



KING EDWARD'S SCHOOL
BIRMINGHAM

**Information for candidates for position of:
Art Technician**

Job description and person specification

Job title:	Art Technician
Reporting to:	Head of Art
Starting salary:	£29,429 - £30,589 FTE (£17,334 - £18,017 actual)
Hours:	Term time (including INSET days) plus 5 days (typically worked July/August), 27 hours per week. The typical working pattern will be 8.45am to 2.45pm (2.15pm finish on Friday) with a 30 min lunch break. However, the working pattern is open to discussion for the right candidate. A degree of flexibility in working hours is important for this role.
Benefits:	Enrolment into a Defined Contribution pension scheme 60% off school fees at King Edward's School and King Edward VI High School for Girls (subject to admissions criteria) Free on-site parking Free lunches in term-time Use of the onsite gym and swimming pool
Start date:	As soon as possible, subject to satisfactory completion of DBS checking process

1 Job description

We are looking for an enthusiastic and highly motivated individual who enjoys working with young people to join our ambitious and exciting Art Department. This post is suitable for candidates with relevant subject knowledge who are well organised, practical, creative and possess an interest in working in a school environment. Duties are based in the Art Department and include supporting students to develop their work, preparing practical lessons, ordering equipment and materials, carrying out administrative tasks and the general maintenance of the suite of Art rooms.

1.1 The Art Department

The Art Department is a vibrant and well-resourced area of the school, staffed by a team of four highly experienced and dedicated art teachers including the head of department. Teaching takes place across four purpose-built studio spaces, designed to support a wide range of artistic disciplines and creative approaches. These include a fully equipped

ceramics room with two sizable kilns, as well as a specialist print room that enables students to explore a variety of traditional and contemporary printmaking techniques.

The department benefits from close and well-established links with the Art Department at the neighbouring girls' school. This partnership offers valuable opportunities for collaboration, including the possibility of working alongside teaching and support staff across both schools, as well as sharing specialist facilities and resources. This collaborative approach enriches both staff and student experiences and helps foster a dynamic and supportive creative community.

Art and Design is taught as a discrete subject throughout the school. All boys study Art in their first two years, after which it becomes an option in Upper Middle year (year 9). Class sizes are small, allowing for a high level of individual support, and the department has a strong track record of excellent outcomes.

The school is currently undertaking an exciting transition from the International Baccalaureate to A Level, with the first A Level examination series scheduled for Summer 2027. This period of change presents a valuable opportunity to be part of the development of the department, building on its existing strengths to increase student uptake and further enhance provision. Central to this vision is closer collaboration with the Art Department at the neighbouring girls' school, working as part of a wider, supportive team to share expertise, resources and best practice. The overarching aim remains to provide students with the highest quality opportunities to develop practical skills, express their creativity, and enjoy an energetic, positive and inspiring experience of Art and Design.

There are lunch time extra-curricular clubs and after school sessions along with visits from practicing artists who give specialist and inspiring workshops. Visits to museums and galleries are undertaken; locally, in London and other major cities, as well as overseas residential trips designed to enable students to engage with and make links to the wider cultural contexts within which their emerging work is placed. Exhibitions in the department and displays of work around school also help to raise the profile of the boys work and motivate and inspire others.

2 Person Specification

The ideal candidate would be required to show evidence of many of the following skills and qualities, and these have been divided into essential and desirable qualities.

	Essential	Desirable
Reliability	<p>High level of attention to detail and the ability to meet agreed deadlines</p> <p>Ability to support students during practical tasks</p> <p>To carry out tasks efficiently and safely</p>	
Organisation	<p>The ability to manage and prioritise multiple tasks</p> <p>To be self-motivated, proactive and able to act on initiative</p> <p>To be efficient in relation to stock keeping, ordering, carrying out administrative tasks and resourcing within the dept</p>	

Flexibility and teamwork	Willingness to work as part of a team and to undertake other duties and tasks in the department other than those within your job description	A flexible approach to working hours A willingness to be involved in extracurricular activities
Interpersonal skills	An ability to work successfully and communicate effectively with a wide range of people. A commitment to promoting the wellbeing and safeguarding of children and young people	Experience of working in a school environment and interacting with staff, pupils and parents. Previous experience working in the visual arts and a personal interest in cultural or artistic concerns.
IT skills	Confident user of ICT and software to carry out general administrative tasks.	A good understanding of computer programmes such as Photoshop would be useful
Education	Minimum Grade C in GCSE English and Maths	Educated to A Level or equivalent in an Art related subject

As a term of your employment you may be required to undertake such duties as may reasonably be required of you, commensurate with your grade, as requested by your line manager. The role requires some element of manual handling and may, on rare occasion, involve the post holder having to work paid overtime. This will be agreed in advance with your line manager.

3 How to apply

To apply for this role, please forward a completed application form and equal opportunities form (both available for download [here](#)) and a covering letter addressed to the Bursar - Operations (Mrs Jenny Butterworth) by email to: kesrecruitment@keschools.org.uk

If you have any queries about the role or would like to discuss it in more detail, please contact Mr Nick Bassett, Head of Art – nb@kehsmail.co.uk

The deadline for applications is 8 am on Monday 16th March, however, applications will be reviewed on receipt and so early applications are encouraged. We reserve the right to bring forward the closing date and interview date if sufficient applications have been received.

Interviews will provisionally take place in the week commencing Monday 23rd March.

King Edward's School and King Edward VI High School for Girls are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants invited to interview will be required to provide proof of identity, preferably a birth certificate, although where this is not available, we will accept other forms of ID. Online searches will also be carried out for all shortlisted candidates, as required by Keeping Children Safe in Education. Successful candidates will be required to undergo an enhanced DBS check and other pre-employment checks. A copy of the School's Recruitment, Selection and Disclosure Policy is available on the website www.kes.org.uk.