



The Royal School

Wolverhampton



**CANDIDATE INFORMATION PACK
ART & DESIGN TECHNICIAN
THE ROYAL SCHOOL WOLVERHAMPTON
START DATE MARCH 2026**



WELCOME MESSAGE FROM OUR PRINCIPAL



Dear Candidate,

Thank you for your interest in the post here at The Royal School, Wolverhampton. We are keen to make sure you have a clear sense of our journey so far, and the direction we are heading, as you consider whether this is the right school for you.

The Royal is shaped by a distinctive heritage; a long-standing commitment to academic excellence and character education; and a strong civic mission rooted in inclusion and opportunity. Our work is values-led and purpose-driven: widening access, strengthening belonging, and enabling every young person to thrive and achieve their best.

The Royal School, Wolverhampton is a non-selective, co-educational, all-through day and state boarding school for pupils aged 4-19, serving Wolverhampton and the surrounding area. Through our boarding provision, pupils also join us from across the world, bringing a wider national and international perspective that enriches school life for everyone. Alongside a strong academic curriculum, we place real emphasis on wider learning—sport, music, the arts, clubs, leadership and service—so that pupils develop confidence, character, and the ambition to succeed locally, nationally and internationally.

We are privileged to have the support of our Patron, HRH The Duke of Edinburgh, and we are entering an exciting phase of development, including planned redevelopment of all of our facilities and learning environment starting later this year.

We welcome your application to be part of our community and would be delighted to invite you to visit and see the school in action, or to call us to talk the role through.



**Mr Tom Macdonald
Principal**

Job Description:



Job Title: Art & Design Technician
Accountable to: Principal, Subject Leader Art and Creative subjects, Head of Design
Terms of employment: Permanent, part time, 15 hours a week, term time only, plus INSET days (Monday, Wednesday and Friday, negotiable)

Start Date: March 2026
Salary: Grade 4.7 £13.26 per hour £8,552 per annum.

The Royal School is seeking an enthusiastic and innovative art & design technician to join the art department due to its ongoing expansion. The aim of the role is to provide and maintain high quality technician services primarily to Art and Design.

The role holder will work alongside and support students and teachers in these curriculum areas to enhance the quality of teaching and learning and to support the Head of Art & Design with the smooth running of the department. The incumbent is required to work closely with the teaching staff to maintain stock levels of goods and equipment and monitoring Health and Safety procedures.

Are you the person to stretch, challenge, support and inspire our students in and outside of the classroom?
This role would be beneficial for anyone interested in a career in teaching.

The Royal School has achieved excellent academic results throughout its history and has an outstanding reputation for nurturing and developing confident and well-disciplined individuals who progress successfully to the next stage of their life and career. We relish this phase in its existence which enables us to review and build on our current success in preparing our young people for a rapidly evolving world and hope you will, too.

To meet the needs of our diverse pupil population we are looking for a resilient individual who is willing and able to work within a team and share our can do attitude to removing barriers to achievement and wellbeing.

Key Responsibilities



- To maintain high quality technician services primarily to Art and Design.
- To work alongside and support students and teachers in these curriculum areas to enhance the quality of teaching and learning.
- To support the Head of Art & Design with the smooth running of the department. The incumbent is required to work closely with the teaching staff to maintain stock levels of goods and equipment and monitoring Health and Safety procedures.

Main core duties

- To carry out daily maintenance duties as specified by the Head of Art & Design
- To support teachers in practical lessons to enhance the quality of Teaching and Learning.
- To maintain equipment, materials, facilities and services in the Art department in good condition
- To manage the storage of materials, equipment and artwork efficiently and in good order.
- To monitor stock control and order stock in collaboration with the Head of Art. Monitor the budget and maintain a suppliers database to ensure products are value for money.
- To prepare specialist materials and equipment for use in lessons and assist with the packing away of these where necessary.
- To document pupils work
- To provide technical assistance to pupils during lessons and private study sessions
- To assist with reprographics and ICT administration
- To be responsible for Art departmental displays and the preparation, mounting and installation of artwork around the School
- To be responsible to the Head of Art & Design for health and safety matters and to carry out Risk and COSHH assessments as required by the Site Operations Manager.

General Duties

- To adhere to the policies and procedures of the Royal School.
- To share in the corporate responsibility for the development and well-being of all students.
- Make a positive contribution to the wider life and ethos of the school;
- Demonstrate consistently the positive attitudes, values and behaviour which are expected within the School community based on mutual respect between students and staff
- To take a pro-active part in the school's performance management system, with the ultimate aim of improving standards of teaching and learning in the school.

· To take reasonable care of one's own health and safety and that of others and inform the Estates Manager of any concerns with regard to health and safety

· Undertake such duties as may from time to time be reasonably assigned by the Principal.

Ethos

Promoting the ethos of the School, as expressed in the mission and vision statements, is a shared responsibility to which teaching staff make a significant contribution.



Education, Qualifications & Experience

Attribute	Essential	Desirable
Art & Design based qualifications / background	✓	
Willingness to undertake further work related training	✓	
A tangible interest in Art and Teaching	✓	
Experience of meeting tight and cyclical deadlines	✓	
Evidence of commitment to continuing professional development		✓
Equivalent of 4 GCSE subjects at Grade C or above		✓
Awareness of Health and Safety issues relating to equipment and materials Experience of working in a school environment Working in school workshops Knowledge of materials used in the classroom Experience of supporting and advising students in acquiring a range of technical skills		✓



Knowledge and Skills

Attribute	Essential	Desirable
Ability to follow and document detailed instructions	✓	
Ability to maintain high standards under pressure	✓	
Excellent literacy, numeracy and IT skills Working knowledge of IT systems including Microsoft Office	✓	
Ability to communicate effectively, both orally and in writing.	✓	
Accuracy and attention to details	✓	
Accurate record keeping	✓	



Knowledge and Skills

Attribute	Essential	Desirable
<p>Excellent communication skills (written, oral and presentational) and the ability to tailor communication to different audiences</p>	✓	
<p>Organisation skills Able to use ICT effectively to manage health and safety documents and logs</p>	✓	
<p>Knowledge of Photoshop</p>		✓



Personal Qualities

Attribute	Essential	Desirable
A desire to help the Art Department team achieve its vision	✓	
Ability to think creatively and to prioritise	✓	
Excellent communication skills	✓	
Organised and self-motivated	✓	
A commitment to safeguarding and promoting the welfare of children and young people.	✓	
A commitment to the school values and professional standards	✓	
Ability to work under pressure and to prioritise and meet deadlines	✓	



Other Requirements

Attribute	Essential	Desirable
Flexibility to working hours to accommodate school requirements, such as (but not limited to) attendance at Open Evenings, Information Evenings, performances. Occasional weekend working may be required.	✓	
Candidates must demonstrate awareness/understanding of equal opportunities.	✓	
A commitment to follow all requirements, training and adhere to all policies ensuring and promotion of the safeguarding and welfare of students.	✓	
Candidates must demonstrate an understanding and knowledge of the individual's responsibility for promoting and safeguarding the welfare of children and young people.	✓	



Ethos



- A values-led culture that blends the Royal's heritage with a modern, outward-facing ambition: to help every young person and adult in our community to "Be Extraordinary."
- Excellence and breadth across the curriculum, with strong opportunities to flourish in the arts, sport, STEM and academic study, so that pupils can find and develop their individual strengths.
- A rich co-curricular and enrichment offer, delivered through our extended day and wider experiences programme—sport, music, performance, clubs, leadership and service—building cultural capital, confidence and life skills that strengthen academic success.
- An inclusive all-through community (4–19) with vertical House structures and strong pastoral and wraparound care, ensuring pupils joining at any phase are known well, supported thoughtfully and challenged to meet ambitious, personalised goals.
- A distinctive day and state boarding community that strengthens belonging, independence and personal responsibility, supported by positive relationships, alumni connection and meaningful engagement with Wolverhampton and the wider region.
- A shared belief—staff, pupils and families—that learning and character development open doors, and that education is most powerful when it combines knowledge with wisdom, purpose and service.
- A commitment to staff wellbeing and morale, with a culture that supports sustainable workload, encourages colleagues to take a "family first" approach, and values kindness, teamwork and professional trust.
- A unique setting in the heart of Wolverhampton—rooted in the city and serving local families—while our boarding dimension brings a wider national and international perspective that enriches school life for all.



RESPECT

The respect we have for one another can be seen in the diversity of our community and the acceptance of all pupils, staff and families for who they are. Respect is seen in the exemplary behaviour of our pupils and the care given to them by our staff.



TRUST

All success is founded on taking the first step into the unknown. We support our community to take risks and encourage them to develop the skills they need to be resilient. We aim to nurture their love of risk so they keep that excitement throughout their whole lives.

COMMUNITY

We truly feel like a 'Royal Family'. We welcome families, pupils and staff into our community and encourage everyone to play an active part in building strong links to our school. We provide opportunities through events such as Founders' Day and Prize Day.

INITIATIVE

Initiative and independent learning is built into our curriculum and encouraged through our extended day provision. We encourage our pupils to solve problems themselves and work hard to give them the tools to do so.

RISK

At The Royal School, our pupils take pride in being trustworthy learners. As a school, we trust our teachers to support all pupils in their learning and personal development. This trust is seen in the outstanding curriculum that is delivered every day, and the range of experiences on offer.



We have a range of strategies to help our pupils achieve success at whatever point they join us in their educational journey. They are:

- The strong ethos of the school.
- The opportunities provided through an 'all-through' approach.
- The provision of exceptional age-related pastoral care.
- Our extended day and Enrichment Programme

Such strategies have been evidenced through a range of recent national studies as having maximum impact on the motivation, self-esteem, and attainment of those pupils at greatest disadvantage.

Excellence for all: inspiring individuals to achieve their personal best and to compete and contribute as local and global citizens.



We build an aspirational culture through our senior mandatory and balanced co-curricular programme. Including:

- Combined Cadet Force (CCF) for all.
- Access to Excellence through the Elite Swimming Academy.
- Sports.
- Performing arts.
- Cultural, aesthetic, and intellectual development.

This encourages our pupils to become confident, resilient, caring, and enterprising individuals. Yet at the same time, they are trained to operate as leaders, mentors, and members of a team in the widest sense.



Our Boarding dimension helps us to:

- Enrich to our school and local community.
- Support our fundamental ethos of 'wrap around care' (which includes our 'day boarding', offering additional enrichment, targeted support and intervention, and supervised study sessions).
- This has also strengthened our care of children who attract Pupil Premium, Children who are Looked After (CLA) and any child experiencing a temporary difficulty in home circumstances because we have an on-going flexibility in supporting those most disadvantaged to succeed.



This leads to:

- Working constructively with the Local Authority in Wolverhampton, and more widely with Sandwell and Dudley in supporting CLA and pupils with a Statement of Need/SEND.
- Developing our role in broadening local choice and diversity, and simultaneously raising aspirations and outcomes.
- Being able to address the urgent demand for more local pupil places, at both primary and secondary.
- Being able to provide a supportive community for vulnerable pupils, including, as recently requested, unaccompanied refugee children who would benefit from the boarding environment we offer.
- Being able to empower our pupils to grow, successfully challenge stereotypical assumptions and exceed their expectations within a nurturing, inclusive and culturally diverse community.



Benefits Of Working At The Royal

The Royal School offers significant benefits for its staff:

- Regular CPD programme and investment in training
- Staff laptop
- Cycle to work scheme
- Opportunities for you and your family to attend boarding activities e.g. parties, Alton Towers, visits to cities and museums
- Two additional weeks holiday compared to many schools (one week prior to Christmas, one week early in the summer)

The school's distinctive ethos and culture where a truly holistic view of the personal development of the child is central to all that we do. The wider 'enrichment' programme at this all-through 4-19 boarding and day school is essential and helps develop confident pupils well equipped for life beyond the school. All staff contribute to this extensive programme with their personal interests and to join in with existing activities.

Application process



Application Deadline	Midday on Wednesday 11th February
Enquiries and completed applications to:	Lynne Callaway lcallaway@theroyal.school



How to find The Royal School

By Car: Postcode WV3 0EG

By Rail: Wolverhampton Train Station is located at WV1 1LE.

The Local Area

The Royal primarily serves the local Wolverhampton area, as well as Shropshire, Staffordshire, and the greater West Midlands. We also maintain our long-established boarding culture and have 80 boarding places taken up by students from far and wide.

Wolverhampton is a vibrant city in the West Midlands, where you can enjoy a rich cultural and historical heritage.

Ideal for family days out to support learning visits can be made to Wolverhampton Art Gallery, Bantock House Museum Wightwick Manor.

The Halls, The Grand Theatre and Arena Theatre offer shows and entertainment.

Close to Baggeridge Country Park, West Park, The Wrekin, countryside is close to relax and enjoy walks.

Close transport links to Birmingham and Telford for more culture, shopping and a diverse selection of cuisine and entertainment.





The Royal School Wolverhampton

Penn Road
Wolverhampton
WV3 0EG

Phone 01902 341230
Email reception@theroyal.school
Website www.theroyalschool.co.uk



The Royal School
Wolverhampton

