with girls coming from 70 primary schools across west London. There are 52 ethnic groups represented in the school and 67 languages other than English. Our students are supported by an outstanding pastoral team led by one of our Assistant Headteachers who work with Heads of Year, Pastoral Managers and School Counsellors to provide a safe environment for all to flourish.

Gumley's academic results reflect our tradition of achievement, the students' high levels of ambition, parental support, as well as the challenging teaching and dedication of the staff. The vast majority of our students are accepted at their first-choice university including Oxbridge, reading a wide variety of subjects. Some also attain scholarships or high-level apprenticeships with companies such as SKY.

At the heart of our education is the belief that whole person development is paramount. Thus, we strive to provide our students with inspiring opportunities and a wide experience through extra-curricular activities.

Gumley is situated on a beautiful site with excellent facilities. This creates a peaceful uncrowded environment in which our students are encouraged to live by our motto: 'Vive ut Vivas' - 'Live that you may have Life' and grow into their best self.

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# Job Description

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## **Job Title: Art, Photography and Textiles Technician**

**Line Manager:** Head of Art, Photography and Textiles

**Salary Scale:** Scale 4 points 7-10 36 hrs per week (term time only)

### **Main Purpose of the Role**

- Working in conjunction with the Head of Art, Photography and Textiles, establish and support a well-managed and maintained Art, Photography and Textiles Department.

### **General Responsibilities**

- To be responsible for monitoring all safety aspects of the school's Art, Photography and Textiles equipment and resources.
- To be responsible for the maintenance of all equipment and resources.
- To keep an inventory of all stock, furniture and equipment in the Department.
- To security mark all portable equipment.
- To maintain, monitor and order consumable materials as necessary.
- To organise equipment and prepare materials for Art, Photography and Textiles lessons
- To prepare teaching aides, jigs or fittings as necessary.
- To keep records, reports and correspondence in respect of duties.
- To carry out other duties commensurate with the level of responsibility of the post as requested by the Head of Art, Photography and Textiles. e.g., assist in Food Tech if required

### **Specific Duties**

- To give the pupils and staff colleagues technical and general assistance.
- This is a description of the main duties and responsibilities of the post at the date of production. The duties may change over time as requirements and circumstances change. The person in the post may also have to carry out other duties as the Headteacher may reasonably direct from time to time.

### **General Requirements**

- To undertake any other additional duties that can reasonably be requested in line with the overall grading and purpose of the job.
- To liaise with designated SLT members responsible for examinations, curriculum and assessment.
- Take part in the school's performance management system.
- Enhanced DBS Check.
- You must promote and safeguard the welfare of children, young and vulnerable people that you are responsible for or come into contact with.
- To participate in school emergencies as required, including co-ordinating arrangements, locating students and relevant staff, providing contact details and completing necessary documentation.
- To attend training sessions and meetings as required especially role specific e.g., Health & Safety.

## Person Specification

### Art, Photography and Textiles Technician

#### Experience

	Essential	Desirable
Experience of working in a high school environment would be preferred	✓.	
Good attendance and timekeeping records	✓.	
Familiarity with setting up exhibitions or displays.	✓.	

#### Knowledge

	Essential	Desirable
Awareness of health and safety issues	✓.	
Ability to implement and maintain appropriate records i.e., inventory, budget planning, budget management, purchase orders, support requests, stock control etc.		✓.
To have an understanding of and a commitment to Equal Opportunities issues within the workplace	✓.	
Familiarity with relevant software (e.g., Adobe Photoshop, Illustrator)	✓.	
Experience with specialist techniques such as embroidery, screen printing, or digital textile design		✓.

#### Skills & Qualities

	Essential	Desirable
Excellent personal manner.	✓.	
Self-starter, work on own initiative, strong organisational skills, and good written communications. Ability to establish priorities and meeting agreed targets and deadlines.	✓.	
Demonstrate a clear commitment to the team approach; exchanging ideas and providing support to colleagues.	✓.	
Ability to build effective working relationships with a wide variety of individuals.	✓.	
The ability to plan and programme work to achieve designated targets.	✓.	
An ability to show good judgement, tact and initiative in dealing with problems and to remain calm and objective in difficult or unexpected situations.	✓.	
Excellent organisational skills	✓.	
A proactive approach to supporting teaching and learning	✓.	

## Skills & Qualities cont'd

	Essential	Desirable
Willingness to participate in extracurricular activities related to the Art and Textiles department	✓.	
Ability to handle people at a variety of levels with politeness, sensitivity, tact and the need to respect confidentiality	✓.	
Ability to ensure the School's Catholic ethos and FCJ values and held in high regard and reflected in daily interactions with all school stakeholders.	✓.	
Professional demeanour, good inter-personal skills and ability to deal with various members of public, staff, governors and visitors to the school.	✓.	
Patient, flexible and adaptable, meticulous and conscientious	✓.	
Willingness to participate in development and training opportunities.	✓.	
Ability and willingness to work in a flexible manner.	✓.	

## How to Apply

Details of the school are available on our website [www.gumleyhouse.com](http://www.gumleyhouse.com) where you can download an application form and email it to Donna Godwin, PA to Headteacher at [dgodwin@gumleyhouse.com](mailto:dgodwin@gumleyhouse.com)

Deadline for applications: applications will be considered upon receipt and candidates will be contacted on a rolling basis. Please note that only shortlisted candidates will be contacted and the date for interview discussed then. All appointments are subject to a satisfactory, enhanced DBS check.

If you require any further detail about the role or application process, please contact Mrs Godwin [dgodwin@gumleyhouse.com](mailto:dgodwin@gumleyhouse.com)