



Art & 3D Design Technician

Part-time – up to 15 hours per week

Term-time only (39 weeks per year)

Application Pack





Letter from the Principal

Thank you for your interest in Woking College.

Woking College is an oversubscribed and highly successful college of over 1700 students drawing students from more than 60 different schools. Our very successful focus will always be to create the very best environment for high quality of teaching and learning. We have a very broad range of enrichment activities, in order to greatly enhance the cultural capital and future prospects of our students. We place a very strong emphasis on maintaining our wonderful community, we have a more diverse College population than might be thought of as typical for Surrey and we are determined to maintain our inclusive ethos. We are fully committed to innovation whilst maintaining a humane and caring approach for all members of the College community which has resulted in the doubling of the student population in recent years. These approaches have been key to securing Grade 1 'Outstanding' in all seven categories in our October 2022 Ofsted inspection.

Woking College is enjoying record results, very positive value-added and an abundance of applications and quite rightly has a teaching and learning culture which is the envy of other institutions, indeed in recent staff surveys over 95% of College staff said they were proud to work at Woking College!

We believe that our physical environment should also inspire our staff and students. All have benefitted hugely from an impressive transformation of the College's estate over recent years, with the completion of a new Sports Centre in 2014, a new Art building in 2015 and a modern and larger Science Building in 2016. A full size 3G pitch was completed in 2020. A £3m teaching block opened in early 2023, and a further £3m project working collaboratively with the adjacent community centre opened in September 2023 enhancing our Performing Arts facilities even further.

We recognise the advantages of collaboration and have worked hard over the years to build and maintain close working relationships with other education providers and the Local Authority. The College has been a long-standing member of S7, the Surrey and Sussex group of Sixth Form Colleges, arguably the leading college consortium nationally, and we look forward to continued positive engagement with schools, colleges and the local community for the benefit of all.

With strong leadership from our passionate and committed senior leadership team, and with the support of excellent teaching and support staff across all areas, we look forward to the continued evolution of the College; we also look forward to meeting committed, engaging and passionate people who want to join us to further enhance the life-chances and choices of our students – which is of course our main mission as educators.

We very much look forward to receiving your application.

Brett Freeman
Principal



The College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. This post is exempt from the Rehabilitation of Offenders Act 1974 and successful applicants will be subject to Enhanced Disclosure and Barring Service (DBS) checks. The College is committed to equal opportunities.

The Role

This is a rarely available opportunity to join our team and support teachers and students to ensure the smooth running of the Visual Arts Department, with a strong emphasis on supporting 3D Design. This role will be up to 15 hours, term-time only (or as close to 15 hours as possible). The exact working pattern can be discussed at interview, but this is likely to be over 2 or 3 days per week, term-time only. For info, the standard College day runs from 8.30am to 4.00pm.

Our Art Technicians provide a vital role supporting staff and students, we are looking for candidates with a passion for art and creativity – this is an exciting time to join the department within our friendly College.

We are looking for exceptional candidates for this key supportive role within the department. We expect high performance from all our staff and are looking for enthusiastic candidates who are passionate about art to join our friendly team. Candidates should demonstrate their ability and suitability to both the role and the culture of the College.

Start Date: September 2025

Hours: up to 15 hours per week, term-time only (39 weeks per year)

Salary: Actual salary for 15 hours per week, across 2 or 3 days, term-time only is £8,872 per annum, inclusive of fringe allowance FTE £25,480 per annum, inclusive of fringe allowance

The Department

The Visual Arts department offers:

- CTEC in Art and Design (Levels 2 and 3)
- A Levels Photography
- A Level Fine Art
- A Level Textiles
- A Level 3D Design
- A Level Graphic Design

Classes use a wide range of materials, processes and techniques to ensure students develop their skills during the course of their studies. Our students progress to some of the best Degree and Foundation courses in the country. The department is based in a purpose-built art block, which includes a Mac suite for Graphics as well as a fully equipped 3D workshop. The department hosts a range of extra-curricular activities which have included trips to Falmouth and Brighton as well as life-drawing and fashion workshops.

The department celebrates student work in our annual Arts Festival exhibition, which includes our fashion show and awards ceremony. In addition, the department has a close relationship with a number of Universities including UCA and Falmouth University who have delivered a range of bespoke enrichment workshops specifically for the college.



Why work with us?

Woking College has a strong sense of community in which everyone is valued; we look forward to welcoming new members of staff to join our team.

We have an inclusive ethos, and are proud of our diverse students and staff community. The College is committed to safeguarding, alongside our core values of inclusiveness, adhering to the highest personal, professional and academic standards, supporting individual wellbeing, supportive management and positive relationship and a sustainable future for all. We expect all staff, volunteers and others involved in the College community to share this commitment.

Following our grading as Outstanding at our recent Ofsted inspection in October 2022, Ofsted stated that:

"Staff feel proud to work at the College. They are exceptionally positive about the culture leaders have created. They describe leaders as visible, approachable and highly focussed on staff wellbeing. Leaders celebrate achievement frequently in staff forums which helps staff to feel recognised, highly valued and a member of the Woking College family."

Staff survey results state that:

- ✓ 95% of staff are proud to work at Woking College.
- ✓ 99% agreed that leaders are considerate of staff wellbeing.
- A positive approach to staff development; including regular cross-College sharing best practice sessions
- Regular whole-College communication including weekly staff briefings
- Regular departmental meetings to ensure support and share departmental best practice
- Excellent student behaviour and productive working relationships with the Student Union
- Excellent links with local schools, businesses and universities
- Welcoming, friendly and approachable community, a harmonious working atmosphere

S7 Consortium:

- Opportunities for staff training within the S7 consortium of Colleges & liaison with peers within the consortium: [S7 Professional Development Video](#)

Benefits include:

- Free on-site parking
- Staff room with free hot drinks available to all staff, Friday cakes
- Onsite canteen with a range of healthy options to purchase, and a Costa coffee shop
- Regular staff social events: bowling, staff quiz, summer BBQ, weekend walks/cycling, Christmas lunch, Christmas party
- College gym available for staff use, yoga classes, staff football (new 3G pitch), run club
- Staff clubs/support groups: book club; menopause group; group for parents/carers of children with mental health concerns; carers for elderly parents
- Access to prayer/multi faith room
- Free eye test vouchers
- Flu jab
- Cycle to work scheme
- Pension: eligible employees will be automatically enrolled in the Teacher's Pension Scheme, or the Local Government Pension Scheme (support staff), unless you decide to opt-out
- Employee support: staff have access to a confidential employee support helpline
- Location: Excellent train links from London Waterloo and the South Coast, walking distance of Woking station. Close to A3, M25 & M3 junctions



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Application & Selection

Application forms are available to download from our website: [Woking College | Surrey | Staff Vacancies](#)

Please note that CVs will not be accepted on their own. All applicants must have the Right to Work in the UK, the College is unable to sponsor visas.

Please ensure **education** and **employment history** is completed fully, gaps in employment must be accounted for under the section entitled "Periods when not working". We would like to see your passion for the role and the College in your **supporting statement**, please use this opportunity to include personal skills, experience relevant to the post, and reasons why you feel you would be successful if this post.

Closing date: 9am, Wednesday 27 August 2025

Interviews: to be held on Wednesday 3 September 2025 (date subject to change)

Completed applications, or any queries regarding the role or your application, should be sent via email to Kirsty Crook (Personnel Officer): recruitment@woking.ac.uk

Please note that applications/queries may not be responded to during the College break. Applicants will receive acknowledgements and/or queries will be responded to, from Thu 21/Fri 22 August 2025 onwards.

Shortlisted candidates will be notified, invited for interview and references will be taken up immediately. Please note that it is not possible to inform candidates who have not been short-listed due to time constraints.

The interview process will comprise of the following, but may be subject to change:

- a guided tour of the College
- Interview with the Principal and senior staff
- Secondary interview with senior staff
- Informal meet with department members
- Portfolio of work

The College encourages all candidates to be familiar with the following documents:

- Section 1 of the DfE paper on "Keeping Children Safe in Education" September 2024
- Woking College's Safeguarding and Child Protection Policy.
- In line with the General Data Protection Regulation (GDPR) the College asks candidates to consider the Privacy Notice for Job Applicants

The documents listed above are available from the College's Staff Vacancies page, please use this link to access them [Woking College | Surrey | Staff Vacancies](#)

Job Description

Post Title: Art Technician

Responsible: Head of Visual Arts

Job Purpose: To support and work with the Art & Design Department to maintain the smooth running of the department and provide practical support to teaching and learning

Job Responsibilities

1. To prepare materials for use within lessons across a broad range of disciplines including 3D Design, Textiles, Fine Art, Photography and Graphics.
2. To use specialised tools, equipment and machinery across the art disciplines including the 3D workshop. Knowledge of laser cutting and 3D printing and the associated software would be desirable.
3. To assist students with construction of artwork including 3D construction, digital, printed and ceramics.
4. Photographing and documenting student work.
5. Offering technical support during practical lessons.
6. To assist with stock management, maintain and safely store materials and consumable stock, re-ordering as necessary.
7. To assist and support the installation of artwork, including for the summer Arts Festival.
8. Maintain and store equipment, tools and student work in a safe and orderly condition.
9. Keep up to date department COSHH register and safe storage of Harmful and Flammables.
10. Make improvements to department storage, benching and workshop fabric, where appropriate.
11. To assist with cleaning duties within the art & design department, keeping the areas tidy with an awareness to health & safety.
12. To take part in the first aider duty rota (training will be given if not already qualified to be a first aider at work). Carrying a radio, and responding to first aid requests when on rota, and to respond to first aid requests at additional times should the specific duty rota first aider not be available.
13. To act at all times in accordance with the College's Equality & Diversity policy.
14. To act at all times in accordance with the College's Safeguarding policy. Ensuring the safeguarding of students at the College, recognising one's own role in liaison with the designated safeguarding team.
15. To contribute to the safety policies of the College as directed by the Principal and to ensure that Health & Safety Regulations are observed within the Curriculum Areas and within the College in general.
16. To take part in the training programmes provided by the College and agree to the process of professional reviews.
17. To undertake any other particular duties, which may be reasonably assigned to you by the Principal from time to time.

Person Specification

The person appointed will be expected to have:

- An interest and commitment to work with young people in a college environment is essential.
- Experience in an Art & Design environment is essential, and in a school or college environment is highly desirable.
- Experience of technical processes and operating specialist equipment.
- Good interpersonal skills.
- Self-motivation.
- Good planning and organisational skills.
- The ability to prioritise and manage projects independently within a team environment
- Ability to work under pressure, for example there will be times when equipment/materials are required at short notice. A willingness to work flexibly and assist others when requested.
- A willingness to develop new skills
- An understanding of Health and Safety procedures.
- Due to the nature of the role an ability to carry out manual lifting and moving of material and artwork is desirable.

Desirable:

- Knowledge of laser cutting and 3D printing and the associated software would be desirable.
- First Aid at work qualification and experience of being a first aider at work (training will be given if necessary)

