

WORK WITH US AT FRAMLINGHAM COLLEGE

# Recruitment Pack



## Art & Design Technician (Part Time)

Employment Status	Part Time • Permanent
Employment Location	Framlingham College Senior School
Closing Date for Applications	Midday 1 <sup>st</sup> June 2026
Interviews Week Commencing	Applications are reviewed upon receipt, you are therefore advised to apply at your earliest convenience

### IMPORTANT INFORMATION

Framlingham College is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

[framlinghamcollege.co.uk/employment](https://framlinghamcollege.co.uk/employment)

Framlingham  
COLLEGE

WHERE EVERY PUPIL CREATES THEIR OWN STORY



## Welcome from the Principal

Dear Applicant,

Thank you for your interest in the position of Art and Design Technician at Framlingham College.

Framlingham College is a co-educational boarding and day school which comprises the Prep School, in the beautiful surroundings of Brandeston Hall, and the Senior School which is set in stunning surroundings in the market town of Framlingham. Curiosity and inquiry are at the heart of a vibrant learning culture and at Framlingham College we believe that every child should experience the joy that is to be found in learning. A Framlingham College education aims to nurture essential skills and habits – adaptability, teamwork and good decision-making for example – by weaving them into the curriculum. We are determined to prepare our young people for their adult world.

We are looking for a confident and skilled Technician to join our busy Art and Design Department for 20 hours per week. The ideal candidate will be a team player with strong communication skills, excellent attention to detail and a genuine interest in working in Fine Art, Textiles and Photography. The primary focus of the role is to provide assistance to academic staff, work with pupils and ensure all resources and equipment are ready for workshops. Previous experience of working either in a similar role or within a studio setting will be advantageous.

We offer a supportive working environment, as well as free lunch each day the kitchen is operational. We offer a number of other benefits including contributory pension scheme and complimentary gym membership.

Applications and recruitment packs can be found on our website. However, if you do have any further questions, please don't hesitate to call or email us at [hr@framlinghamcollege.co.uk](mailto:hr@framlinghamcollege.co.uk) or on 01728 723789.

Louise North  
**PRINCIPAL, FRAMLINGHAM COLLEGE**



## How to Apply

Before applying, you are strongly advised to read through the Application Guidance Notes and Job Applicant Privacy Notice (available on our website).

Please submit your completed application form via MyNewTerm. CVs will not be accepted in place of a completed application form in the absence of good reason. CVs may be submitted in addition to the application form to provide further background information

Applications shall be received no later than Midday Monday 1st June 2026.

You will be notified of an exact interview date if you are shortlisted for interview.

All information within your application will be treated confidentially.

### References

All successful appointments at Framlingham College are subject to receipt of two satisfactory references and all applicants will undergo child protection screening, including checks with previous employers and the Disclosure and Barring Service. Further information can be found within the Application Guidance Notes.

# Employee Benefits

The successful candidate will be eligible for the following benefits upon commencement of employment:

- Competitive rates of pay;
- A free lunch each day when the kitchen is operational;
- Free parking for all employees;
- Auto-enrolment into a contributory pension scheme with Legal & General;
- Access to a pensions adviser;
- Professional development and ongoing CPD through internal and external training;
- Personal Accident Insurance;
- 24/7 access to our Employee Assistance Programme;
- Complimentary membership of Framlingham College Sports Centre, which includes access to the swimming pool, gym, tennis and squash courts;
- FramSoc membership, which includes free or discounted admissions to seminars in the College Theatre or Chapel;
- Cycle to Work scheme;
- Discounts with many local businesses within Framlingham;
- Family Swimming Sessions at Framlingham College Sports Centre;
- Christmas Shutdown.

# Job Information

**Reports To**  
Director of Art

**Job Location**  
Framlingham College Senior School

**Pay Band/Hours**  
Band 4  
20 hours a week over 5 days (8:30am-2pm - includes 30-minute break in the morning and 1 hour lunch break)

**Pension**  
Contributory scheme available

# Job Description

## JOB PURPOSE

The Art and Design Technician will be required to support the technical running in a very busy department across Fine Art, Textiles and Photography. We teach general Art and Design to Year 9 incorporating painting, drawing, printmaking, ceramics, photography, and textiles into their work. At GCSE level, from Year 10 to 11, we teach in specialisms. This includes Fine Art, Photography and Textiles. At A Level, from Year 12 to 13 (Sixth Form), we teach Fine Art, Photography and Textiles. We teach A Level and UAL Level 3 Diploma. With a high number of pupils choosing to study Art at GCSE and A Level there are a lot of resources to prepare, stock to maintain, equipment to manage, work to store, work to display and clearing up daily to ensure the department runs smoothly.

## KEY RESPONSIBILITIES

**Post holder will be expected to work at Framlingham Prep School as well as Senior School as necessary.**

- Ordering, organising and maintaining stock levels
- Preparing materials, tools, equipment and studio spaces ready for teaching
- Maintain specialist equipment including sewing machines, cameras and printers
- Setting up studios with lights, cameras and digital equipment
- Setting up sewing machines, heat press and digital printing
- Keeping the department clean and tidy between workshops
- Maintaining and updating the displays in the department and around the school
- Supporting students and teachers during practical work
- Hanging annual exhibitions in the Summer Term.
- Taking to and putting up work at external exhibitions, if required.
- Supporting the department on trips.
- Computer based tasks including general admin, ordering, billing, pupil charges and stock management.
- Invigilation of mock and externally set Art exams.
- Supporting large groups with techniques that are complex to deliver.
- It is the post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom they are responsible, or with whom they come into contact, to adhere to and ensure compliance with the school's Safeguarding Policy at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school they must report any concerns to the school's Designated Safeguarding Lead.

This Job Description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties. Employees will be expected to comply with any reasonable request from management to undertake work of a similar level that is not specified in this job description. It is understood that areas of responsibility are from time to time subject to review and are negotiable in the light of the needs of the school and the professional development of the staff.

# Person Specification

E = Essential • D = Desirable

## QUALIFICATIONS

GCSE's or equivalent	E
An Art Degree or Industry experience.	D
Relevant Health and Safety certification	D

## PROFESSIONAL EXPERIENCE

Specialist Art knowledge as understanding of resources is required.	E
Experience of working within an art and design department	D
Experience of working with/instructing children or young adults in a practical environment	D
Understanding of Health and Safety.	E
Experience gained in a school environment	D
Ability to work independently and use initiative	E

## PROFESSIONAL COMPETENCIES AND SKILLS

Ability to operate power tools to enable displays to be kept up to date.	E
Ability to demonstrate Art techniques to pupils.	D
Ability to use initiative, manage and prioritise workload to ensure tasks are reliably completed	E
Willingness to learn new skills	E
Silk screen understanding, especially cleaning and preparing screens.	D
Understanding of Printmaking techniques	D
General Textiles knowledge	D

**PERSONAL ATTRIBUTES**

Team player but able to work on one's own	E
Flexible attitude to work and willingness to be involved in all areas of the department	E
Approachable and friendly, for students and staff	E
Trustworthy, honest and reliable	E
Takes pride in their work and pays attention to detail	E

**SAFEGUARDING CHILDREN**

Awareness of safeguarding issues	E
Knowledge of safeguarding children legislation and good practice	D

## Our Location

Framlingham College comprises of the Prep School in the beautiful surroundings of the idyllic neo-Tudor Brandeston Hall beside the River Deben in the village of Brandeston, and the Senior School, set amongst stunning surroundings in the market town of Framlingham - approximately five miles from Brandeston.

The town of Framlingham pre-dates its mention in the Domesday Book of 1086 and is perhaps most famous for its castle. This magnificent monument occupies a hill on one side of the town's mere, while the Senior School campus tops the rise opposite.

On Tuesdays and Saturdays, the town centre hosts a busy market selling food and drinks, gifts and collectibles. Framlingham boasts a range of independent shops, covering practically every need, while the numerous eating places and pubs cater to almost every taste.

Just a few miles from Suffolk's Heritage Coast - embracing Aldeburgh and Southwold, amongst many other seaside locations - Framlingham is about 35 minutes by car from the county town of Ipswich, 40 minutes from Bury St Edmunds in the west of the county and an hour from the city of Norwich in Norfolk.

There are regular trains from Ipswich to London's Liverpool Street station. London Stansted Airport and Norwich Airport are each just over an hour's drive away from Framlingham.

## About Framlingham College

Framlingham College is a co-educational, independent boarding and day school for pupils aged 3 - 18.

The College embraces pupils with a wide range of interests and abilities and offers a huge number of co-curricular activities and sports that complement our academic curriculum and enrich our pupils' experience. We believe that learning happens within and beyond the classroom; our pupils and staff have high expectations of and for themselves within a supportive and aspirational environment. We believe in instilling curiosity, a spirit of enquiry and a love of learning for learning's sake, in every pupil.

Our vision is to develop in each child the knowledge and skills they need to thrive as global citizens in their adult world.

