



# ST. CUTHBERT MAYNE

*Joint Catholic and Church of England school*

## Job information pack



## Welcome to St Cuthbert Mayne School

***'Educating for life in all its fullness'***

### **Welcome from the Headteacher**

We are seeking to appoint an enthusiastic, positive and professional Art Technician to join a vibrant and happy school. The successful candidate will be a well-qualified, highly organised, self-motivated and committed individual. They will be confident, have well developed interpersonal skills and be able to work as part of a team.

The Art Department at St Cuthbert Mayne School is a successful department that has 2 full time members of staff. We are looking for a team player who can work creatively to assist students through their creative journey from KS3 through to KS5.

The purpose of this role is to support teaching staff with the day to day running of the department such as; preparing resources, cleaning of equipment, ordering and sorting stock as well as supporting students on a 1:1 basis primarily at KS4 or those that have joined our school outside of the normal transition periods, so that they feel part of our school community and the impact of moving schools on their learning is kept to a minimum. This is a maternity cover post.

The successful candidate will have experience and knowledge of:

- Working with young people
- Building strong relationships with students and their families
- The key stage 3 and 4 National Curriculum
- Supporting children with their learning
- Removing barriers to learning
- Working as part of a team
- Effective communication

Regardless of your role in school, we are committed to developing all our staff through regular coaching and a wide range of professional development opportunities both in school and through external partners such as the South West Institute for Teaching (SWIFT) . We also work in partnership with Education South West (ESW) as part of a strong family of schools.

If you are passionate about making a difference to the life chances of our children then we want to hear from you!

## About our School

St Cuthbert Mayne School is a Joint Roman Catholic & Church of England School that welcomes all students from across Torbay and South Devon, regardless of their faith background. Our school community is made up of students and staff from Christian and non-Christian backgrounds, who are respectful of our Christian ethos.

There are currently over 1000 students on roll and the school is growing in size year on year. The teaching accommodation is of mixed age but well-resourced and maintained. Over recent years there has been some significant capital investment made to improve the school accommodation.

In June 2025, the school was inspected by Ofsted and received a Good judgment across all inspection areas. This followed a highly successful section 48 inspection in September 2024, which inspected the Christian life and mission of the school. The school achieved the highest judgement grade in this inspection. We were delighted that both inspections recognised the good work that goes on in our school. It is therefore an exciting time to join us on our journey to provide an outstanding, inspirational and challenging education for all students. We have a relentless focus on ensuring that our children have access to an ambitious and engaging curriculum that equips them with the essential knowledge and skills they need so that they live life to the full both now and in the future.

As a joint Roman Catholic & Church of England School, we work in partnership with the dioceses of Plymouth and Exeter as well as Torbay Council. Our school is not part of a Multi-Academy Trust but we are proud to work in partnership with Education South West as part of a strong family of schools to ensure all children live great lives.

To find out more about our school please visit our website: <https://www.st-cuthbertmayne.co.uk>

## About this post - Art Technician (Maternity Cover)

**Salary** - Grade D Point 5-6: Actual Salary: £13,307

**Hours** - Part-time 22.5 hours per week (days and hours to be discussed at interview)

**Number of weeks** - 39 Weeks (38 weeks term time, plus INSET/Twilight Days)

## **Application Process**

Full details about this post and how to apply on our website can be found at:

<https://st-cuthbertmayne.co.uk/vacancies/>

The closing date for this post is: **Wednesday 25th February**

The interview date for this post is: **Thursday 5th March**

St Cuthbert Mayne School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be required to undertake a Disclosure and Barring Service Check and references will be taken for all shortlisted candidates.

St Cuthbert Mayne School is an equal opportunities employer and as such we do not discriminate based on age, gender, disability, race or any other equal opportunities criteria.

## Job Description - Art Technician

<b>Post Title:</b>	Art Technician
<b>Accountable to (Line Manager):</b>	Curriculum Leader for Art, Assistant Headteacher, Headteacher, Chair of Governors, Governors
<b>Responsible to (day to day):</b>	Curriculum Leader - Art
<b>Salary Grade:</b>	Grade D Point 5-6: Actual Salary: £13,307
<b>School Area:</b>	Art and Photography Department
<b>Hours of Work:</b>	22.5 hours a week, 39 weeks per year. (38 weeks term time + non pupil days) 3 days per week (to be discussed) 30 minute unpaid lunch break.

### 1. Key Purpose of Job

- To work as a team player providing a vital support service to the Art and Photography Department.
- To ensure the quality of display around the school is vibrant and celebrates learning.

### 2. Key Duties and accountabilities of the post

- Preparing tools, equipment and materials for use in lessons, including demonstration, materials and resources
- Setting up, checking, issuing and delivering the resources to the Art and Photography rooms
- Retrieving and clearing away resources
- Disposal of non-hazardous and hazardous waste in accordance with guidelines
- Supporting in practical classes as required
- To assist students to carry out difficult or potentially hazardous tasks as required
- To keep tools, machines and equipment in a safe, efficient and serviceable condition in accordance with Health and Safety requirements
- To keep the resources in the classroom in a tidy and safe condition
- Basic checking of resources, service and facilities. Reporting faults to the Head of Department
- To assist staff in developing and photocopying appropriate resources for teaching and learning e.g. worksheets/booklets
- To put up display work in the Departments and other display areas in the school
- To organise the storage of all materials and consumables
- Assisting in the maintenance of stock levels, keeping stock records/inventory

- To assist in developing prototypes for student's projects
- Participating in the development of practical activities including trialling practical work and providing feedback
- To maintain first aid boxes
- To carry out risk assessments of rooms, equipment and resources
- To work within the safety and security guidelines of the Departments and the school
- To support and keep up to date with current Health and Safety Regulations under the direction of the Head of Department
- To liaise with other Departments in the school and other technicians/support staff in matters related to the technicians service
- To support the teaching of ICT with the Art Department
- To inform the Head of Department on all matters concerning the welfare of individuals
- To assist in admin duties as requested by the Head of Department
- To upload photos on to the shared drive, Google Docs and maintain cameras
- To support staff/students on educational trips

### **Health & Safety/GDPR**

- Be aware of the responsibility for personal Health, Safety, Welfare and GDPR, and that of others who may be affected by your actions or inactions
- Cooperate with the employer on all issues to do with Health, Safety & Welfare, including this as a standing item on departmental agendas
- Cooperate with the employer on all issues to do with GDPR
- Ensure regular risk assessments are carried out as per school policy and refer to relevant parties
- Be aware of the need for good life/work balance for all staff

### **School Ethos and Values**

- To conduct oneself in a manner befitting a member of our School at all times, ensuring behaviours that display positivity to others
- To make maximum use of opportunities to generate a culture of celebration and praise amongst the staff and students of the School
- Promote the health, welfare and emotional well-being of all students and staff
- Promote equality of opportunity for all students and staff

### **Other**

- All staff must commit to Equal Opportunities and Anti-Discriminatory Practice
- The post-holder is expected to familiarise themselves with and adhere to all relevant policies and procedures
- Take responsibility for personal health and wellbeing, modelling good work/life balance to colleagues, staff and students

**Roles and job descriptions are subject to an annual review.**

## Person Specification - Art Technician

The following list is indicative of the kind of person we are looking for but **not all of these criteria are essential**. However, please do try to give evidence of how you fulfil the majority of these requirements in your application.

	Essential	Desirable
<b>Qualifications</b>		
Grade C or above/Level 5 in GCSE English or Maths	Essential	
Recent participation in a range of relevant in-service training/initial training programmes		Desirable
<b>Professional Experience and Knowledge</b>		
Knowledge of Health and Safety relating to machinery and equipment	Essential	
Good presentation skills	Essential	
Ability to relate well to children and adults	Essential	
Good IT skills	Essential	
Working knowledge of the national curriculum and other relevant learning programmes		Desirable
Knowledge of Safeguarding		Desirable
Experience of working with common software packages	Essential	
Experience of working with machinery	Essential	
Experience of dealing with hazardous and non hazardous waste	Essential	
Experience of working in a comprehensive school		Desirable
Experience of working with young people		Desirable
<b>Personal Qualities</b>		
Excellent written and oral communication skills	Essential	
Well-developed interpersonal skills and confidence	Essential	
Ability to work under pressure	Essential	
A calm and patient approach	Essential	
Empathy with others, especially young people	Essential	
Sense of humour	Essential	

Stamina and resilience	Essential	
Strong commitment to team working and partnership	Essential	
Initiative and drive	Essential	
Good telephone manner	Essential	
Good attendance and punctuality record	Essential	
Good organisation skills	Essential	
<b>Equal opportunities</b>		
Candidates must demonstrate an awareness and understanding of equal opportunities	Essential	