



# FOREST SCHOOL

Independent Day School for  
pupils aged 4 – 18  
in East London

Art, Craft and Design Technology  
Technician





## Safeguarding

The School is committed to safeguarding and promoting the welfare of children. Safeguarding checks will be undertaken in accordance with School policy. The safeguarding responsibilities of the post can be found in the job description and person specification in this recruitment pack.

NB The post is exempt from the Rehabilitation of Offenders Act 1974.

## Contact Details

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# Welcome from the Warden



Dear applicant,

Thank you for your interest in the post of Art, Craft and Design Technology Technician at Forest School.

Forest School knows its pupils and knows itself. It puts the individual child at the centre of all it does and promotes a clear set of values, which underpin the Forest culture.

This is a humane, open-minded school with both feet on the ground, in which the pupils' all-round personal development is outstanding and academic attainment is high. It is, above all, a happy school which understands the rich inter-relationship between the curricular, the co-curricular and the pastoral.

We benefit from a tremendous location: on the very edge of North-East London, a city school surrounded by ancient forest, safe but not secluded, and within a diverse, dynamic community. There is boldness in the School's character, a readiness to be forward-thinking and adaptable, with pride in what we are and excitement for what lies ahead.

Seeing the School for yourself and meeting our pupils and staff is the best way to learn more about us and our culture.

We are excited about you potentially joining our team and look forward to your hearing from you.

Best wishes,

Marcus Cliff Hodges  
Warden





## About Forest School

Every school promises something. But at Forest, we don't make empty promises. What we offer is simple: a place to grow. For every young person to find their footing, their confidence, their voice. To figure out who they are - and where they're going.

We know that every pupil is different. Some are bursting with confidence from day one. Others take time to find their feet. That's okay. We meet everyone where they are, and help them get to where they want to be.

Here, growth isn't just about what our pupils learn. It's about how pupils learn to think for themselves. How they handle challenges. How they work with others to find a solution. This is a place where young people try everything. Maybe they find something they're amazing at. Maybe they fail, try again and find their niche. Either way, our pupils grow. What matters isn't perfection. It's trying. And we're here to support our young people every step of the way.

People here look out for each other. We know the names, the stories, and the dreams behind every face. We're not perfect - we're not trying to be. But what we are is real. And in this place, every young person knows they belong.

No one stays at school forever. The real goal is what happens when they leave. At Forest, we prepare pupils for life. Whether it's in the classroom, the office, or halfway up a mountain, Forest pupils always carry something with them: the confidence to keep growing and the courage to make a difference.

Forest is an outstanding all-round school, full of 1,500 bright, sparky pupils aged 4-18. We are lucky to be located in this dynamic part of Northeast London, allowing us to attract staff from a diverse range of social and ethnic backgrounds who share in being academically ambitious, but are grounded, engaging, and very loyal to the school.

Described by the Good Schools Guide as a 'powerhouse with a heart' and enjoying a reputation for strong expert teaching and learning, Forest staff are encouraged to find success on all fronts through the breadth of the opportunities on offer to them.

We aim to develop the whole pupil through our distinct educational provision which gives equal weight to academic, co-curricular, and pastoral strands of school life. To this end, Forest promotes all-round educational excellence, recognising that personal growth requires top skills but also a developed sense of service and an awareness of responsibilities to other people.

Forest is recognised as a school that is always evolving, self-evaluating, and planning strategically for its future, while valuing its heritage and its location. All of this makes our community a stimulating one to work in for our 150+ teachers and 100+ non-teaching staff.





## Why work at Forest? – Click [here](#) for Video

There are many benefits of working at Forest school as staff are our single most important asset. Key benefits include:

- A large, cheerful, collegiate staff body
- Well resourced departments
- A comprehensive and research-informed professional development programme
- Opportunities to contribute to the wider community via our extensive Outreach Programme
- Generous holiday entitlements
- Our own competitive salary scale
- Walking distance of Snaresbrook Central line tube station and Wood Street overground station
- Membership of the School' Group Life Assurance scheme and Personal Accident Scheme
- Membership of a pension scheme
- 20% fee remission for children (Y3-13) attending Forest School. For part-time staff the fee remission will be prorated in proportion of their working hours
- Subsidised membership to the Sylvestrian Leisure Centre
- Free hot lunch (takeaway sandwich lunch also available) and refreshments throughout the day (Term time)
- Refreshments are available throughout the day in the staff Common Room



## The Role: Art, Craft and Design Technology Technician

**Reports to:**

**Head of Faculty: Art, Craft and Design Technology**

**Head of Department: DT**

**Subject Leads: Fine Art, Photography and Textile Design**



## KEY DUTIES AND RESPONSIBILITIES

- Work with the Head of Faculty, Head of DT, and Art Subject Leads to create a strategic plan for technical support within the Faculty as part of the Art, Craft and Design Technology Faculty Strategic Development Plan.
- Take a lead on ordering equipment and materials both at the start of, and during, the academic year.
- Work with the Head of Faculty, Head of DT, and Art Subject Leads to monitor equipment and budget levels throughout the academic year.
- Ensure that Art and Design Technology rooms are well stocked with equipment and maintained to a high standard.
- Work with the Head of Faculty, Head of DT, and Art Subject Leads to ensure that the Art and Design Technology Departments are safe spaces. Where appropriate complete faculty Health and Safety audits and COSH reports.
- Undertake training in the safe operation of specialist equipment across the Art and design Technology Departments. For example, the Dark Room, Kiln, Design Technology Machinery, and Textiles Sewing Machines.
- Take a lead on operating specialist equipment across the Art and design Technology Departments. For example, the Dark Room, Kiln, Design Technology Machinery, and Textiles Sewing Machines.
- Ensure that equipment is regularly maintained.



## Art Support Staff - GENERIC DUTIES AND RESPONSIBILITIES



Below sets out the generic main duties and responsibilities of a member of support staff in the Art, Craft and Design Technology Faculty at Forest School. Above all, Forest School staff are professionals who carry out their duties responsibly and with regard for the best interests of their pupils and the School.

### Faculty

- Carry out any reasonable faculty support duties outlined by the Head of Faculty, Head of Design Technology, and Art Subject Leads such as; Preparing equipment and resources for lessons, restocking of classrooms, organising and tidying resources in the department where needed, arranging for technical equipment to be serviced when appropriate, contacting students to arrange the collection of coursework.
- Be willing and flexible to work across the different curriculum areas within the faculty as and when required.
- Make themselves familiar with the contents of Faculty Policies specifically areas that relate to the duties of support staff.

### Co-Curricular

- Support teachers to contribute imaginatively to the co-curricular, extra-curricular and sporting programmes of the School. For example, by preparing resources for lunchtime clubs and assisting in practical activities during lunchtime clubs.
- Prepare resources and classroom spaces for the teaching of super-curricular provision such as Life Drawing as directed by the Head of Faculty, Head of Design Technology and Art Subject Leads.

### Pastoral

- Ensure that they are familiar with the School's health and safety guidance and be responsible of their own health and safety and that of their pupils.
- Work with the Head of Faculty, Head of Design Technology and Art Subject Leads to complete Health and Safety Audits for the Art and Design Technology areas of the Faculty.

### Other Professional Duties

- Support and foster the aims of the School.
- Make themselves familiar with the contents of the Staff Handbook, the School's aims and policies and endeavour to follow these closely.
- Carry out such duties as are allocated to them by their Head of Faculty or Senior Teachers, punctually and efficiently.
- Notify their Head of Faculty and the Deputy Head: Staffing and Operations as early as possible if they are going to be absent from School.
- Attend relevant in-service training each year, after obtaining the consent of their Head of Faculty and the Deputy Head: Staffing and Operations.
- Take part in the School's performance management scheme and appraisal.



## CHANGE & ADDITIONAL DUTIES

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by your line manager.

## TERMS AND CONDITIONS

- Term time plus an additional two weeks during Forest School holidays, to include the final week in August. Forest School holiday working days to be agreed with Line Manager.
- Term time hours: Monday to Friday, 08:00 – 16:30.
- School holiday hours: 08:30 – 15:30.
- Occasional weekend or evening for School events, including Open Day and all InSET days.
- Support staff are enrolled into a defined contribution scheme. Staff are required to make a minimum contribution into the scheme, amounting to 5%. The School will make a graduated employer contribution, starting at 11%, based on length of service.
- Free lunches during term time and when working during the school holidays.
- Refreshments available in the Common Room throughout the day.
- Discounted membership of the Sylvestrian Leisure Centre.
- Assistance obtaining permit of parking.
- Employer death in service benefit
- Support with extensive CPD opportunities





## PERSON SPECIFICATION

The successful candidate will have:

### QUALIFICATIONS:

- Good honours degree (2:1 or higher) in an Art or Design related subject (**Desirable**)
- Other professional qualifications relevant to the role and Job Description (**Desirable**)

### EXPERIENCE:

- Experience of providing technical support in a secondary school Art or Design Technology department or recent experience of working in an Art or Design Technology studio environment.
- Experience of handling the ordering and auditing of Art or Design Technology equipment and materials.

### KNOWLEDGE & SKILLS:

- Knowledge of work related to providing technical support within an Art or Design Technology department including ordering materials, maintaining Art or Design Technology rooms and operating equipment related to these curriculum areas.
- A willingness to undertake relevant training in the use of specialist equipment within the Art and Design Technology curriculum areas.
- A strong understanding of how to work collaboratively and effectively as part of a high performing team.
- Excellent organisational skills.
- A working knowledge of Microsoft Excel and how this can be used to monitor stock levels and budgets.

### APTITUDES:

- A strong vision of how outstanding technical support can positively impact students' attainment.
- Flexible approach and readiness to respond to the needs of the faculty.
- Ability to work well as part of a team, to build trust and openness and be prepared to take direction.
- Discretion, courtesy, honesty and integrity.
- Reliable, punctual, diligent and well-organised.
- Willingness to undertake additional duties as part of the role for example by providing technical support to teaching staff during, before and after lessons.
- Commitment to safeguarding and the welfare of pupils
- Willingness to be involved in the wider life of the school





## Other Professional Duties

- Support and foster the aims of the School.
- Make themselves familiar with the contents of the Staff Handbook, the School's aims and policies and endeavour to follow these closely.
- Carry out such duties, including cover for absent colleagues and examination invigilation, as are allocated to them by their Head of Department or Senior Teachers, punctually and efficiently.
- Attend staff meetings, parents' evenings, Commemoration Day, Inset sessions and similar
- important functions both in and out of normal School hours, and participate in the main
- Saturday Open Day for prospective parents and pupils.
- Notify their Head of Department and the Deputy Warden as early as possible if they are going to be absent from School and set rigorous, appropriate work.
- Attend relevant in-service training each year, after obtaining the consent of their Head of Department and the Deputy Warden.
- Take part in the School's performance management scheme and appraisal

## SAFEGUARDING

The postholder will be required to;

- Submit an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young person's they are responsible for or come into contact with.

## FOREST SCHOOL'S POLICIES AND PROCEDURES

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Safer Recruitment and Child Protection, and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested by the line manager.



## The Process

Applications are via the application form on TES and applications will be reviewed on an ongoing basis, so early applications are encouraged. The School reserves the right to make an appointment at any stage.

Applications will close 8am on 24th January 2025

First round Interviews will be held on the week commencing 27th January 2025





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