



WEST BUCKLAND
SCHOOL

Join Our Team

WE'RE HIRING

Art Technician

"An outdoorsy, inclusive and happy school that provides a genuinely holistic education in a wonderful setting."

GOOD SCHOOLS GUIDE



Founded in 1858, our intention is to offer an excellent education based on Christian values.

Standing in almost 100 glorious acres of North Devon biosphere, close to the surfing beaches and surrounded by countryside.

The area is listed World Class by nature and we count ourselves as a school offering a world class education.

WE THINK YOU'LL LIKE IT HERE.

West Buckland School, Barnstaple, Devon EX32 0SX +44 (0) 1598 76000

Email: recruitment@westbuckland.com www.westbuckland.com Reg. Charity No: 1167545



Our School

The school's buildings and facilities have developed steadily throughout its history and, in recent years, over £14m has been invested in outstanding facilities. These include an excellent sports complex, including the Jonathan Edwards Sports Centre, and the award-winning 150 Building, which includes the Art and Design & Technology Departments and a Theatre. Parker's, a seventy bed, Sixth Form boarding house and The Michael Morpurgo Library, a state of the art building comprising of study facilities, library and resource centre, opened in autumn 2015. More recently, the school has built 'The Hub' for esports, a centre for personalised learning and development, Café 58, a sixth form dining and social space, as well as the Potbury studio theatre.

The school is fully co-educational and has grown considerably in recent years. There are just under 650 pupils aged, 3 to 18 years, with 150 in the Sixth Form and 120 weekly and full boarders. The school has its own co-located Preparatory School and Nursery, for pupils aged 3 to 11.

Academic standards at the school are high and, for many years, West Buckland has been one of the most consistently high-performing schools in the South West at GCSE and A-level. A-level results are typically around 75% A* to B and at GCSE around 50% of grades are A* and A. Perhaps, more importantly, we prize most what our students become, not what they get. There is excellent university and careers guidance and considerable emphasis on extracurricular activities at the school, with a proud record in Sport, Drama, Music, the Combined Cadet Force, Outdoor Education and the Duke of Edinburgh Award Scheme.



HELP MAKE A DIFFERENCE.



Job Description

Art technician

West Buckland School is looking for a highly skilled Art Technician to join us from 30 August 2024. This is a great opportunity for an experienced and forward-thinking art technician. We teach the OCR GCSE and A level courses, so an understanding of this specification is preferable but not required for this role. Our Art department has outstanding grades and celebrated exhibitions, so we are looking for someone ambitious who wants to carry this success forward.

West Buckland Art Department's ethos is to focus on the individual. Encouraging artistic and experimental development, we expose students to problem-solving scenarios that push their perceptions, incorporating guided discovery methods and providing chances for creative exploration.

The Art Department occupies the first floor of a purpose-built space, The 150 Building, which was opened in 2010. There are four dedicated art rooms including two large teaching rooms, and open access studios for both Year 12 and 13 students. We have a working photographic darkroom, printing facilities, kiln and access to a suite of ICT facilities which includes Adobe Suite. The students' work is regularly displayed along our gallery space which links the teaching studios and celebrates the students' efforts, as well as local artists.

Art and Design is a popular subject within the school, usually with two sets at GCSE and A-level. All sets are mixed ability. All students are taught Art and Design in Years 7 and 8, and most opt to study the subject in Year 9.

In Art and Design at GCSE the students are prepared for the OCR specification. Assessment is through portfolio submission and a set task with a 10 hour examination. Although the majority of work is geared towards fine art and design, students follow an unendorsed option so that work can be varied and explore different skills. Students in both Year 10 and 11 attend five one hour lessons a fortnight.

At A-level we also follow the OCR specification for Art and Design. Students in Year 12 produce one thematic unit of coursework which starts as led workshops and turns into a self-directed project. This unit extends into the beginning of the spring term in Year 13. In Year 13 this self-directed coursework unit is accompanied by a 1000 – 3000-word personal related study. The set task is started in February and culminates in a 15-hour examination.

The Department runs trips each year to the south west of England and Cornwall. There is an annual residential Sixth Form trip where students work as artists and produce a large body of work.

Main responsibilities

The Art Technician is responsible to the Head of Art, but liaises with all other staff within the department to ensure materials are ready for use across the week. The duties listed below form the core requirements, but the list is not exhaustive nor final and the post holder will be expected to meet all reasonable requests from the Head of Art, members of the Art Department or Senior Leadership Team (SLT).

- Preparation of classroom/studios ahead of lessons.
- Preparation of materials such as paints, inks, dyes, clays, canvasses, screen printing frames and papers.
- Ensuring rooms are left safe, clean and tidy at the end of the day (when on duty) and presentable when used by the school for parent consultation evenings, etc.
- Timely ordering of materials to replenish stock or to meet notified projects.
- Management of the department inventory and preparation of inventory for audit.
- Keeping COSSH forms up to date.
- Preparation of materials for exhibitions and assisting in provision of displays (on and off-site).
- Management of displays in art rooms.
- Painting and maintenance of gallery wall.
- Maintaining serviceability of equipment and ensuring that equipment has regulatory tests such as electrical Portable Appliance Tests (PAT), Kiln test/service, etc.
- Arranging the servicing of some equipment.
- When available, assist students using appropriate technical skills.
- Shopping for ad-hoc department materials (locally or via internet).
- Assisting the Head of Department with the auditing of budget and accounts.
- Assist with department administration, using IT systems as required.
- Ensure that equipment is stored safely and, where relevant, securely.
- Attend termly Health & Safety Committee meetings, liaising with Head of Art over aspects to report.
- Ensure that any accidents/near misses are reported, in line with the schools H&S Policy.
- Providing and maintaining any Departmental First Aid packs and eyewashes.
- Disposal of hazardous chemicals in accordance with guidelines and regulations.
- Assist in the preparation of departmental school trips and act as a volunteer driver of the school minibuses for such trips, if suitably qualified and available.
- Fire/emergency evacuation — check building in the event of evacuation without placing self in danger.

Hours of work

This is a part-time appointment based on a minimum of 30 hours per week, with the exact timing of those hours to be discussed at interview.

The school operates Monday to Friday between the hours of 08:30am and 5:00pm as dictated by the school calendar.

In addition to a competitive salary which can be discussed at interview, we offer free parking, daily lunch and access to our outstanding sports facilities.

Any questions about the post can be directed to the Deputy Head Academic, Matt Brimson (mtb@westbuckland.com) or Head of Art, Amelia Morrison (am@westbuckland.com).



The Process

Applications should be submitted by Wednesday 5th June 2024 at 9am.
And interviews will be carried out during week commencing Monday 10th June.

Interested applicants should submit an application form and letter of interest, addressed to the Head to: HR Manager, West Buckland School via email at: recruitment@westbuckland.com

Safeguarding Policy Statement

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with the school's Safeguarding and Child Protection Policy at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the school's Designated Safeguarding Lead or to the Head.

West Buckland School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including reference checks with past employers and the Independent Safeguarding Agency.

This post is identified as being within the scope of Regulated Activity and requires a cleared Enhanced Disclosure from the Disclosure and Barring Agency. As such all previous criminal convictions deemed to be expired under the Rehabilitation of Offenders Act are required to be declared, this may not negate the applicant from being appointed.

In line with KCSIE guidance the school will conduct an internet search of short-listed candidates on Google and Social Media and limited to the information provided on the application form. Any information that is publicly available online and relevant to safeguarding or your suitability to work with children might be discussed at interview.

Equal Opportunities

West Buckland School is committed to equality of opportunity for all staff and applications are encouraged from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships. In line with KCSIE guidance the school will conduct an internet search of shortlisted candidates on Google and Social Media and limited to the information provided on the application form. Any information that is publicly available online and relevant to safeguarding or your suitability to work with children might be discussed at interview.

Data Protection

The school is registered under the Data Protection Act 1998. The information you supply when requesting a job pack will be held in electronic format for monitoring and evaluation purposes and in connection with any future contact. We keep applications from unsuccessful candidates for a period of six months from the closing date after which they will be destroyed. If you do not wish your application to be retained during this period please indicate this in a covering letter with your application.