



Downe House



# CANDIDATE INFORMATION PACK ART TECHNICIAN

# Message from the Headmistress

Thank you for the interest that you have shown in joining us at Downe House. I hope that this information pack will give you a good overview of the position and working at our School, but if you have any queries then please do contact us, we are more than happy to help. I would recommend that you also take a look at our website where you will find a wealth of information about us.

Downe House is a very special place where we all work together with one common purpose of supporting our pupils to reach their full potential. There is a strong community spirit here, and all of our staff, whatever their role, play an important part in our success.

We seek to recruit the best staff at Downe House, and I could not be more proud of our committed team. We have high expectations, but in return we provide a supportive and friendly working environment, generous benefits, wide CPD opportunities and the chance to really make a difference.

I hope that you are interested in applying and we look forward to hearing from you.

With all good wishes



**EMMA MCKENDRICK**



# About the School

Downe House is one of the UK's leading boarding and day schools for girls aged 11 to 18. With a charm and character of its own, the School is set on a beautiful 110 – acre site in the village of Cold Ash situated 3 miles from the market town of Newbury. The School is passionate about creating a strong learning and inspirational environment and community, where every individual matters.

Downe House was founded by Olive Willis in 1907, who held a strong belief that a school should meet the needs of young women proving educational excellence in a framework which was relaxed but structured. With over 550 pupils, approximately 30% of whom are international students, Downe House lives out the message that “each individual matters”, alongside the core values of kindness and respect for others. The aim is also to prepare girls to play a full and positive role as citizens of a global community and to become outstanding women of the future.

Our immersive education gives girls the freedom and space to nurture their talents at their own pace. Inspirational teaching, enriching Co-Curricular opportunities and personalised curricula bring out the best in each girl, with holistic pastoral support. The lifelong friendships formed here create an unrivalled network of talented alumnae helping each other succeed beyond Downe House.

The School has a reputation for academic excellence as well as outstanding pastoral care. We offer a flexible approach to suit the individual needs of our pupils and their parents, and girls have the choice of joining us as full boarders, flexi boarders or day girls. Many of the girls are boarders and they live in one of the twelve on-site boarding houses. The emphasis is very much on creating a ‘home from home’ environment and each house is staffed by a committed and caring team of staff – some of whom are residential.

Our international focus reflects our commitment and ambition to share our education management expertise on a global scale and to provide genuine opportunities for staff and young people all over the world. Academic staff have the opportunity to participate in the Global Teacher Exchange program, with our partner school in Australia. Selected pupils can also attend international schools for a short term or gain global internships for work experience. We are committed to creating a diverse and global community within our founding School in Berkshire, alongside our international schools in Oman and the Kingdom of Saudi Arabia as well as our pioneering online DH Academy.



# Working for us

If you join us, you will be working for one of the leading independent schools in the country. We have a strong reputation both in the UK and overseas, with a significant international presence as well as global links. Under the leadership of the Headmistress and Leadership Team, we believe in never standing still and encourage everyone to be innovative and to have a forward-thinking approach.

We employ over 400 staff in a wide range of positions ranging from teachers, school nurses, housekeepers, matrons, administrators, accountants, and chefs to name just a few. Whatever your role you will be joining a supportive community, and you will have an important part to play in the success of our School. We encourage everyone to get involved in the life of the School, and there will be plenty of opportunities for joining in with School events and activities, and mixing with other colleagues.

In a School setting every day is different and there is no doubt that you will be kept busy, but all our jobs are worthwhile and really do make a difference.

“The School acknowledges the importance of nurturing its teachers by providing regular CPD opportunities throughout each term, in areas as diverse as neurodiversity and the integration of technology into classrooms.”



# Employee Benefits



## ANNUAL LEAVE

25 days + Christmas shutdown + Bank Holidays



## BEREAVEMENT SUPPORT

practical, probate & emotional support



## COMMUNITY & SOCIAL

regular social events for staff & family



## CPD

weekly opportunities for learning & development



## EMPLOYEE ASSISTANCE

confidential advice & counselling service



## EYE TEST

annual free eye test & contribution to glasses for regular VDU users



## FLU VACCINATIONS

annual on-site free vaccinations



## FREE MEALS

daily nutritious & delicious meals



## EMPLOYEE REFERRAL REWARD

£300 for successful referrals



## FEE REMISSION

generous discounted fees



## GROUP INCOME PROTECTION

75% salary



## GYM

free access to on-site gym & discounts at local gyms



## HEALTH & WELLBEING

a range of health benefits i.e. Virtual GP & Online Physiotherapy



## LIFE INSURANCE

3 x salary



## LINE MANAGER SUPPORT

in house workshops & Aspiring Middle Leaders programme



## LOCATION

well connected, within easy reach of A34 & M4



## PARKING

plenty of onsite parking



## PENSION

generous employer contributory schemes



## SWIMMING POOL

access to heated on-site swimming pool



## TECH

Microsoft showcase school using leading technologies



## WORKING ENVIRONMENT

beautiful semi-rural campus on 104 acre estate

# The position

## ART TECHNICIAN

**Start Date:** Immediate

**Contract Type:** Permanent Position – Part-Time

**Salary:** £21,500-£24,605 FTE, pro-rata salary  
£13,535.07-£15,489.79 per annum

**Hours:** This is a permanent part-time, term time only position, 31 hours per week (34 weeks per annum plus additional pay for 5.6 weeks of holiday pay.) The working pattern can be flexible to suit the candidate but there will be some requirement to work evening/weekends on occasion to support the needs of the department.

### Benefits:

- Employer pension contributions at 9%
- Delicious free meals daily
- Free onsite parking
- CPD opportunities
- A variety of social occasions through the year including a Christmas and Summer Party held in the grounds, plus other termly events.

**Reporting To:** Director of Creative Arts

## DEPARTMENT OVERVIEW

Art is important in the lives of pupils at Downe House. Our well-resourced Department is a creative hub where pupils are supported to develop strong creative and technical skills.

Pupils explore a wide variety of media, observational drawing, independent work through sketchbooks and engage with artists' work. Enrichment opportunities such as the art club, gallery visits, and workshops further inspire pupils. A large number of pupils go on to study Art and Design on Foundation Courses or at University, leading to careers in Fine Art, Design, Fashion, Graphics, Illustration, and the Media.

## JOB PURPOSE

The Art Technician plays a key role in delivering an efficient and effective service by supporting staff with the smooth running of the Art Department. You will contribute to the provision of a safe and stimulating environment by preparing materials for lessons, demonstrations and exams, organising the teaching rooms, ordering and managing supplies, and maintaining equipment and resources for the department.

Your creative skills can be used to assist with displays of work and practical activities. And you will be vital in providing support to teachers and pupils during practical lessons, including ceramics, painting, sculpture, and mixed media.





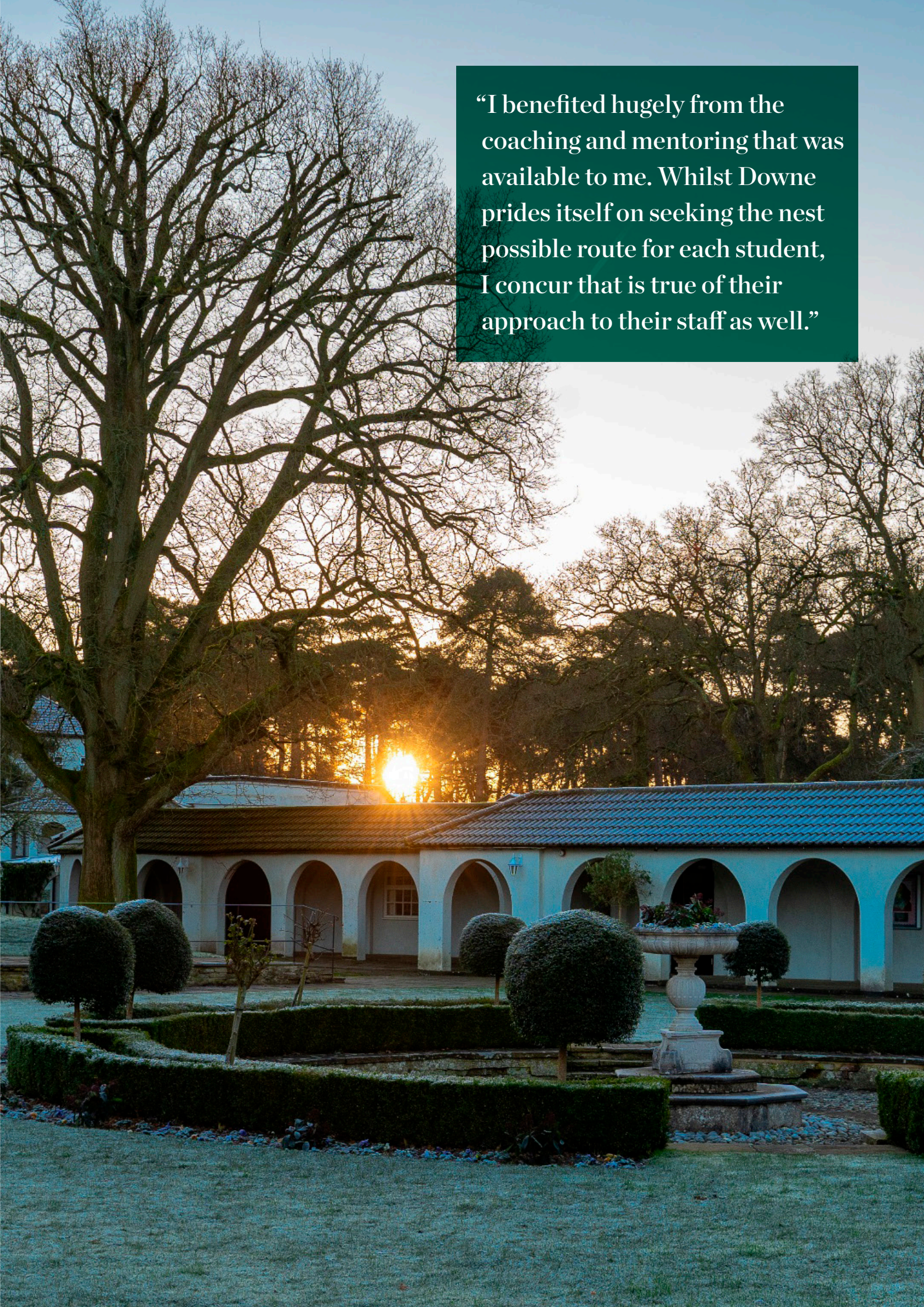
*Inspiring girls*

## MAIN DUTIES AND RESPONSIBILITIES

- Prepare materials and tools for Art lessons.
- Provide practical assistance in lessons when required.
- Support with the preparation for workshops with other schools and occasional Sunday workshops (such as screen printing/glass-fusing/ceramics).
- Mount/add fixings to artwork and assist with putting up displays/exhibitions in a professional manner.
- Assist with the labelling and preparation of work for moderation.
- Assist in the Photography department for 5 hours per week under the guidance of the Head of Department.
- Provide effective control of stock taking and ordering of materials for the department, including unpacking and storage.
- Liaise with AV and Estates departments to organise the movement of display screens, tables and artwork for displays and moderation.
- Contribute to the appearance of the Art Department, ensuring that rooms are always clean and tidy.
- Assist with the organisation of trips and workshops. You may be asked to accompany trips alongside faculty staff.
- Ensure that Health and Safety standards are observed and maintained.
- Contribute to the departmental risk assessment.
- Assist with budgetary management and recording of expenditure.



“I benefited hugely from the coaching and mentoring that was available to me. Whilst Downe prides itself on seeking the nest possible route for each student, I concur that is true of their approach to their staff as well.”



# Person specification

## ESSENTIAL

- ✓ An appreciation of and involvement with Art.
- ✓ An interest in education and working with young people.
- ✓ Strong communication skills with the ability to communicate appropriately with all 'customer' user groups within the school community.
- ✓ A collaborative team player with a flexible approach to the type of work undertaken.
- ✓ Good IT skills, including the use of Microsoft Office.
- ✓ Excellent organisational skills, with the ability to prioritise workload and meet deadlines.
- ✓ Strong attention to detail.
- ✓ Ability to lift/carry items and use a ladder when putting up displays.
- ✓ Ability to work within Health and Safety guidelines.
- ✓ Ability to work unsupervised and on own initiative, quickly and calmly under pressure.
- ✓ Committed to safeguarding and promoting the welfare of children and young people, and adhere to the School's Child Protection Policy statement at all times.

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## DESIRABLE

- ✓ Previous experience within a similar role or in a or creative environment.
- ✓ An Art-related qualification/degree would be advantageous, but not essential.
- ✓ A good understanding of art tools, media, and processes.
- ✓ Understanding of how to frame artwork.
- ✓ Committed to contributing to the wider school and its community.
- ✓ This role could also suit a practising artist looking for regular work to fit around their other commitments.

Downe House is committed to safeguarding and promoting the welfare of students and expects all staff to share this commitment and adhere to, and comply with, the School's Safeguarding and Child Protection Policy and procedures at all times. Appointed candidates will be subject to an enhanced DBS check and an online social media check.

**We promote equality of opportunity and support an environment that values and promotes diversity and inclusion.**



*Inspiring girls*



Downe House

Downe House  
Cold Ash, Thatcham  
Berkshire, RG18 9JJ

[www.downehouse.net](http://www.downehouse.net)



The Downe House Podcast is available  
on all major podcast platforms