



GREENSHAW
LEARNING TRUST



**Creative Arts
Technician
Recruitment Pack**

**ALWAYS
LEARNING**

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Dear Candidate,

Thank you for your interest in the role of Creative Arts Technician at Coombe Wood School. We are delighted that you are considering joining our school community. Coombe Wood School is an exciting place to work, with both students and staff making it a joy to come to work every day. This information pack is designed to give you a deeper understanding of our school, and we hope you will be inspired to develop your career with us.

Our school is rich in tradition, providing a strong foundation for success. At the heart of Coombe Wood School is outstanding teaching and learning. Our collaborative approach to pastoral and curriculum leadership ensures that students achieve their very best.

Ambition drives us to set high standards and continually strive for excellence in everything we do. Our sense of **community** fosters a supportive and inclusive environment where everyone feels valued. The unique **culture** at Coombe Wood School promotes innovation, mutual respect, and a shared commitment to student success.

Beyond being a purposeful work environment, our modern facilities enable us to offer the best learning experiences for our students. We are committed to recruiting and retaining dynamic, passionate, and inspirational staff who share our ambition, vision, and commitment to high standards for all our students.

Our students are bright, motivated, and a pleasure to work with, consistently seeking the best from our staff. Our dedicated and talented team shares a passion for education and is always looking for ways to enhance their work and help students reach their full potential.

When applying to CWS, it is essential to understand our ethos and core values:

Teamwork
Respect
Enjoyment
Discipline
Sportsmanship

These values underpin our work, emphasising high expectations, positive relationships, and the best outcomes. We offer a unique opportunity to work in an innovative and outward-facing school dedicated to nurturing talent and leadership. Our high-quality CPD is something we are particularly proud of.

As members of the Greenshaw Learning Trust, we collaborate with like-minded schools to share good practices and learn from each other while maintaining our distinctive character. The Trust is a dynamic community committed to educating the whole child, improving life chances, and securing the best outcomes for students. Our team of teachers and support staff demonstrates and encourages a lifelong love of learning.

The Greenshaw Learning Trust is one of the highest performing multi-academy trusts in the country, comprising 34 schools across South London, Berkshire, Surrey, Gloucestershire, South Gloucestershire, and Plymouth.

We are committed to diversity and inclusion and welcome applications from candidates whose personal qualities and values align with the person specification and job description.

Coombe Wood School is dedicated to safeguarding and promoting the welfare of children and young people, and this appointment will be subject to thorough vetting, including an enhanced DBS disclosure.

For more information, please visit our school website or contact us via email at Careers@coombewoodschool.co.uk.

We look forward to receiving your application and learning more about how your personal qualities, values, and experiences align with our community.

Yours sincerely



Ms Nicole Williams
Headteacher

Greenshaw Learning Trust – ‘Always Learning’

GLT is one of the highest performing multi academy trusts in the country that provides high quality comprehensive and inclusive education. The Trust is committed to meeting the needs of every student and our schools offer a broad curriculum and wide range of special needs provision in a welcoming and challenging environment.

We are extremely proud of our success, but we are not complacent. We believe that we can – as an academy trust, as schools and as individuals – always improve. We are all ‘Always Learning’.

Each school in GLT is led by its own leadership team and a governing body, which have the support of the wider Trust to help them achieve their objectives for their school. Being part of the Trust provides our schools with an effective structure, collaboration, and support. Our culture of trust and openness fosters mutual support and continual improvement.

At GLT it is really important to us that our classrooms are disruption free and the schools are calm and orderly. Our shared behaviour policy assists to make this happen and enables our teachers to have the greatest impact on the educational outcomes of the children in their classes.

School-to-school collaboration is enabled by regular contact between school leaders. Our shared services professionals provide a wide range of effective, rapid and flexible support, advice and guidance to our schools, including curriculum support, school improvement, staff training and development, admissions, attendance, behaviour, safeguarding and SEND, pupil services, estates, finance, HR, IT, catering, clerking, procurement and governance.

From its establishment as a multi academy trust in 2014, the Trust has grown significantly and currently employs around 3,700 people and educates over 23,500 students. Further information about our schools can be found [here](#).

The Greenshaw Learning Trust Mission Statement

We are ambitious for our schools and their students. We believe that there is no ceiling on what can be achieved by anyone, regardless of their circumstances or background.

We are committed to providing a supportive and inclusive learning environment, giving every young person the opportunity to fulfil their potential now, and in the future.

We seek to realise the power of individuals and organisations working together in collaboration whilst retaining their individuality, and we recognise that we can always improve.

Greenshaw Learning Trust Employee Benefits

The GLT recognises that our employees are our most important asset, and we are aware that the quality and commitment of our employees is critical to our success. We offer all our employees the following staff benefits:

- A supportive ethos and concern for the well-being of all colleagues
- Excellent CPD opportunities and career progression
- Employer contributions to Local Government (LGPS) or Teachers Pension Scheme
- Access to Blue Light Card Scheme
- Access to Teacher Art Pass Scheme (teaching staff only)
- Cycle to Work scheme
- Gym membership scheme
- Employee Assistance Programme
- Free eye tests
- Car benefit scheme
- My Health discounts

Terms and Conditions

Line Managed by:	Head of Design Technology
Line Management:	None
Contract:	Permanent
Salary:	<p>Salary calculated in line with NJC pay scale, points S4/5 starting at point 8 FTE £29,763 which would be actual salary of £20,032.65.</p> <p>(starting salary and pay points will be aligned with relevant regional NJC spine on appointment, dependent on the location of the postholder)</p>
Hours of Work:	Monday to Friday, Term Time Only. 4 days per week.
Place of Work:	Coombe Wood School, Melville Avenue, South Croydon, CR2 7HY.
Medical Examination:	The appointment is subject to a satisfactory medical report
Superannuation:	<p>Under the Social Security Act 1986 the post holder has the right to make their own pension arrangements. They may choose to contribute to the Local Government Pension Scheme (LGPS) or a Personal Pension Scheme. Details of the Local Government Pension Scheme are available at: https://www.lgpsmember.org</p>
Holiday Entitlement:	The postholder will be paid an enhancement for holiday pay, which is included in the salary details above
Probation Period:	New employees are required to complete a six-month probationary period
Disclosure & Barring Service Check:	This appointment is subject to the receipt of a satisfactory enhanced Disclosure and Barring Service check
Right to Work Check:	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations may be required in accordance with the statutory guidance

Job Description

The technician role requires you to be flexible, show initiative and have excellent organisational skills. This would include supporting staff and students across a wide range of disciplines such as Textiles, Product Design and Graphics as well as Art, Photography and support with various extra-curricular activities.

Duties will include:

1. Support teachers in the Creative Arts Department with planning, preparation and resources across a range of subject specialisms including Food Technology, workshop based 3D Design and Art.
2. Support staff with preparation and organisation of resources prior to lessons, during lessons and after lessons. This includes management and ordering of materials.
3. Supporting the development of classroom environments in the Creative Arts Department
4. To manage the technical, administrative and resource provision across a range of subjects.
5. To support aspects of outdoor learning linked to the department curriculum and extra-curricular opportunities.

Additional responsibilities:

1. To support the department in preparing for exhibitions, exam moderation as well as other extra-curricular events and activities.

General

- Provide general administrative and clerical support for teachers as required including reprographics, display/preparation of materials;
- Obtaining local purchases necessary for lessons and technician tasks. Managing aspects of department budgets where required.

Effective Day to Day Management:

- To ensure the school's Health and Safety policy and the current Health and Safety regulations for practical facilities in school are adhered to and implemented
- Be aware of and comply with policies and procedures relating to child protection, equal opportunities, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Maintain high quality working relationships with staff that contribute to creating a productive and happy working environment

Other duties

- Participate in training and other learning activities as required
- Attend and participate in regular meetings
- Contribute to the wider life of the school if required

- Perform all other reasonable requests from the Head of Department which is likely to be varied especially in the first year of the role.
- Respect confidentiality at all times.

Outcomes

Coombe Wood School teaching and non-teaching staff will work closely together across many different areas of the school to ensure the best possible learning experiences for our students.

This role helps the smooth and efficient running of the school to support raising student motivation, aspiration and achievement, improving behaviour and contributing to a wide range of school objectives within the School Development Plan (SDP).

Alignment with our ethos and our core values of **Teamwork, Respect, Enjoyment, Discipline and Sportsmanship** is expected at all times.

The duties and responsibilities in this job description are not restrictive and the post holder may be required to undertake any other duties that may be required from time to time. Any such duties should not however substantially change the general character of the post.

Person Specification

The successful candidate will meet the following person specification. Please note that the listed criteria will form the basis of the selection process. Applicants should address all elements of the Person Specification, demonstrating experience and where appropriate citing supporting examples within their application.

Criteria	Essential	Desirable
Training, Qualifications and Experience: On their application form, candidates will demonstrate that they have the following training, qualifications, and school experience:		
	GCSE English Maths Grade A*-C (or equivalent) A Level qualification or equivalent in a creative subject. Proficiency with IT applications e.g. Word, Docs, Slides, Excel, Sheets etc.	Degree in a Art or Design related subject Experience working as a technician within an educational setting or creative industry. Relevant Health and Safety certification Expertise in ceramics and/or 3D design Technical skills: Knowledge of manufacturing processes, materials, machinery, and equipment. This may include experience with 2D and 3D CAD software, and computer-aided manufacture e.g. laser cutters, 3D printing
Personal and Professional Qualities and Attributes: In their statement of suitability and during the selection process, candidates will demonstrate the ability to:		
	Passion for learning within the creative arts. Communicate effectively with colleagues, students, and others. Work to deadlines, prioritise, and manage workloads. Work well with others, including students from a range of ages. Respond to changing priorities and work flexibly. Work independently and proactively to support teaching staff. Positive attitude and problem-solving under pressure.	Interested in professional development within the department and wider school.
Additional Requirements: In their statement of suitability and during the selection process, candidates will demonstrate that they can meet the following requirements:		
	Health and safety awareness	Knowledge of current health and safety regulations.

The Recruitment Process

1. Application

Visit our website to view our current vacancies [here](#)

To apply for a staff vacancy, please register for an online account and complete the online application form. The recruitment process is managed via your online account and you will receive regular notifications regarding the progress of your application.

You have the opportunity to upload an attachment to support your application if desired. In the application form you should demonstrate how you meet the requirements set out in the Person Specification. Please include specific examples which support your application.

Applications must be received no later than 11.59pm on 10th February 2025. Applications received after this date will not be considered.

2. Shortlisting

Shortlisting will be finalised week commencing . Shortlisted applicants will receive an email inviting them to select their preferred interview time. Please ensure you enter your correct email address on your application form and provide a contact telephone number. References may be taken up after shortlisting. Please ensure you indicate clearly on your application form if you are happy for us to do so.

3. Interview Process

Interviews will be held on 13th February 2025. Applicants may also be asked to undertake a practical test related to the knowledge and abilities in the Person Specification.

4. Feedback

Unsuccessful shortlisted applicants will have the opportunity for professional feedback during the week following the interviews.

5. Taking up post

The successful applicant will take up the post as soon as possible.

6. Additional information

For further information, please contact Helen Hammond, HR Manager, Coombe Wood School by email: hhammond@coombewoodschool.co.uk.

7. Safeguarding

Greenshaw Learning Trust is committed to safeguarding and promoting the welfare of children and young people and expects staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS and barred list check.