



Position:
Art & Design Technician

Welcome to Waingels

Job Description – Art & Design Technician

Salary Scale:	Grade 4 SCP 7 to 11
Actual Salary:	£12,095.10 to £12,891.73 per annum
Location:	Waingels School, Waingels Road, Woodley, RG5 4RF
Contract Type:	Permanent
Working Pattern:	Part time (20 hours per week)
Reporting To:	Subject Leader for Art & Design
Start Date:	September 2026
Application Deadline:	Tuesday 5th May 2026

About Waingels

Our school is an inclusive, caring, and high achieving school community, dedicated to unlocking students full potential. We are a values-led school, ensuring every student and staff member feels recognised, challenged, and supported on their journey.

Purpose

- Regularly supporting teachers and students individually and in groups to learn new techniques, across KS3, GCSE and A level.
- General assistance to members of staff in the department across 5 subjects (Fine Art, 3D Design, Photography, Textiles & Graphics). This includes preparation of materials and equipment.
- Supporting the operation, maintenance and upkeep of the specialist equipment
- Ensuring workshops and other key areas are maintained and are compliant with relevant health and safety regulations.
- Supporting the promotion of the Art and Design department through the display and storage of student's work.

Key Responsibilities

Supporting the delivery of Art & Design Courses at KS3, 4 and A-Level:

- Provide individual and group support for students in all key stages to develop their skills at using a range of tools and equipment including workshop tools.
- Provide technical support for students in lessons and during the exam period as required by the class teacher including the use of workshop tools, photographic equipment and screen printing.
- Advise teaching colleagues on the safe and effective use of a range of equipment in the different settings.
- Take a lead role in ensuring all activities in the workshop and other potentially hazardous settings are safe and risk has been reduced.

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Key Responsibilities

- Prepare resources ordered by teachers to support the delivery of the curriculum, delivering these resources to lessons in a timely manner, including the use of hand tools, raw materials.
- Respond to student and staff requests for technical support seeking to resolve technical issues as they arise.
- Be responsible for the safe storage of work, including emptying the drying racks .
- Organise the distribution of purchased items from Parent Pay, such as sketchbooks and lino.

Maintenance and Repair

- Check stock levels and ordering, ensuring that classroom supplies are restocked as necessary and that equipment/resources are available for lessons across all material areas within the assigned budgets per team.
- Maintain and repair workshop tools and equipment to required standards
- Workshop servicing including assisting in the maintenance of materials, stock, machinery and equipment required for demonstration and for practical work in all workshops.
- Help maintain tidiness in classrooms and work areas across the department.
- Assist with the maintenance and safe storing of equipment (for example sewing machines)

Promoting Art and Design:

- Prepare, mount and display work around the department and school to showcase examples of student work.
- Assist with curating the Art Gallery space.
- Responsible for setting, hanging, maintaining and replacing the art gallery space
- Support with Open Evenings and Art events where possible.

Other

- Organise storage and collection of GCSE and A level work.

This Job Description is written with the purpose of ascertaining the main duties of the position but is not necessarily exhaustive as the postholder may be required to undertake other duties as directed within the range of duties reasonably expected of a member of support staff.

Additionally, this position commences with a probationary period of 6 months from your start date of employment. During this time, your performance, conduct and suitability for the role will be assessed. We reserve the right to extend this period if performance does not meet the required standards.

Welcome to Waingels

The knowledge, skills, experience and aptitudes necessary for this post include:

Art & Design Technician Person Specification		
Qualities and Attributes	Essential	Desirable
Qualifications		
Good general standard of education i.e. 5+ A-C GCSEs or equivalent		✓
Level 2 qualification in English and maths	✓	
Art & Design qualifications at GCSE grade 5 or equivalent		✓
Experience		
Experience of working in a workshop setting, using hand tools and machine tools		✓
Experience of working in an educational setting		✓
Knowledge/ Skills		
The ability to work flexibly in order to meet tight deadlines.	✓	
Good IT skills (Excel, word etc)		✓
The ability to demonstrate a logical & pragmatic approach to problem solving.	✓	
Ability to maintain equipment & stores system		✓
Awareness of Health and Safety issues		✓
Ability to handle equipment safely depending on experience and training	✓	
Personal		
A desire to work with & support young people	✓	
Ability to work hard under pressure	✓	
Ability to prioritise and meet deadlines	✓	
Ability to learn new skills such as using workshop machinery	✓	
Commitment to continued professional development	✓	
Excellent communication and interpersonal skills	✓	
Commitment to contribute to extra-curricular activities and educational visits		✓
The ability to work effectively under own initiative as well as part of a team	✓	
Well developed problem solving skills		✓
Imagination and resourcefulness		✓

Personal Qualities Continued

General	Essential	Desirable
Professional dress	✓	
A commitment to safeguarding & promoting the welfare of children and young people	✓	
A Commitment to the school's ethos, aims and its whole community.	✓	
A willingness to undertake additional training, keep up-to-date with developments and changes in good practice	✓	
Awareness and adherence to relevant health & safety regulations and a commitment to equality of opportunity	✓	
Excellent attendance and punctuality record	✓	
DBS Checked	✓	

Making Your Application

All of our vacancies are advertised on My New Term and we can only accept applications that are submitted via this platform.

Before submitting an application, we would encourage you to:

- Review this recruitment pack in detail to ensure you are the right person for the job and the job is right for you
- Visit our website to learn more about our school community, ethos and values
- Review our staff welcome brochure that you will find alongside this application pack to learn more about what it's like to work at Waingels

Should you have any questions regarding the role or the recruitment process, please don't hesitate to contact us via:

Contact name: Mollie Williams (HR Administrator)

Email: hrandrecruitment@waingels.wokingham.sch.uk

Phone: 0118 969 0336

Post: Mollie Williams, Waingels, Waingels Road, Woodley, Berkshire, RG5 4RF

We will review applications as they are submitted, so you are encouraged to apply as soon as possible. The final closing date is Tuesday 5th May 2026.

The school is committed to safeguarding, equal opportunities and to promoting the welfare of all staff and students