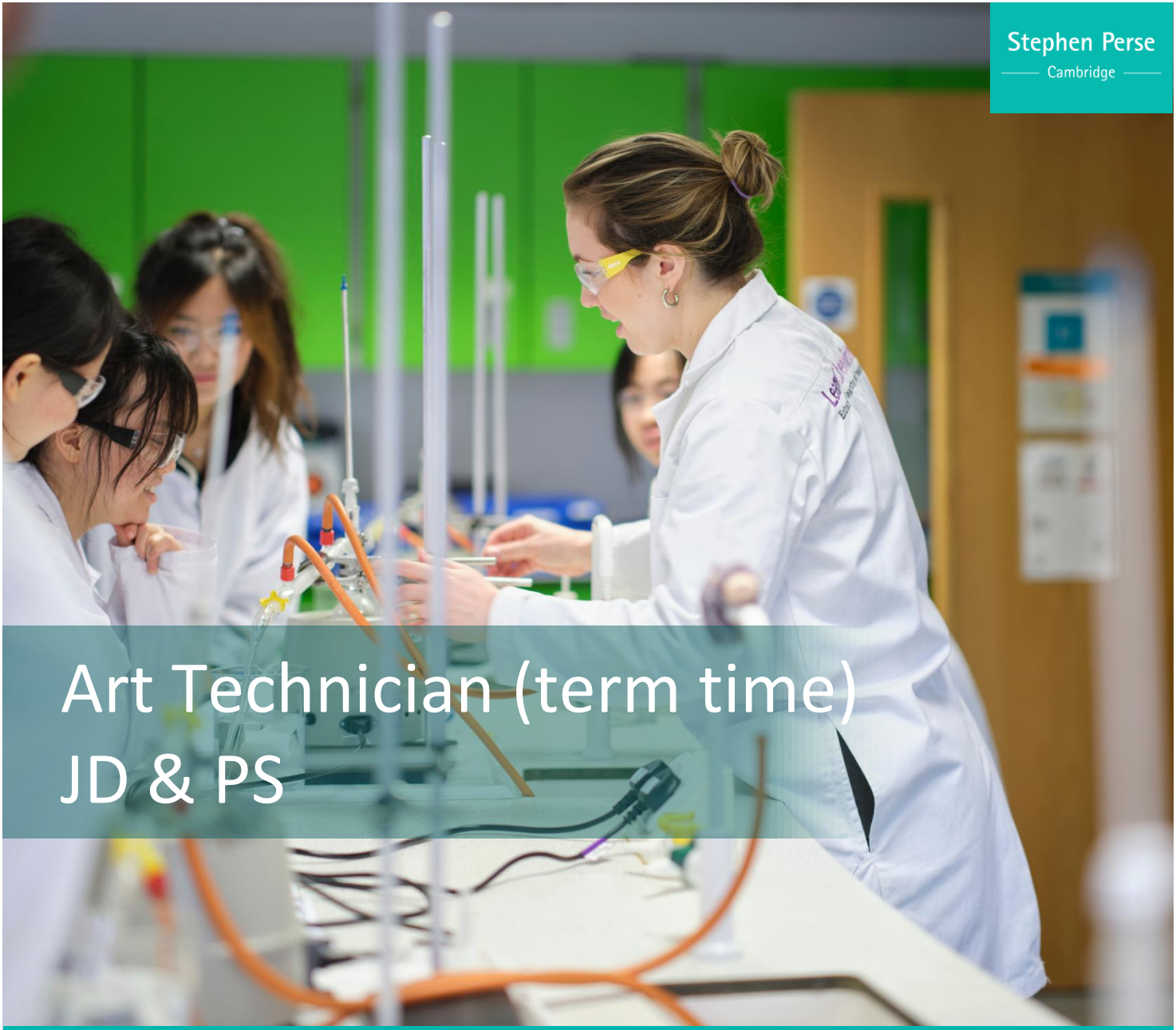


Stephen Perse
Cambridge

Art Technician (term time)
JD & PS

stephenperse.com/currentvacancies

History of Stephen Perse

The Perse Girls School, founded in 1881, evolved into the Stephen Perse Foundation in 2007, and first admitted boys to its Senior School in 2017. Stephen Perse has grown over recent years, adding a co-educational sixth form to its highly successful Senior School in 2008, and four nurseries and early years settings (three in Cambridge and one at Dame Bradbury's in Saffron Walden) between 2010 and 2021. Stephen Perse has been fully co-educational in all settings since 2017 and now comprises four nurseries, two junior schools, a senior school and sixth form.

Predominantly a day school, there are currently 60 (mainly sixth form) boarders. As well as its reputation for academic excellence, Stephen Perse is renowned for an innovative approach to education, and a focus on preparing students for the future.













Our Mission Statement

At Stephen Perse, our mission is to educate and inspire the contributors to tomorrow's world: intelligent young people with the creativity, compassion, confidence and conviction to question, evaluate and improve society.

Our Vision Statement

To deliver this mission, our vision is to create and sustain an outstanding educational environment that:

- Fosters modern scholarship through exceptional teaching and a dynamic, flexible and rigorous academic curriculum.
- Provides outstanding breadth of opportunity and quality of experience through a rich and varied co-curriculum.
- Nurtures and celebrates individuality, wellbeing, personal development, and contribution to the growth of others, through superb pastoral care, social and emotional education, and learning support.
- Champions and models equality, diversity and inclusivity, and social and environmental responsibility with a global outlook.

Our Values Statement

With excellence and creativity in teaching and learning at the core of each of our schools and nurseries, we value the positive difference our students can make in the world through:

- Scholarship and the advancement of knowledge and understanding.
- Kindness, courtesy, inclusivity and collaboration.
- Diligence, independence and self-reliance.
- Humility, reflectiveness and the pursuit of self-improvement.
- Character, individuality, wellbeing and confidence.
- Conserving the environment and living sustainably.

Welcome from the Principal

Stephen Ward



Stephen Perse is a leader in modern independent education, superbly well placed, both to meet the challenges, and to seize the opportunities, presented by its future.

Any school, indeed, any group of schools, is only as strong as its people. Stephen Perse boasts exceptional people across all of its schools and nurseries, and invests in their recruitment, development and empowerment to ensure our pupils benefit from excellent role models, outstanding support and exceptional teaching. As Principal, I consider this investment in our people to be of utmost importance.

At Stephen Perse, all are united in embracing the modern world and in seeking to help our pupils to find and take their place in it, as confident, socially responsible adults. We seek to attract people who are inspired by this challenge, people who share our values, people who are passionate about our collective vision of developing the change-makers of the future.

Stephen Ward
Principal

Art Technician (term time) JD & PS
Responsible to: Head of Visual Arts

Location: Stephen Perse Cambridge Senior School and Sixth Form

Role Description

The purpose of the job is to assist the Head of Department, work with individual and small groups of students in lessons and to adopt a flexible style in order to tackle a range of duties in the departments.

Main Responsibilities

In support of the relevant teaching staff:

- Prepare materials, equipment, tools and facilities ready for use in lessons.
- Be responsible for the maintenance of tools, equipment, stock and materials and ensure they are stored tidily and safely.
- Clear materials, equipment, tools and facilities and to ensure safe storage
- Maintain and replenish materials, equipment, tools and facilities to the required standard, ensuring an adequate supply.
- Provide technical/creative support to teaching staff
- Display creative work as instructed by the Teacher/Head of Department
- Liaise and aid other departments by preparing and helping with materials, equipment and providing advice.
- Liaise with staff regarding requirements for special occasions such as House events and competitions.
- With the Health and Safety Manager ensure that all practices are in line with the Stephen Perse Cambridge Health and Safety Handbook and maintain continuous oversight of working practices within the department to ensure that all safety procedures are being adhered to.

Art Technician:

- Assist Art staff by supervising pupils during lessons, especially those which involve the use of tools.
- Supporting staff with trips, organising and attending day trips as required.
- Ordering, planning and displaying material for Project Days.
- Assist Art staff by supervising pupils during lessons, especially those which involve the use of tools.
- Work with individual and small groups of students, assisting in the preparation of materials and providing guidance on project work.
- Mount and frame pupils' work for display throughout the Schools.
- Photograph pupils' work for staff reference and record keeping.
- Manage the firing and glazing process of clay pieces.
- Oversee the kiln to ensure maximum efficiency.
- Oversee maintenance of sewing machines, ensuring yearly services.

General responsibilities

- Act as an excellent ambassador for Stephen Perse at all times.
- Build and maintain good working relationships with all Stephen Perse colleagues.
- Assist as necessary in other Stephen Perse areas at peak times.
- Work at all times towards the aims and goals of Stephen Perse and any individual objectives and targets you may have agreed.

- Proactively identify areas for improvements within Stephen Perse.
- Actively promote the Stephen Perse Equal Opportunities Policy, encouraging staff awareness and participation in all areas.
- Act in accordance with the Data Protection principles at all times.
- Adhere at all times to Stephen Perse operational and employment policies and procedures.
- Take care of your own health and safety and that of people who may be affected by what you do (or do not do).
- Cooperate with others on health and safety, and not interfere with, or misuse, anything provided for your health, safety or welfare.
- Follow the training you have received when using any work items Stephen Perse has provided.
- Adhere to the Stephen Perse Privacy Notice and ensure private and confidential data is kept secure and disposed of in the appropriate manner.

This job description is not necessarily comprehensive and the position holder will be required to carry out such other duties as may reasonably be required within the general scope and level of the post.

Safeguarding and welfare of children

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the Stephen Perse Safeguarding and Child Protection Policy statement at all times. If, in the course of carrying out the duties of the post, the role-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School, s/he must report any concerns to the School's Designated Person or the Stephen Perse Designated Safeguarding Lead. All employees of Stephen Perse adhere to the Safer Working Practices guidance and all teaching staff are required to adhere to the Teaching Standards which can be **found on the government website.**

Person Specification

	Essential	Desirable	Assessment Method
Qualifications	GCSE or equivalent, grade C or above in Maths and English	Relevant Art & Design or creative degree Knowledge of Art history an advantage First Aid experience	Application Form Production of the Applicant's certificates at interview
Knowledge & Experience	Experience of setting up exhibitions Sound practical subject knowledge	Previous experience in an educational environment or working with young people Previous experience in handling kilns, glass fusing and slumping	Application Form
Skills & Aptitudes	Due to our statutory obligations in respect of safeguarding, the ability to read, understand and communicate in English to a sufficient standard to understand these obligations is required Excellent organisational, administrative and time- management skills Able to work effectively with other colleagues Flexible and willing to help with various activities Excellent interpersonal and communication skills		Interview
Personal Attributes	Sense of humour Confidence and creative flair Professionalism and Integrity Dedication and Enthusiasm Energy and Resilience Good use of initiative Self-motivated and approachable		Interview

Terms and conditions

All appointments for Stephen Perse are subject to satisfactory reference and disclosure and barring service (DBS) checks, suitability to work with children checks, online checks, proof of identity and eligibility to work in the UK, completion of a medical questionnaire and proof of qualifications.

Hours of work

8:30-16:30, Monday to Friday, 37.5 hours per week, during term time only (to include all INSET days).

Salary

£21,901 pro rata (£27,625 FTE) - £27,693 pro rata (£34,930 FTE).



Benefits

- Contributory pension scheme - matching up to 7%.
- Salary sacrifice tech and cycle to work schemes.*
- Life assurance scheme.
- Rail season ticket loan/discount on train travel on Greater Anglia rail services.
- Lunch and refreshments provided during term time.
- Annual flu immunisation.
- Many of the sites offer covered bike parking.
- Free access to the Cambridge University Botanic Garden.
- Access to private health and dental plan subscriptions.
- A staff discount on School Fees of 50% (pro rata for part time and term time) should staff have a child at any school (from Reception to Year 13) within Stephen Perse.
- A 25% discount is available to staff with children in Kindergarten within Stephen Perse.

Please note, all benefits are under periodic review and subject to change.

There is no onsite parking available.

**Eligibility criteria applies.*

Privacy Notice

Please see our privacy policy which is available on the recruitment portal. **http://www.stephenperse.com/recruitment**



Please apply by completing an application form, which can be found here: www.stephenperse.com/recruitment, or contact recruitment@stephenperse.com regarding any queries.

We are unable to accept CVs.

The Recruitment Process

- Closing date for applications: **9am on Wednesday 2 December.**
- Interviews will take place: **Week commencing Monday 7 December.**

References may be taken up before interview.

Invitation to interview and recruitment arrangements

Stephen Perse is committed to safeguarding and promoting the welfare of its pupils. Stephen Perse has a statutory duty to apply for DBS clearance and shall ask the successful candidate to complete an online form which must be cleared before the applicant can commence work. Such checks may take up to eight weeks to complete.

Stephen Perse has a legal responsibility to ensure that all its employees have the legal right to live and work in the UK. Therefore, you will need to provide original documents verifying that you are eligible to work in the UK to the interview. Details of these will be provided in the invitation to interview.

All candidates invited to interview must bring the original documents confirming any educational and professional qualifications that are necessary or relevant for the post.





Stephen Perse
Cambridge

Stephen Perse (Main Office), Union Road, Cambridge, CB2 1HF

stephenperse.com

Charity No: 1120608