



TONBRIDGE
SCHOOL

FROM SUPPORTING PASSIONS TO BUILDING CAREERS

TONBRIDGE ONLY CONNECT

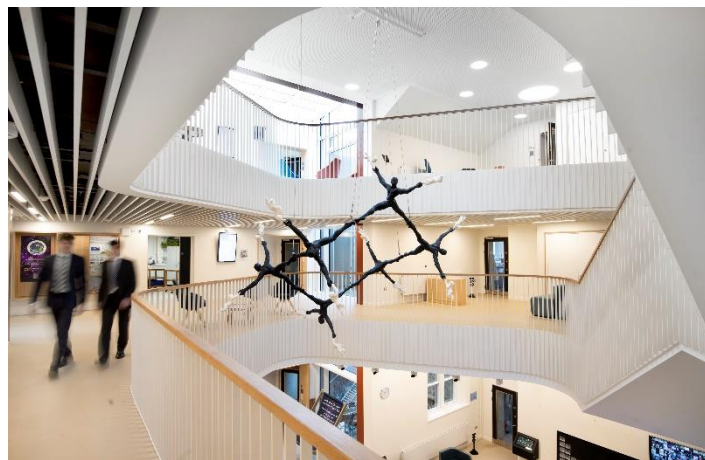
Art Technician - Full time, Term time

Tonbridge School is one of the leading boys' boarding and day schools in the country and is highly respected, both here and internationally, for providing a world class education.

The school occupies an extensive site of 150 acres in the town of Tonbridge, in West Kent – just a 40-minute train journey from London Charing Cross. The town is frequently ranked within the top 20 “best places to live” in the UK, based on the results of the annual Halifax quality of life study which looks at a range of factors including health, earnings, safety, green spaces, and life expectancy. The school is positioned at the top of the High Street, with our campus surrounded by outstandingly beautiful Kent countryside.

At Tonbridge, our pupils are encouraged to be creative and intellectually curious; to approach new opportunities with confidence; and to learn to think for themselves, while being mindful of the needs and views of others. Exam results at GCSE and A-level are simply outstanding, and each year our boys progress to leading universities in the UK and worldwide. Our dedicated staff are at the heart of our success.

We have developed a strong culture of community, collaboration, and best practice, with our staff encouraged to participate fully in the life of the school and to enjoy the range of first-class facilities we offer. In the words of the great novelist and Old Tonbridgian, E.M. Forster: ‘Only Connect’.



JOB DESCRIPTION

Job Title: Art Technician

Primary line of report: Head of Art

Main Purpose: To provide support and assistance to teachers and pupils in the Art Department

GENERAL DEPARTMENT DUTIES (including Health and Safety)

- To prepare studios (darkroom, lighting, print, and ceramics) as necessary for lessons and particular events.
- To maintain all working areas to safe and efficient standards.
- To undertake a daily visual check of the studios to ensure all working areas are clean and clutter free.
- To monitor stocks of materials and equipment, placing orders as required and within budget.
- To undertake regular stock takes of art supplies and equipment.
- To source specific materials as requested and in agreement with the Head of Department.
- To maintain all stores of materials and students' artworks in an efficient and tidy way.
- To receive and check deliveries, ensuring safe and appropriate storage.
- To be responsible for Health and Safety in the Art Department reporting to the Head of Department.
- To attend H&S Committee meetings as requested, and update COSHH as part of this role.
- To ensure that PAT testing for all electrical equipment within the department is maintained.

TEACHING ASSISTANCE

- To support the teachers in providing students with technical assistance.
- To supervise and assist students in the studios.
- To provide cover for teachers when necessary, including supervision of classes from time to time and to advise students as required.
- To cut materials as required.
- To supervise work experience students.
- To setup still life displays and source drawing resources.

DISPLAY

- To assist with setting up and taking down exhibitions in the Tunnel Gallery and Old Big School as required.
- To create and maintain art displays for departments around the school upon request.
- To keep artwork up to date around the whole school (and externally in local venues), rehang when necessary and to liaise with the Estates Department for addition of fixings or other hanging requirements.
- To be responsible for framing artwork, make new frames and mounts and mend/replace damaged frames and glass.
- To arrange for works to be framed when unable to prepare in house.

OTHER DUTIES

- To take an active part in the development of the Department, working with the staff to innovate change.
- To assist with community inclusion, both at Tonbridge School or visiting other schools in the area.
- To liaise with the Domestic Service Manager regarding departmental cleaning.
- To support Artists in Residence as appropriate.
- To document work both within and outside the department.
- To undertake any other duties as required by the Line Manager.

CONFIDENTIALITY

The successful candidate must maintain the confidentiality of information regarding the School, its staff and its business. Information must not be communicated to other persons either in or outside the School except in the recognised course of their duties.

CHILD PROTECTION

The post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for who he or she is responsible, or with whom he or she comes into contact will be to adhere to and always ensure compliance with the School's Safeguarding and Child Protections Policy. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he or she must report their concerns to the Designated Safeguarding Lead or to the Headmaster.

PERSON SPECIFICATION

SKILLS AND ABILITIES

- Fully computer literate and confident with various computer systems (Microsoft Office, OneDrive, Teams, Firefly etc.).
- Proven organisational skills and a 'can do' attitude.
- Ability to multitask and prioritise tasks to cope with the multifaceted nature of the job, work under pressure and achieve deadlines.
- Efficient, well organised, with a flexible and professional approach, and a good sense of humour.
- Excellent verbal and written communication skills with an ability to deal with a wide range of people including school staff and pupils in a professional and friendly manner and inspire enthusiasm for art.
- Problem solving skills with the ability to plan and make decisions when required.
- Strong attention to detail and accuracy, thoroughness and a commitment to excellence.
- Team player with willingness to support others in their roles.
- Reliable, honest and trustworthy.
- Efficient, well organised, with a flexible and professional approach.
- Self-motivated with the ability to work on own initiative.

KNOWLEDGE, EXPERIENCE AND QUALIFICATIONS

- Knowledge and experience of Health and Safety and COSHH regulations.
- Practical knowledge and experience of Art in a School environment.
- Degree in Art is desirable but not essential.

Practical knowledge of any of the following would be an advantage:

- Pottery/Ceramics
- Sculpture/mould making
- Printmaking (intaglio/relief/screen)
- Analogue photography
- Digital photography
- Picture framing
- General carpentry

HOURS OF WORK

Full time, term time for a total of 37 weeks (34 weeks in term time plus one week per term).

Monday 10.30am – 6pm

Tuesday 8.30am – 6pm

Wednesday 10.30am – 6pm

Thursday 8.30am – 6pm

Friday 8.30am – 6pm

Alternate Saturdays 8.30am – 1pm (up to 15 Saturdays in term time)

There is a one-hour unpaid lunch break on full working days.

REMUNERATION AND BENEFITS

Competitive salary dependant on qualifications, skills and experience, and according to the School's Art Technicians' pay scale.

Generous benefits package including:

- Pension scheme
- CPD opportunities
- Lunch provided free of cost during term time
- Refreshments provided free of cost
- Staff fee remission
- Staff car parking
- Subsidised Sports Centre membership (staff rates)
- Subsidised EMF Theatre tickets (selected performances)
- Membership of the School Library

Tonbridge School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to any post, including checks with past employers and the Disclosure and Barring Service.

SUBMITTING AN APPLICATION

All CVs, applications and questions should be sent to

Full details and an application pack may be found on Tonbridge School's website at:

www.tonbridge-school.co.uk/jobs

Closing date for applications:

Sunday 2 June at 12 noon

Early applications are encouraged as suitably qualified candidates may be interviewed before the closing date.

The school reserves the right to withdraw the vacancy if an early appointment is made.

**TONBRIDGE
ONLY CONNECT**

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TONBRIDGE-SCHOOL.CO.UK

Tonbridge School is a registered charity No. 1097977

The information contained in the brochure is accurate at the time of going to press