



DANES HILL SCHOOL

# DT & ART TECHNICIAN (FIXED TERM)

July 2026



**Danes Hill School is widely recognised as one of the leading co-educational day preparatory schools in the country. Situated in 55 acres of landscaped ground in the village of Oxshott, Surrey, Danes Hill provides boys and girls aged 3 to 13 with a dynamic and exciting education.**



# A contemporary prep school for modern families

Thank you for showing an interest in Danes Hill School. At our school, we believe education should open doors, broaden horizons, and inspire young people to discover who they can become. Every member of staff plays a vital role in shaping that journey, and I am delighted that you are exploring the possibility of joining us.

Our vision: **Belonging at heart, brilliance in every child**, guides everything we do. We believe childhood should be joyful, inspiring, and full of possibility. Our contemporary Prep School is designed for modern families, offering a vibrant, inclusive community where every child is celebrated, confident to grow, and encouraged to blend curiosity, kindness, and creativity with academic excellence.

Together with families, we nurture not just bright minds but big hearts. We build strong foundations and happy memories, preparing children not only for the next school but for life. Our aim is to shape kind, confident individuals ready to thrive and make their mark on the world.

This is a school where your ideas will be heard, your expertise valued, and your impact felt. If you are passionate about nurturing potential and committed to continuous improvement, you will find a purposeful and rewarding home here.

Debs and Colin Baty



# Our School Values

At Danes Hill, we work to create a school culture that fosters personal growth, inspires passion, empowers courage and nurtures respect. We believe that these core values truly embody the spirit of our community and guide us on our journey towards excellence. Our school values were articulated through a comprehensive consultation process, involving our dedicated staff team, the valuable input of our parents through consultations and surveys, and the voices of our pupils. Through this collaborative effort, we gained a clear insight into what makes Danes Hill special.

Following careful analysis of feedback, we are proud to share our four school values: **Growth, Passion, Courage, and Respect.** These values reflect the qualities we aim to instil in our pupils, forming a strong foundation for their academic and personal success. Our current focus is on embedding these values into every aspect of our school culture.

We aim to promote our values at every turn, ensuring that they become an integral part of our pupils' lives. Our assemblies are dedicated to living out these values, exploring real-life examples and discussing the importance of embracing growth, pursuing passions, showing respect, and demonstrating courage. To encourage and celebrate our pupils' embodiment of these values, we are targeting house points dedicated to recognising acts aligned with our values. We are also establishing pupil awards that commend individuals who consistently exhibit our values in their daily lives.

For our pupils to be able to embrace them, our shared understanding of our values is based on the following statements:

- I can demonstrate Growth by – working hard, giving my best effort, investing in my own development, being active in the development of those around me, expanding my horizons, nurturing my community
- I can demonstrate Passion by – being inspired, showing curiosity, showing ambition in all I do, striving to succeed, showing dedication in all things, not giving up
- I can demonstrate Courage by – developing the confidence to take risks, trying new things, not being afraid to fail, speaking up for myself and for others, telling the truth
- I can demonstrate Respect by – having an awareness of others as well as myself, treating everyone with dignity, showing others kindness and consideration, showing others empathy

We are excited about the positive impact our values have on our community. Together, we can nurture a culture where growth, passion, respect, and courage thrive. By embracing these values and ensuring that we model and demonstrate them in our professional lives, we are confident that our pupils will develop into confident, compassionate, and resilient individuals, well-prepared to face any challenge that comes their way.



ABOUT THE ROLE

|               |                                                                                                                                                                                                                                   |
|---------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Job title:    | DT & Art Technician (fixed term)                                                                                                                                                                                                  |
| Job purpose:  | To support the creative and safe delivery of practical activities within design technology (DT) and art lessons in order to optimise teaching and learning.                                                                       |
| Reporting to: | Head of DT/Head of Art                                                                                                                                                                                                            |
| FTE:          | 0.5 (term time only) – fixed term contract                                                                                                                                                                                        |
| Hours:        | Part time (20 hours per week - mornings). This role is term time only – fixed term for one year.                                                                                                                                  |
| Required:     | September 2026                                                                                                                                                                                                                    |
| Salary:       | £10,981 per annum (FTE £29,325)                                                                                                                                                                                                   |
| Benefits:     | Generous pension scheme, with an employer contribution of 7.2%, rising to up to 11%. Free lunch on site during term time. Annual flu jabs, online EAP service and counselling. Training and development support. Parking on site. |
| Closing Date: | <b>Monday 3<sup>rd</sup> August 2026.</b> Please note that applications will be reviewed as they are received, and the recruitment may close ahead of this date, if the right candidate has been found.                           |

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# Job Specification

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### Teaching and Learning:

- Prepare, set out and clear away equipment and materials for practical art and DT lessons as requested (including checking and/or ordering equipment and resources) in accordance with required timescales.
- Lead in the mounting of displays of creative work around the school.
- Support teachers during lessons, as requested.
- Assist pupils in safely using equipment, giving demonstrations as required.
- Provide support to relevant extra-curricular activities and whole school events.

### Health and Safety:

- Check that risk assessments are kept up to date and employed for all relevant practical activities, reminding relevant members of staff if they are not and working with the school Health & Safety officer to meet regulatory requirements.
- If qualified, provide emergency first aid to staff and students.
- Be aware of all relevant emergency procedures and take prompt action to deal appropriately with emergencies.

### Management of resources:

- Maintain the departmental inventory and undertake stock control and purchasing of equipment, materials, art products, textbooks and audio visual resources in order to ensure that appropriate levels of stock are held and that replacement supplies are obtained before stock runs out.
- Manage, within the constraints of space, the safe, organised and tidy storage of all the above.
- Ensure that art and DT rooms and work areas are kept tidy and that all equipment is clean and in good working order.

# Job Specification

## Training & development

- Participate in training activities and sessions offered by the school and other external agencies (in order to further relevant knowledge and skills.
- Participate in first aid and fire marshal training if requested.

## Other duties

- Ensuring that a positive impression of the School is given to pupils, parents, visitors and colleagues at all times.
- Establishing and maintaining efficient and effective working relationships with the wider community of the School.
- Supporting the work of the science department, and
- delivering its strategic outcomes
- Playing a full part in the life of the school community, supporting its mission, ethos and policies.
- Setting high personal standards of appearance, attendance/punctuality and upholding the staff code of conduct at all times.
- Actively engaging in safeguarding practice and health and safety awareness around the school sites.
- Committing to personal professional development, including active engagement in staff training and the performance review process.
- Complying with relevant school policies and procedures at all times.

This job description should be seen as enabling rather than prescriptive and will be subject to regular review as the needs of the school evolve.



# Person Specification

## Qualifications

- Strong educational background in art and DT, ideally with a minimum of good A level standard
- Relevant degree or equivalent knowledge through experience

## Knowledge

- Detailed knowledge of a specific art discipline (*desirable*)
- Evidence of appropriate continued personal and professional development
- Secure knowledge and ability in relation to administrative processes
- Confident knowledge of and ability to apply Keeping Children Safe in Education

## Experience

- Experience handling art and DT equipment and resources
- Experience of working as an art technician in school or similar environment (*desirable*)
- Experience of using ICT effectively to keep accurate records

## Competencies

- Ability to communicate professionally and effectively to a range of audiences
- Ability to build effective relationships with, pupils, suppliers and staff
- Highly organised with the ability to manage events and projects, work under pressure, prioritise, manage time effectively and meet challenging goals
- Ability to work effectively as a team member, as well as managing a personal workload
- Ability to solve problems and make decisions
- Excellent computer skills using MS Office, with an intermediate level in Word and Excel
- Commitment to equal opportunities
- High levels of motivation and commitment to high standards
- Demonstrable personal warmth and enjoyment of working with pupils and adults
- Willing to participate flexibly in the life of the school, including co-curricular commitments.
- Discreet and able to deal with confidential information

Danes Hill School is committed to safeguarding and promoting the welfare of children. We expect all staff to share this commitment. All offers of employment are subject to the receipt of an enhanced DBS check, satisfactory references and medical clearance, and other statutory checks. Online checks of publicly available information will be carried out for shortlisted candidates, in line with KCSIE 2025.

# THE SCHOOL

Danes Hill School is widely recognised as one of the leading co-educational day preparatory schools in the country. Situated in 55 acres of landscaped ground in the village of Oxshott, Surrey, Danes Hill provides boys and girls aged 3 to 13 with a broad and balanced curriculum.

We want all of our pupils to fulfil their academic potential, and each year a large number of scholarship and exhibition awards are achieved at a wide range of day and boarding senior schools. With our core values of passion, growth, respect and courage, we develop children who are confident and ambitious. In addition, to the emphasis on academic work, they have plenty of opportunity to develop sporting, musical, dramatic and other non-academic interests.



# Why Work at Danes Hill School?

## Location:

Danes Hill offers an exceptional working environment, and when you visit the site you get a proper sense of the grounds, facilities and resources. Set in 55 acres with views across the beautiful Surrey countryside, it can be hard to believe that it's still an easy distance from London. Staff travel to Danes Hill from a wide radius, with Oxshott station less than a 20-minute walk from the Prep School (15 minutes from Bevendean). Car parking is available for all staff, as well as our Cycle to Work scheme.

## Community:

Working at Danes Hill, you become part of a large, dynamic community encompassing all the teaching and non-teaching staff. Dedicated support staff work in tandem with teaching staff, taking care of many administrative and support tasks in a friendly, cooperative environment. Teaching takes place across 34 weeks of the year (with additional training days). Appropriate technology is provided during induction, including laptops and accessories. Class sizes are small and the resources available to support teaching, pastoral care and our co-curricular programme are fantastic.

## Development:

As a place of education, it's vital to us that we all invest in our learning. Weekly staff meetings and twilight training sessions takes place after school, with updates and focused training on a range of subjects. Our Head of Staff Development works with teachers new to the profession, to make sure they get the support that they need. Our appraisal and probation systems ensure that everyone gets the chance to review their work with their line manager, and we invest in CPD and training across the School – including professional qualifications and apprenticeships.

## Reward:

At Danes Hill, we are committed to ensuring that everyone who works here benefits from fair and transparent pay systems. Our pay scales offer a generous core salary along with opportunities to take on additional responsibilities through management allowances.

## Benefits:

Generous pension schemes for both Teachers and Support staff. Non-contractual fee remission is given to all staff on a pro rata basis and currently represents up to 50% reduction on full fees, as well as free wraparound care and discounted holiday clubs.

We offer a salary sacrifice scheme for electric vehicles, giving staff the opportunity to lease a brand-new electric car at a reduced cost. This benefit supports our commitment to sustainability while helping employees save on tax and National Insurance contributions.

## Healthcare:

The dedicated medical team at Danes Hill provide excellent support to staff as well as pupils and parents and organise flu jabs for staff annually. Education Support are in place as the School's Employee Assistance Programme – providing confidential help 24/7, 365 days a year.

## Wellbeing:

Lunch is provided to all staff during term time (and is healthy, plentiful and delicious!), and several members of staff offer their expertise free of charge to run different activities. A weekly 'boot camp' class is popular, as well as access to sports facilities at specific times. The Common Room team organises social events and charity fundraisers.



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