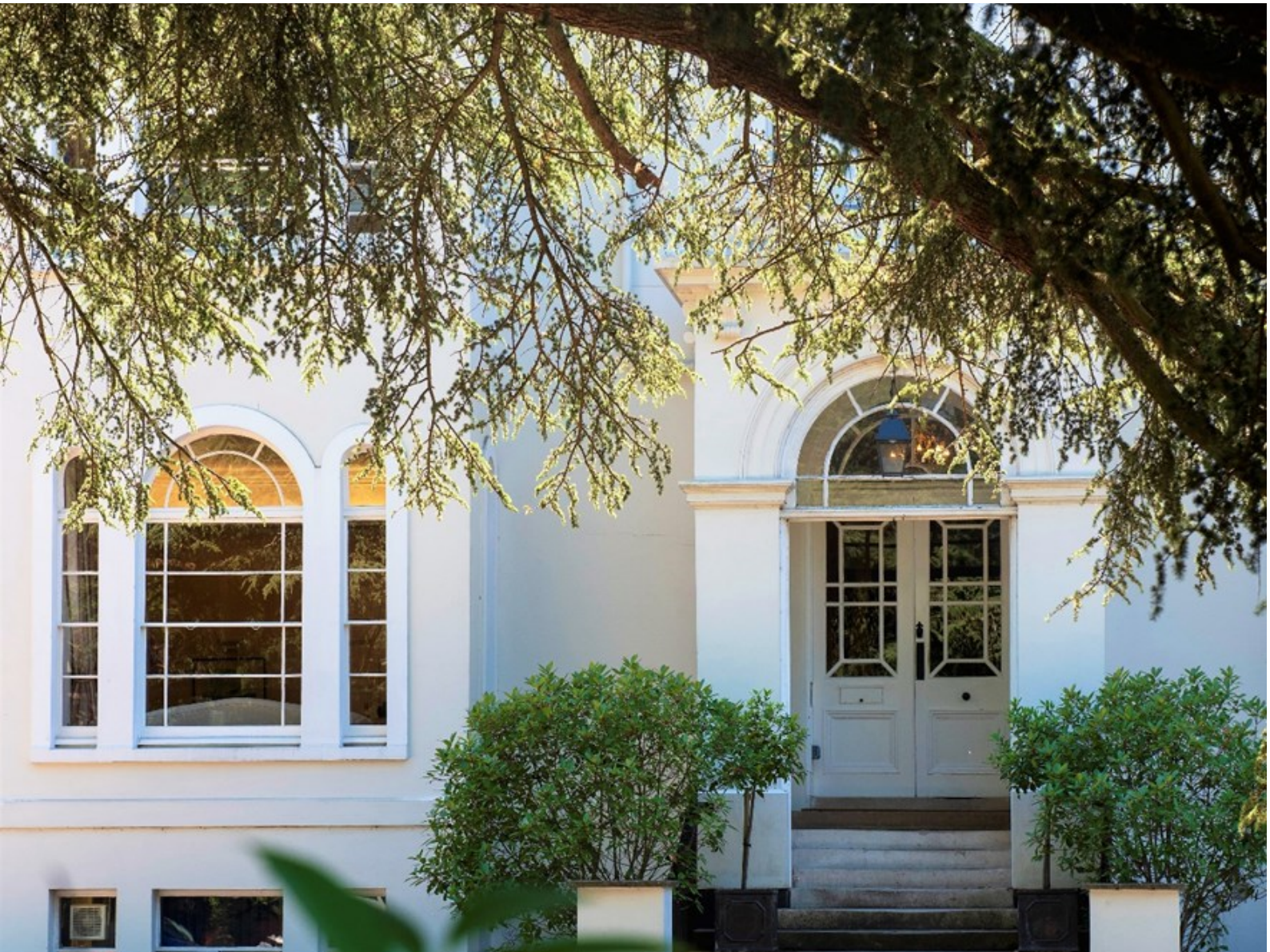




LAMBROOK

ART TECHNICIAN

Information for Candidates



Required for September 2023

The closing date for applications is Friday 14th April 2023

Interviews will take place shortly thereafter



THE SCHOOL

Lambrook is a thriving Prep School for over 600 boys and girls aged between 3 and 13, situated in 52 acres of beautiful Berkshire countryside. The School offers an enriching and exciting experience for each child, equipping and inspiring them ready for the next stage of their educational journey and indeed, life beyond.

The School comprises of a Nursery and Pre Prep for children in the Early Years Foundation Stage and Years 1 and 2, and a Prep for children in Years 3 to 8. Lambrook offers weekly and flexi-boarding for boys and girls from age 7 to 13. There is a thriving boarding community where pupils can board anything from five nights a week to one night every so often. Boarding is seen as a happy extension of Lambrook School life with 75% of the Prep School taking advantage of boarding in some way. With 95% of pupils going on to board at their future school, Lambrook offers a great opportunity to prepare pupils for this.

Lambrook has been rated 'excellent' in every area following its most recent ISI Inspection; which included the quality of teaching, pupils' achievements, opportunities in sport, music, Performing Arts and extra-curricular activities, as well as boarding provision and pastoral care. Lambrook has an outstanding track record in preparing its pupils to go onto the leading Senior Schools in the country, including Eton, Wellington College, Winchester, Charterhouse, Downe House, Rugby, Radley, Marlborough, St Mary's Ascot and St Edwards, Oxford. We are proud of our 100% pass rate for Common Entrance and a very generous spread of scholarships across all curricular areas.





A DISTINCTIVE APPROACH

Lambrook is a forward-thinking yet traditional school, with a strong Christian and family ethos. Founded in 1860, the School has a rich history of success and is proud of its reputation as one of the leading Prep Schools in the country. Lambrook is proud of the quality of the educational experience provided for all pupils.

With 52 acres of beautiful grounds, our own farm complete with bees, chickens and pigs, an Orchard, woodland, 9 hole golf course, and endless sports pitches, our children have plenty of opportunities to explore, play, learn and of course, to get muddy! We are fortunate to have some of the best facilities in the independent sector at preparatory level; a 25 metre swimming pool, Astroturf, Hard Courts, a Diamond Jubilee Performing Arts Studio, Dance Studio and Sports Hall. 2019 saw the completion of our Queen's Building; a £6m new development which offers pupils a remarkable environment for ICT, academic learning, Art, Design & Technology and the Performing Arts.

"We say that we give our pupils 'the feathers to fly'. Along with the academic, we believe in the importance of other 'feathers' too, including a healthy 'plumage' of sport, music, drama, the creative arts, leadership programmes, expeditions with a purpose, charitable events that make a difference and so much more. Such feathers are essential in equipping children with skills such as inner confidence, learning to work in a team and valuing others, handling success as well as disappointment, building resilience, stepping out of their comfort zones, thinking outside the box, and in so doing creating 'whole' individuals who can influence society for the good. We know that with these feathers, our pupils will go on to take flight when they leave us and to soar into the next stage of their academic journey and indeed, their lives beyond." Jonathan Perry, Headmaster

Thanks to the generosity of its supporters, Lambrook has been able to offer so much more to pupils at the School. Since its founding as a school in 1860, Lambrook's campus has matured considerably, combining its historic architecture with an ever-growing list of state-of-the-art facilities. Such improvements have had a transformational effect upon the Lambrook community and Lambrook has been able to offer exceptional educational opportunities to all of its pupils. As well as embarking on some exciting new building projects, the school has also been able to provide an increasing number of bursaries to those who would truly benefit.





LAMBROOK

SCHOOL AIMS

Since 1860, Lambrook has been laying the foundations for its pupils' futures. Children have one opportunity for an education which will form the basis of their lives and, at the same time, one childhood; Lambrook aims to keep a happy balance between the two. During their time with us, we give our pupils the 'Feathers to Fly' so that when they leave us, they will spread their wings and will take flight; leaving Lambrook as confident, happy, engaging, mature, considerate and thoughtful young adults who are outward looking global citizens.

Inspiring pupils from Nursery through to Year 8, ensuring an outstanding level of education from our exceptional staff.

Nurturing all pupils through an outstanding level of pastoral care, enabling them to flourish in a happy environment

Providing pupils with an abundance of opportunities to discover, develop and showcase new talents.

Preparing our children for the next stage of their educational journey by giving them the skills for scholarship and Common Entrance entry at leading Senior Schools.

Equipping our children for the ever-increasing challenges of the world in which they live; giving pupils the skills and the confidence to understand technology, the environment and other cultures better, thus enabling them to make a difference in the world, both now and in the future.





CANDIDATE SEARCH

Lambrook seeks a dynamic and inspirational Art Technician to support the Head of Art and pupils, and to assist with the smooth running of the Department.

The candidate will be able to prioritise tasks and work efficiently to deadlines, be able to manage, source, calculate and cost materials and resources, and work independently on everyday duties that arise across the Departments.

The candidate will have the ability to work under their own initiative and function well under pressure. Assisting with exhibitions and mounting seasonal displays of pupil work, helping with props and coverage for charity endeavours and national days celebrated within the School calendar, will all form part of this role too.

MAIN AREAS OF RESPONSIBILITY

- To assist with the running of the Department, ensuring that preparation is undertaken for all lessons, rooms are checked as requested by staff, and resources and rooms are prepared ready for lessons throughout the day.
- To order and prepare all teaching materials required for project and examination work.
- To ensure that adequate levels of materials and equipment are held within the department at any given time and monitor stocks held.
- To unpack deliveries and maintain order in the store cupboards and Art shed.
- To help maintain the departmental budget ledger and departmental inventory, sourcing, comparing and liaising with suppliers where necessary.
- To undertake appropriate training with regards to techniques, health and safety and other areas that may be relevant to the role.
- To record and maintain accurate records of data required for the Control of Substances Hazardous to Health (COSHH) regulations and risk assessments for the safe use of any equipment or materials.
- To assist staff and students, including photocopying, arranging displays, photographing work and preparation of materials.
- To provide technical advice to pupils as applicable.
- To assist with displays in the Art Department, exhibition areas within the school, including the annual Scholars, Christmas and Summer Exhibitions.
- To assist with the organisation and administration of Art Department school trips and relevant cross-curricular events.
- To keep up-to-date with working knowledge and skill base, to ensure that they can support the Art Department appropriately.
- Promoting and safeguarding the welfare of the children and young persons for whom you are responsible and with who you come into contact with.

In addition, the job holder will be expected to carry out any other duties commensurate with the post as may be reasonably required by the Head of Art.



LAMBROOK

PERSON SPECIFICATION

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| Qualifications | Qualifications indicating relevant study at a higher level e.g. HND. |
| Experience | Experience of working in a school environment. Knowledge of health and safety issues. |
| Skills & Knowledge | Knowledge and a good level of understanding of Art and different areas within the subject. Good ICT skills – confident in the use of Microsoft Office software. Effective organisational and time management skills. |
| Personal competencies and qualities | Strong interpersonal skills, including the ability to relate well to people on all levels. Able to remain calm under pressure, work to deadlines and manage competing priorities. Strong interpersonal skills, including the ability to relate well to people on all levels. Flexible approach, to meet daily demands of the role. Self-motivated and able to use initiative to ensure tasks are completed. Diplomatic, discreet and confidential. |





LAMBROOK

PRE-APPOINTMENT CHECKS

Any offer to a successful candidate will be conditional upon:

- A verification of identity and qualifications
- Confirmation of right to work in the UK
- A check at the Department for Education List 99 and the Protection of Children Act List, as appropriate
- A satisfactory DBS Enhanced Disclosure
- Verification of professional status if required
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance
- Verification of medical fitness in accordance with the Department of Education
- Satisfactory completion of the probationary period

SALARY & BENEFITS

This position is full-time (8.am to 5.20pm) and term-time. The school has its own generous salary scale and benefits including contributory Pension Scheme, free lunches, bike to work scheme, life assurance scheme. If the candidate has children of Prep School age, a means tested fee remission may be available.



THE APPLICATION PROCESS

Applicants are asked to provide the Headmaster with a letter of application (no more than two sides of A4). The letter of application should offer a personal insight into the skills and aspirations of the candidate. Letters should be sent via lesley.hailey@lambrookschool.co.uk

- Applications will only be accepted from candidates completing the School's Application Form in full with an accompanying photograph
- The successful applicant will be required to undergo Enhanced Disclosure clearance (DBS) from the Criminal Records Bureau.

If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about these issues. Where neither your current nor your previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.

You should be aware that provision of false information is an offence and could result in the application being rejected or in summary dismissal, if the applicant has been selected, and possible referral to the police and/or the department for Education Children's Safeguarding Operation Unit.





WHAT OTHERS SAY

"They say they give children the 'feathers to fly' we say; they help them soar" "It's pretty bucolic: we spotted children cartwheeling on the croquet lawn, racing around with cricket bats and swinging from old tyres hanging from the trees, sporting proper rosy cheeks and a healthy outdoorsy glow. The school is anchored around a pristine, grand white country house, with a nursery and pre-prep on site. There's a sense of delicious freedom and fresh air"

Talk Education

"Parents can't believe their luck to have stumbled across Lambrook, wondering at how such an all-rounder country prep can be within such easy reach of West London. Head Jonathan Perry is one of a kind, and parents marvel at his ability to proffer a smiling welcome each morning, come rain, shine or minus two degrees. There is a real outdoor culture: little ones have wellies and waterproof all-in-ones so they can romp freely through the 52 acres. The amazing facilities are ever improving: pupils are enjoying synchronised swimming in the new pool, acting in the Performing Arts Centre, and studying in the new Queen's Building."

Tatler

"If you're lucky enough to visit the magnificent white Berkshire mansion that is Lambrook on a sunny day, it is a glorious site. And if you pick a day to see the school's 52 acres of lush prime estate at their peak of green and pleasantness, expect to see children playing under distinguished trees, with the cricket pitch and nine-hole golf course (yes, really) looking like velvet and birdsong coming from every direction....Lambrook is a happy, dynamic and unstuffy prep school in an idyllic pastoral setting where children are educated to the best of their potential. Providing a fabulous range of opportunities to broaden horizons and instil new interests."

Good Schools Guide

"Parents love the facilities, the ridiculous choice of clubs and after-school options and the head gets a good report. Their children are happy, enjoy school life and are well prepared for life after Lambrook. There's a lot to love."

Muddy Stilettos

