



MAGDALEN COLLEGE SCHOOL
INDEPENDENT DAY SCHOOL FOR BOYS 7 - 18 AND SIXTH FORM GIRLS



Information Pack

Art Technician

Full-time, term-time only

Closing date: Midday, Friday 11th October

Interview date: Week beginning Monday 14th October

Oxford OX4 1DZ Telephone 01865 242191
Email: master@mcsoxford.org · www.mcsoxford.org

Registered Company 2106661 Registered Charity 295785



Introduction from the Master, Helen Pike

Magdalen College School is a remarkable place. We are now well into our sixth century, and our former pupils include scholars, war heroes, musicians, Olympians, two Nobel Prize laureates, a Hollywood film director, and a saint. Our success in public examinations, in securing places at top universities, and in an astonishing array of extra-curricular pursuits ensures that we continue this proud tradition. We do so by nurturing the individual potential of each of our pupils, and above all we believe that learning is as fun as it is fulfilling.



Magdalen College School was founded in 1480 by William of Waynflete: schoolmaster, bishop of Winchester and Lord Chancellor of England. Being of humble origins, Waynflete was determined that others of ability should be given the opportunity to learn, to serve and to prosper as he did. And so MCS offers a transformative education in our global university city, the community to which we contribute.

We attract and retain the best staff and MCS is a stimulating, welcoming and thriving environment in which both to learn and to work.

A lot happens at MCS. The various sections of our website (www.mcsoxford.org) including the recent [News](#) will give you an impression of our school.

Thank you for your interest.

ART TECHNICIAN

General Information

The School

Magdalen College School, founded in 1480 by William of Waynflete, is one of the country's leading independent day schools. It is situated in an enviable location at the heart of Oxford beside the River Cherwell. It educates boys from 7 – 18, and girls in the Sixth Form.

The Role

The School is seeking to appoint an Art Technician to assist the Heads of Art in both the curricular and co-curricular work of our busy and thriving Art department.



The main focus of the role is to provide technical support to all members of the Art department teaching staff and to be responsible for the maintenance of departmental resources and classrooms. The main duties of the role will include, but not be restricted to:

- Maintaining equipment, materials, facilities and ensuring that the art classrooms are in good condition
- Managing the storage of artwork, materials, equipment and consumables
- Supervising, through collaboration with teaching staff, the ordering and control of consumable materials and equipment as required by the department and maintenance of an inventory
- Providing technical assistance to students during lessons and private study sessions (particularly during lunchtimes, after school etc)



MAGDALEN COLLEGE SCHOOL

INDEPENDENT DAY SCHOOL FOR BOYS 7 - 18 AND SIXTH FORM GIRLS

- Checking delivery receipts against invoices, resolving discrepancies with suppliers, maintaining a clear internal departmental accounts spreadsheet together with reconciliation of Finance account statements on a regular and routine basis
- Preparing materials and equipment for use in lessons, assisting teaching staff with set-up and clear-away of more complex lessons as requested. Where possible, such requests will be made in advance
- Under the direction of the Heads of Art, to ensure that all departmental rooms conform to Health & Safety standards; undertaking appropriate scheduled checks, maintaining related paperwork (such as filing of MSDS and COSHH information), as well as ensuring the proper storage and upkeep of all hazardous materials
- To assist with departmental photography, reprographics and ICT administration
- To assist with routine care of departmental ICT facilities
- To provide technical support to staff and students for photography and to assist in developing and printing in the photographic darkroom
- To provide technical support to staff and students for printing, such as screenprinting processes and use of the exposure unit and Rochat press.
- To be responsible for the preparation and mounting/framework of artwork for presentation around the School, assisting with displays both in the department and around the School site
- To ensure the tidy and smart appearance of the department



MAGDALEN COLLEGE SCHOOL

INDEPENDENT DAY SCHOOL FOR BOYS 7 - 18 AND SIXTH FORM GIRLS

Application Process

Candidates should submit the Application Form for Support Staff, which can be found on the Job Vacancy link of the website (www.mcsoxford.org). To access [click here](#). This should be emailed together with a cv and covering letter of application to the Recruitment Officer, Mrs Sarah Hunter, (applications@mcsoxford.org). All documentation should be sent no later than **midday on Friday 11th October**. Interviews will be held the week commencing 14th October. *We reserve the right to change the interview dates if necessary.*

References may be taken up in advance. If you do not wish references to be called for at this stage, please make that clear on the reference section of the application form.

The school's preferred method of communication is by email and it will not be necessary to send a hard copy of the documents by post.

School Policies and Safeguarding

All members of School staff are expected to support the School's vision and objectives and to adhere to the policies set out in the Staff Handbook. There is an especial responsibility to support the School's Safeguarding Policy in respect of students: the School is committed to the safeguarding of pupils, and any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references and the school's pre-employment medical questionnaire. We also require sight of relevant original ID documentation and degree certificate(s).





The Department

The Art department at Magdalen College School is a busy, vibrant and stimulating area with many pupils choosing to spend a significant amount of time during lunch break and after school working on the development of their projects. We also provide many opportunities for enrichment through photography and scholarship clubs; the weekly Life Drawing class; trips to London, Europe and New York; the Arts Festival; an Art Society for guest speakers; and entries into local and national competitions.

The Candidate

The successful candidate will have demonstrable experience in a similar role and have a passion for Art. You will be educated to level 3 in Creative Arts (or equivalent). You will have a high level of written and oral skills and will be a general handyperson with basic DIY skills including carpentry. The ability to make use of the tools and facilities in the D'T room (e.g bandsaw and laser cutter), would be a distinct advantage. It is not assumed that the candidate will necessarily have prior experience in all of the processes and materials covered by the department, but a willingness to learn will be crucial.



Additional Information

If you have any questions or require additional information, please contact the HR office: 01865 253401.



MAGDALEN COLLEGE SCHOOL

INDEPENDENT DAY SCHOOL FOR BOYS 7 - 18 AND SIXTH FORM GIRLS

Pension

Non-teaching staff are automatically enrolled in the School's contributory Group Pension Scheme. This is a defined contribution pension scheme into which the employee contributes 5% of gross salary and the employer contributes 10%.

Other Benefits

School fee remission for full-time staff sons and Sixth Form daughters who pass entrance tests for the school is currently 50%. Headington Girls' School currently allows full time staff daughters who pass entrance tests for the school a 20% remission. (Headington fee remission is only available to staff with an FTE of 50% or over). Benefits for part time staff are pro-rata.

All staff are entitled to the use of School sports facilities when available. A free lunch (when on duty) is provided in the Dining Hall during term time.

Please note that MCS is an inner-city school, with limited parking. Candidates who have been offered a post will be invited to make representations in the preceding Trinity Term to the Usher (Senior Deputy Head) for a parking space.

MICHAELMAS 2019