



King Edward's

WITLEY

Job Description – Art Technician

Overall Purpose

- To support the academic staff in the smooth running of the department, offering technical assistance to staff and pupils in and out of lessons.
- Ensuring that the art department is a safe, organised and clear tidy learning environment.
- Clerical and administrative tasks as required.

Reporting to: Head of Art

Location: King Edward's Witley

Direct reports: Nil

Hours of work: Part time, term time only. 26 hours per week (ideally 9.30 to 15.30) plus a total of 3 weeks (3 days prior and 2 days after each term).

Key Tasks and Responsibilities

- Maintaining the materials and equipment in the art store; ordering replacement stock and researching new materials as appropriate.
- Maintaining the departments stock control system.
- Preparing the clay for use, reclaiming and pugging the clay. Stripping and cleaning the pug mill after use.
- Preparing the slips and glazes.
- Loading, programming, firing and unloading the kilns.
- Repairing broken 3D work as required.
- Transporting materials to exhibition locations as required.
- Mounting, framing and hanging pictures as necessary.
- Mounting and displaying work for exhibitions throughout the School.
- Days at the start and end of term are to complete tasks, clean and ensure the department is fully prepared for the following term.
- Attendance at whole School staff meetings and INSET (training) days as notified in advance.
- Alignment with the ethos and aims of the School and of the Foundation.

Person Specification

Desirable and Essential Criteria

Experience

- Previous experience as an Art technician is desirable.
- An interest in photography, ceramics and print making would be an advantage.
- Working knowledge of Health and Safety would be an advantage.
- A willingness to learn is essential.
- Ability to carry out the physical demands of the role is essential.

Skills and knowledge

- Excellent interpersonal skills to be able to help staff and pupils alike.
- Excellent organisation skills.
- Proficient computer skills.

FURTHER INFORMATION:

The School: Founded in 1553 by Royal Charter in the City of London, King Edward's is the operational arm of Bridewell Royal Hospital, a charitable foundation with assets in excess of £30m which provides for children in need of a boarding style of education

King Edward's Witley is a co-educational boarding and day school for around 470 pupils, around 30% of whom board. Main entry points at 11+, 13+ and Sixth Form.

Around 30% of pupils are from abroad, from over 30 different countries. There is a Sixth Form of generally more than 100 pupils, most of whom go on to study at Russel Group, Oxford and Cambridge (in small numbers) and leading European or US-based universities. The School offers a broad, balanced curriculum, where excellent teaching is provided in a supportive and stimulating environment, enabling pupils to equip themselves with the skills and characteristics needed to succeed in today's ever-changing and dynamically global society. The School follows the National Curriculum but learning goes well beyond this, enabling pupils to think critically, study broadly but also in depth, and pursue interests in the creative and active sides of life, devoting attention to the wider community. Therefore, the School has two exam pathways at Sixth Form: A-levels and BTECs to allow pupils to pursue different routes through the post-16 curriculum. We are proud of our heritage and longstanding engagement with the City of London through the Bridewell Foundation, a significant endowment from which allows us to provide boarding places to pupils with a clear boarding need – our Foundationers. The Head is a member of HMC. Further details of the School are to be found in the Independent Schools' Year Book, or on our website www.kesw.org.

The Area: King Edward's Witley occupies 100 woodland acres on the edge of Witley, a village on the borders of Surrey, Sussex and Hampshire. It is about twelve miles from Guildford and four miles from Godalming. Witley station is on the Portsmouth to Waterloo railway line and the journey from London takes just under an hour by train. The School is 45 minutes by car from both Heathrow and Gatwick airports. The area is a noted beauty spot and the School is surrounded by woodland, heathland and commons. Local amenities include the Yvonne Arnaud Theatre in Guildford and the School is within close proximity of London and the south coast. There are good shopping facilities in Haslemere, Godalming and Guildford.

Child Protection: King Edward's Witley is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child-protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.