



# Working at Lawrence Sheriff School



**ART TECHNICIAN**

# ART TECHNICIAN

Permanent – Part time

10 – 15 hours per week, Monday – Friday, 39 weeks per year (term time and training days)

Scale E (Points 5 – 6): £5,973.77 – £9,070.99 per year (£25,583 - £25,898 FTE)

Required from March 2026

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*'This school is a truly special place. Pupils flourish here' Ofsted March 2022.*

Is your perception that, as a boys' grammar school, we will be overly traditional and elitist? Think again! If you want to become part of a calm and happy school community then Lawrence Sheriff may well be the place for you!

Lawrence Sheriff School is an outstanding boys' grammar school of approximately 1200 students, around 450 of whom are in our coeducational sixth form. As a National Teaching School, we have played a significant role in initial teacher training and continuous professional development across the region. Our Teaching School Hub status also enables us to offer all staff varied and interesting opportunities to enhance their practice.

We are looking to appoint an Art Technician with excellent organisational, administrative and inter-personal skills to support staff and students and the work of the Art department. This includes managing resources, preparing materials (paints, screens, equipment), maintaining workspaces, setting up displays and exhibitions, assisting students and supporting teachers in the delivery of the Art curriculum, while ensuring strict health & safety compliance for equipment and materials.

For further information please contact the Personnel department: Tel: 01788 843700, Email: [recruitment@lawrencesheriffschool.com](mailto:recruitment@lawrencesheriffschool.com)

To apply please visit: <https://mynewterm.com/jobs/141277/EDV-2026-LSS-37539>

Closing date for applications:

**09.00 am on Wednesday 4 February 2026**

*Lawrence Sheriff School is committed to safeguarding and promoting the welfare of children.  
The successful applicant will be required to undertake an Enhanced DBS check.*



# ART TECHNICIAN JOB DESCRIPTION

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**Line Manager:** Head of Art

**Salary:** Scale E, points 5 - 6 (£25,583 - £25,898 FTE)

The appointed candidate will be placed on the starting point of the pay scale, with annual increments awarded until the top of the scale is reached.

**Hours of work:** 10 - 15 hours per week, Monday – Friday, 39 weeks per year (term time and training days)

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## **Post Objectives**

The Art Technician plays a vital role in supporting a dynamic and ambitious Art department, ensuring the delivery of high-quality learning experiences across a range of artistic disciplines. Working closely with teaching staff, the postholder will maintain exceptional standards of organisation, safety, and creative support to enable students to achieve at the highest levels. As the department expands, the Art Technician will contribute to the development of new systems, processes and resources, helping to elevate the visual arts provision across the school.

The postholder will provide a technical service and logistical support to the Art department. This includes managing resources, preparing materials (paints, screens, equipment), maintaining workspaces, setting up displays and exhibitions, assisting students and supporting teachers in the delivery of the Art curriculum, whilst ensuring strict health & safety compliance for equipment and materials.

**Note: This is a broad description of the types of duties/activities expected at this level, for illustrative purposes. This is not intended to provide an exhaustive list of duties.**

## **Safeguarding and Confidentiality**

All members of staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the school which support safeguarding and must act in accordance with the school's Child Protection and Safeguarding Policy and Staff Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

All staff are required to obtain an Enhanced Disclosure and Barring Service check (DBS check) on appointment and will undergo induction and child protection training, with regular updating.

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## 1. Responsibilities

### Main Duties

#### *Teaching & Learning Support*

- Prepare materials, tools, equipment and resources for practical lessons across all key stages in consultation with the Head of Art
- Support teachers during practical sessions, ensuring students work safely, efficiently, and creatively
- Set up and clear away lesson resources and maintain a smooth flow of teaching throughout the day
- Assist with demonstrations and provide practical guidance to students where appropriate

#### *Studios, Workshops & Resources*

- Maintain art rooms, studios and specialist facilities to a professional standard, ensuring spaces are clean, safe, and inspiring
- Manage stock levels, order materials and track expenditure to support the department's growing needs
- Monitor and maintain tools, machinery, storerooms, glazes, darkroom/photography equipment (if applicable) and digital resources, check electricity and gas, and conduct daily health and safety inspections
- Service the resources of the department including the safe storage of materials, general "housekeeping" and photocopying
- Maintain machines and hand tools weekly throughout the department
- Construct, develop and modify equipment and apparatus, and participate in the selection of equipment for the department (as necessary)
- Ensure the environment is fit for use and health and safety regulations are rigorously followed, reporting any contraventions to the Head of Art
- Keep accurate records (COSHH, risk assessments, etc.)
- Under guidance of the Head of Art, make minor repairs to anything that contravenes the health and safety regulations

#### *Display and Presentation*

- Assist with the preparation of displays and improvements to the environment of the department
- Create high quality displays that celebrate students' work around the department and wider school
- Support exhibition preparation, including school-wide events, showcases and exam level final displays

#### *Departmental Development*

- Contribute to the organisation and running of enrichment activities, workshops and extracurricular art opportunities
- Support the introduction of new techniques, media and processes as the department expands
- Assist with digital resources, photography, departmental documentation and organisation

#### *General*

- Attend required meetings and training sessions
- Support safeguarding and child protection measures and promote the welfare of students
- Follow school policies, practices and procedures
- Ensure that all duties and services provided are in accordance with the school's Equal Opportunities Policy



2. Complete all tasks to the highest possible standard
3. Be punctual and discreet
4. Work on own initiative
5. Report any issues or incidents to your appropriate supervisor
6. Undertake any other duties/reasonable tasks that are within the spirit and the scope of the job purpose and its grading and as directed by the Headteacher
7. Maintain confidentiality regarding matters relating to staff, students and other information related to the operation of the school

The above list is not a definitive guide to the duties associated with the post. The post holder will have the opportunity to develop the role and take on new challenges and is suitable for someone looking to develop their career within a busy school environment.

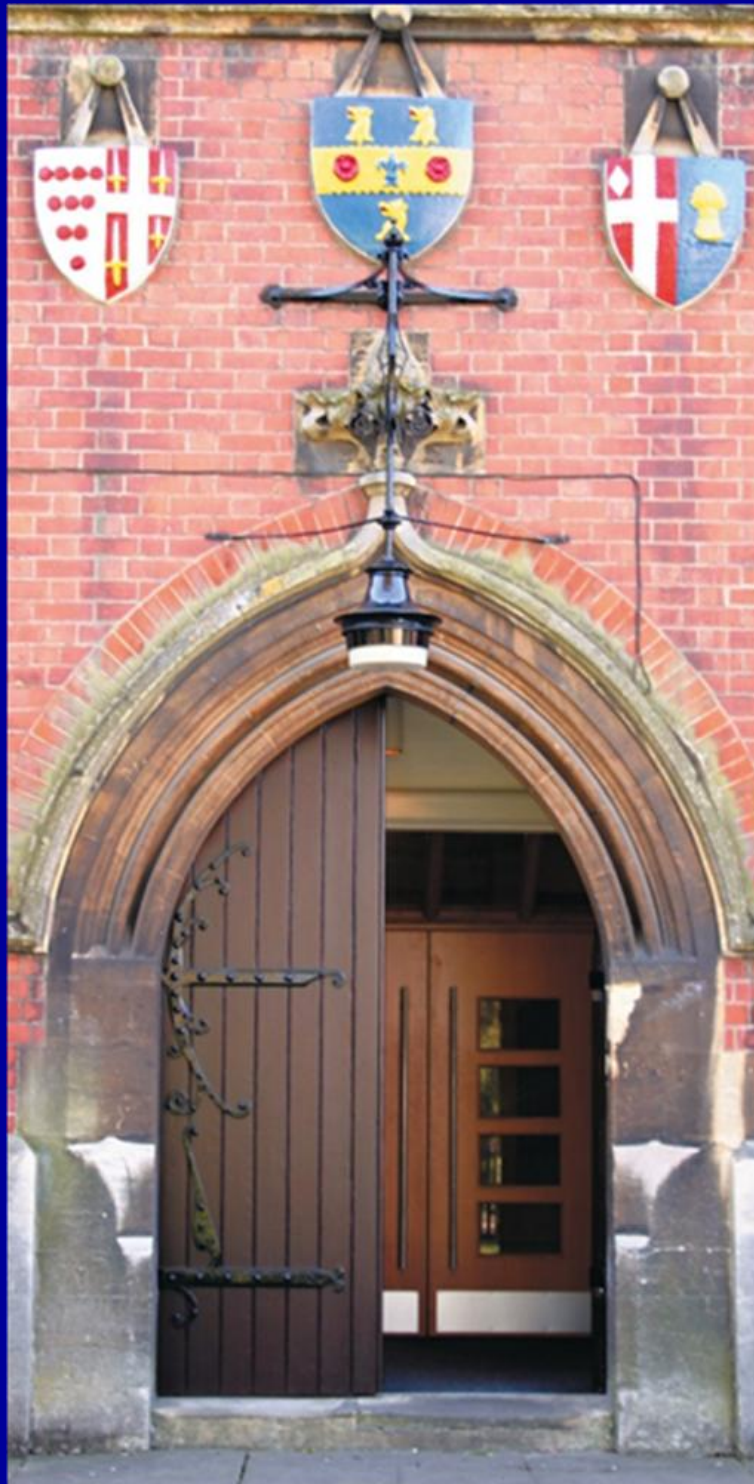




## ART TECHNICIAN PERSON SPECIFICATION

	<u>Essential</u>	<u>Desirable</u>
<b>Qualifications</b>		Any relevant work-related qualification
<b>Experience</b>	Experience of working in a workshop or similar practical environment	Experience of working in a school environment, gallery, studio, or similar creative setting  Knowledge of specialist processes in Art & Design (e.g., printmaking, ceramics, photography, textiles, digital art)
<b>Skills and Aptitudes</b>	Ability to carry out DIY tasks  Strong practical skills across a range of artistic materials and processes  Excellent organisational and administrative skills  Ability to work efficiently in a fast-paced, high achieving environment	Familiarity with health and safety requirements relating to art materials and equipment  If safety certificates are not held then they should be taken as part of the school annual Health and Safety workshop training
<b>Personal Qualities</b>	Be approachable, willing to help staff and students and work as a team member  Flexibility and a readiness to undertake a wide range of tasks  Commitment to maintaining a safe and productive working environment	Ability to be a lifelong learner  Interest in Art & Design  Interest in contributing to extracurricular and enrichment activities





**Lawrence Sheriff School opens doors  
for both students and staff.**

**Why not join us?**



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