



Creative Arts Technician (Term-Time, + INSET, + 2 Weeks)

Required September 2026

This is an exciting opportunity to become part of Maida Vale School's community. We value creativity, problem-solving, and curiosity in both the classroom and beyond. We strive for innovation and promote warmth and friendliness while encouraging high aspirations: our students aim high and achieve well. Maida Vale School, in its sixth year, is growing and continues to establish its reputation as a positive, progressive, kind, and tolerant academically selective school.

The School operates its own pay scales and will offer a salary commensurate with experience and the nature of this role.

The role

- To provide practical and creative support in the school's Art department and, depending on the applicant's experience and desire, other creative arts departments
- To assist all Class Teachers in providing students with a relevant and effective experience.
- To ensure the maintenance of a healthy and safe working environment.
- To be responsible for promoting and safeguarding the welfare of all students within the school.
- To teach a small timetable of either Art and/or Photography A Level.

Main responsibilities

- Prepare materials and resources as required by the subject teacher prior to lessons.
- Organise extra equipment for lessons as necessary.
- Ensure tools, machines and equipment are kept in optimum condition and stored correctly and carry out a daily inspection.
- To assist departmental staff in developing appropriate resources for teaching and learning. For example, the manufacturing of jigs, formers and templates for project use.
- To provide support for the teacher during practical lessons. This may include overseeing small groups of students during practical activities.



- Stock control: checking stock levels of materials and resources, ordering materials using the school's purchasing system, unpacking deliveries, and maintaining accurate records of orders.
- Liaise with the Heads of Departments and the Finance Department to monitor the department's budget and check orders have been logged accurately.
- Organise and catalogue books within the department.
- Using the Kiln: Loading, preparation, firing and unloading of clay when in use
- Organisation and refreshing of frames / art displays around school by liaising with the Site Team
- To assist teaching staff in promoting and raising the profile of the Art department within and outside School including preparation of work for display.
- To assist and accompany teaching staff and students on educational trips.
- Work as part of a team within the Art Department, assisting each other as and when required.
- To undertake such other tasks relevant to the work of the Art Department or the needs of the school as they may arise. For example, supporting staff prepare sets and props for the school productions; organising and preparing display materials etc.
- To develop and implement own professional development and skills.
- To behave in a manner that is professional, friendly and fair with students, colleagues and parents.
- Work co-operatively as part of the wider staff team.

Teaching and Learning

- To teach a small timetable of either Art and/or Photography.
- To help research and pilot new schemes and units of work as required.
- In the absence of timetabled staff, provide cover support.
- To work with students one-to-one, or in groups, providing support and guidance where required.
- To provide demonstrations of methods and techniques within classes as required.
- To support working relationship with the pupils, acting as role model and setting high expectations.
- To deliver and support pupils learning in the most effective way.
- To meet the personal needs of pupils whilst encouraging their independence.
- To encourage pupils to interact and work co-operatively, ensuring all pupils are engaged in activities.



Health and Safety

- To comply with all provisions of the Health and Safety at Work Act 1974, any other relevant legislation and with all school and Local Authority Policy and Practice relating to Health and Safety at Work.
- With the teaching staff, keep all classrooms organised and free from hazards.
- Ensure that all machines, tools and equipment are safe to use and report any problems to the relevant HoD.
- Carry out initial maintenance and repairs to machines, tools and equipment to ensure that they conform to the relevant safety standards.
- Liaise with outside the Estates Team to have annual planned maintenance undertaken on all machines, tools and equipment. This will also include PAT testing.
- Liaise with the HoD to ensure that all risk assessments are up to date and being followed.
- Ensure that all hazardous and flammable materials are recorded and stored as per COSHH and RA information.

Support the school

These above-mentioned duties are neither exclusive nor exhaustive and the post-holder may be required to carry out other duties as required by the School. The duties outlined in this job description are in addition to those covered by the latest Support

Staff Contract. It may be modified by the Head, with your agreement, to reflect or anticipate changes in the job and to reflect the needs of the school and enhance the smooth operation of the departments.

- Always to perform duties in all elements of the role in a professional manner and with integrity, mindful of confidentiality as appropriate.
- To participate in Performance Management annually, in line with school policy.
- To participate in continuing professional development opportunities as identified in Performance Management and ensuring ability to fulfil role effectively.
- To manage both internal and external relationships, striving for excellence in stakeholder satisfaction.
- To work effectively and successfully in your team within school
- The post holder may perform other such duties reasonably required by the line manager or the Headmaster.



Facilities

The school, having been refurbished to an exceptional standard, is equipped with light, airy teaching spaces; a Sixth Form Independent Learning Centre; ample outside space including a MUGA and practice basketball court; a theatre; a Parent Café. The contemporary, cutting-edge facilities include awe-inspiring department areas in the creative and performing arts faculties, and include: two art & textiles studios, a Design & Technology workshop and adjoining CAD CAM and computing suite.

Curriculum

The school offers a broad range of subjects across all Key Stages. The curriculum is structured around a two-year KS3 programme, a three-year KS4 programme, a two-year Sixth Form programme, and the school pursues excellence in all areas. The school's Bring Your Own Device policy ensures all students become digitally literate. Economics & Business Studies are taught in Sixth Form only.

Pastoral & Extra-Curricular

The ethos of the school is that of a family – sociable, supportive, nurturing – imparting emotional care and security to students, parents and staff. Our approach emphasises the partnership with parents, hence the unique and popular Parent Café. An extensive extra-curricular programme is in place, consisting of clubs and societies in sport, creative & performing arts, academic subjects, and areas beyond the curriculum.

Staff Development

The school is committed to staff development, and the position will provide a good springboard for further promotion within the school and beyond.

Appointments

All appointments are made in accordance with our equal opportunities policy and applicants should let us know of any special needs they may have. Maida Vale School is committed to safeguarding and promoting the welfare of children. Successful candidates must be willing to undergo full screening in accordance with Keeping Children Safe in Education, including an Enhanced Disclosure and

Barring Service check. Issues relating to safeguarding and promoting the welfare of students will be explored at interview.



Applications

Applications must be made on the school's application form, which may be obtained via the School website: <https://www.maidavaleschool.com/about-us/join-our-team>
Please submit a completed application form and include the contact details of two referees. One should be your current or most recent employer. If this role did not involve working with children, your second referee should be your most recent employer where you worked with children. Please note that referees should not be relatives or individuals known to you solely as friends.

The School intends to seek references for all shortlisted candidates prior to interview, unless you indicate otherwise in your application.

Completed applications should be emailed to recruitment@maidavaleschool.com.

Closing Date

The closing date for applications is **9 am Monday 20th April**. Suitable applicants will be contacted by telephone and invited to attend an interview in the **w/c 27th April**. However, interviews will take place as and when suitable applications are received, so **early applications are strongly encouraged**.