



# Wimbledon College



*125 Years of forming men for others*

## Art Technician

**required for September 2017**

Scale 4 Spinal Column Points 18-21 - £19,917 -£21,984 pro rata  
[dependent on qualifications and experience]

40 weeks a year, 35 hour week [8.00 – 4.00, with a one hour lunch break]

**Deadline 12pm Wednesday 19<sup>th</sup> July**

**Interviews will be held on Tuesday 25<sup>th</sup> July**

*Wimbledon College is committed to safeguarding and promoting the welfare of young people. The successful candidates will be subject to an enhanced DBS check.*

**'Wimbledon College is an outstanding school'**

Diocesan Inspection July 2015



*A Jesuit school founded in 1892 for improvement in living and learning  
to the greater glory of God and the common good*

# Art Technician Job Description

Wimbledon College is a high achieving boys' Catholic voluntary aided school in the trusteeship of the Society of Jesus (Jesuits). There are 1260 pupils including 260 in the Sixth Form.

The College also offers an extremely varied and expansive extra-curricular sports programme for all pupils. The College fields competitive teams in a number of sports including rugby, football, swimming, basketball, cricket and athletics

**Department** Art & Design Department

**Line Manager** Head of Art & Design

This appointment is a technical position supporting the Head of Art & Design with the smooth running of the department. The incumbent is required to work closely with the teaching staff and to maintain stock levels of goods and equipment. The post is for one year initially.

## Main duties and responsibilities

- To carry out daily maintenance duties as specified by the Head of Art & Design
- To maintain equipment, materials, facilities and services in the Art department in good condition
- To manage the storage of materials, equipment and artwork efficiently and in good order.
- To prepare specialist materials and equipment for use in lessons and pack/clear these away afterwards
- To document pupils work and to distribute work back to pupils
- To provide technical assistance to pupils during lessons and private study sessions
- To assist with reprographics and ICT administration
- To provide technical support to staff and pupils for sculpture
- To be responsible for Art departmental displays and the preparation, mounting and installation of artwork around the School
- To provide skilled assistance to academic staff in preparation of teaching aids
- To assist with the creation of props, costumes and scenery for school productions
- To maintain displays around the School
- Liaise with cleaners and maintenance staff
- Have a technical frame of mind and the ability to resolve technical issues
- To keep abreast of new techniques in identified specialist areas
- To undertake any other reasonable duties as required
- All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate safeguarding training which is regularly updated.

## Administration

- To be responsible for all ordering under the guidance of the Head of Art
- To complete documentation and maintain computerised/manual records associated with technical services

# Art Technician Job Description

- To check incoming deliveries, to unpack and distribute as necessary
- To issue materials as required, including those ordered by pupils
- To determine charges for pupils and to maintain accurate records
- To maintain a suppliers database
- To review the inventories of resources

## Health and Safety requirements

- To be responsible to the Head of Art & Design for health and safety matters and to carry out Risk and COSHH assessments as required by the Operations Director
- Manual handling/lifting

## Qualifications and skills

- Art based training would be beneficial but not essential
- Woodworking skills would be an advantage (making picture frames, hanging pictures etc)
- Excellent communication skills and ability to build effective working relationships with staff and management at all levels.
- Basic computer skills in Word and Excel will be expected
- An appreciation of children's specific needs and a desire to play an active role within the life of the school

## Disposition and Personal Qualities

- Reliable and friendly
- Adaptable and flexible
- Positive approach
- A desire to help the Art Department team achieve its aims
- An ability to work as part of a team
- Self-reliant and self-motivated
- Ability to remain calm and focused when under pressure
- Committed to developing the success and wellbeing of others
- The position will occasionally require flexibility in working times, including an occasional Saturday morning. Time is given in lieu.

## Training

- Training on use of machinery will be provided as necessary
- Specialist Art training in newly developed areas of the curriculum

# Art Technician Job Description

## Information about the School

Wimbledon College was founded in 1892 by the Society of Jesus (Jesuits) to provide education and preparation for university entrance at a time when Catholic children were barred from such opportunities. Today, the College is a voluntary aided comprehensive secondary school for boys ages 11 to 18. The school is in the London Borough of Merton and remains in the trusteeship of the Society of Jesus.

The Jesuits have a distinctive approach to education. This approach is summed up by St Ignatius Loyola's vision for Jesuit schools as being "for improvement in living and learning for the greater glory of God and the common good." There are some 3,400 Jesuit schools, universities and educational institutions worldwide educating 2.5 million students in 68 countries.

Central to St Ignatius' vision and to the College is the education of the whole person, providing each pupil with the opportunity to strive for excellence in all that they do.

The College currently has close to 1300 boys on roll including 270 in the Sixth Form. There are seven teaching groups in each year (known as lines in Jesuit schools) at Key Stage 3, with eight in Key Stage 4.

We were graded as Good in our most recent Ofsted inspection in 2013. Examination results are excellent and consistently well above national averages. In 2014, the College achieved its highest ever value added figure at GCSE being ranked in the top 15% of all schools nationally. Full details of examination results are available on our website.

The teaching staff is well established with a small annual turnover. All teachers are specialists in their subjects and there is a CPD programme supporting teachers at all stages of their career. Teaching Support Assistants are assigned to departments and provide cover for absent staff as well as administration support for the department.

The school operates a Sixth Form partnership with the neighbouring Ursuline High School with pupils able to attend classes on both sites. Classes in the Sixth Form are coeducational. The Sixth form offers a wide range of A Level and Btec Level 3 courses as well as a one year Level 2 course. The majority of our Year 11 [Syntax] boys continue into Sixth Form at the College and in recent years all of our pupils have moved into education, employment or training. Post A Level the majority of our pupils go on to university with over 40% going to Russell Group universities.

Wimbledon College has a strong system of pastoral care and discipline. All teachers are form tutors and work with Heads of Line in ensuring every boy is supported, cared for and challenged to progress academically and become involved in the wider life of the school. The school's intake is truly comprehensive academically, socially and economically and ethnically. It draws from across southwest London and from Surrey and north of the Thames also. Last year saw boys join the College from over 40 different schools. Places in Y7 are regularly oversubscribed threefold.

The school is fortunate to have a strong Special Needs Department staffed by four specialist SEN teachers and over thirty Learning Support Assistants. The department has its own base with teaching rooms and a treatment room. There are around twelve boys with Statements of Educational Need/EHCPs in each year group of 200. The needs of the boys are varied and it is the school's practice for all boys to be supported in lessons as much as possible. We also have an



## Art Technician Job Description

extensive programme supporting incoming Year 7 [Figures] boys to catch up on literacy and numeracy skills.

The work of the Chaplaincy is a core feature of the school, judged outstanding in two recent diocesan inspections. We have a full time lay chaplain who is fully involved in the life of the College. The Jesuit community in Wimbledon provides priests to celebrate the sacraments and to assist the chaplaincy. There is a full programme of liturgy marking the seasons and great feasts of the Church's year.

The school is accommodated in striking Grade II listed buildings on Edge Hill, above the parish church of the Sacred Heart, on a spacious green site in a conservation area. Private and public funds have facilitated a substantial development of the facilities of the College over the last fifteen years. This includes a new sports hall, learning resources centre and computer centre, a new dining room, sixth form centre and a new Music School. Other areas of the school have been refurbished including the swimming pool. Extensive renovations of the historic parts of the school have seen significant upgrading to classrooms. There is IT provision in every classroom and over the last year we have introduced full wifi coverage across the site. As well as a pitch on site the College has its own playing fields within walking distance.

The school has a strong tradition of drama and music. There is a well-equipped auditorium with raked retractable seating, a stage with revolve, and full lighting and sound rigs. Recent productions have included *Oliver*, *HMS Pinafore*, *Oklahoma!* and *Larkrise*. The English and Drama Departments organise frequent visits to plays and invite theatre companies into the school. The Strings Project is an innovative collaboration with the London Mozart Players which each year challenges forty Y7 boys to learn a string instrument and to perform in concerts. Many go on to join our bands and ensembles.

There is a very extensive sports programme in the school, financially supported by parents' donations to the School Fund. We have representative fixtures in many sports. Our major sports are rugby, football, cricket, basketball, swimming and athletics. We compete against many of the best state and independent schools in London on a weekly basis. Many of our boys achieve individual representative honours at local and national level. In addition to this we offer a wide variety of minor sports which are open to all pupils and encourage participation and enjoyment.

We encourage all of our boys to be involved in extra-curricular clubs and activities and we offer over 80 different such opportunities to the boys. These include a 3-D printing club, Lego Club, Chess and a model railway club. Well over 90% of the boys are involved in at least one activity with a significant number participating in more.

Innovation balanced by a thoroughly traditional approach to school life and learning is the hallmark of success at Wimbledon College. Please see our website for further information: [wimbledoncollege.org.uk](http://wimbledoncollege.org.uk)