

THE HOLT SCHOOL

Holt Lane
Wokingham
RG41 1EE



Tel: 0118 978 0165

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www.holtschool.co.uk

**Art Technician -12hrs per week
or 16 hrs with Music and Drama depts
Term time only
Monday to Friday**

**Grade 3 SCP5-6 Salary: £24,790-£25,183FTE per annum
Actual salary: £6,670-£9,034per annum**

Start Date: ASAP

The Holt is a popular and oversubscribed 11-16 girls and 16-18 co-ed comprehensive school, which converted to academy status in July 2011. The school was judged 'outstanding' by Ofsted in March 2023; there are 1459 students on roll (262 in the Sixth Form).

We have an exciting opportunity for a proactive, enthusiastic Art Technician to join our Art department.

The successful candidate will be computer literate and would be able to work proactively and independently, take the initiative when required and be approachable and adaptable.

The successful candidate will be responsible for general duties within the Art department.

See job description for further details.

For an additional 4hrs per week the Drama and Music departments are looking for someone to help with administrative tasks, prepping for lessons and help setting up equipment. Someone who can be flexible in their working hours as evening work may be required with concerts and productions. Full training will be given.

Further details and an application form are available from the school [website](#).
Please state if you are applying for the 12 hours art post or 16 hours with drama and music.

Please note that CVs will not be accepted. Prospective applicants are welcome to telephone Caroline Skeates (Head of Art) for more information about this post and would be warmly welcomed to come for a visit to see us in action.

The Holt School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful candidate will be subject to a full Disclosure and Barring Service check.

Closing date: 9am, Monday 10th February 2025



THE HOLT SCHOOL JOB DESCRIPTION

Job Title: Art Department Technician	Name:
Reports to: Head of Art	Reviewed: January 2025
Grade/Pay Scale: 3	Allowance
Employment Status Permanent	Hours of work/FTE 12 hours per week term time only

To provide support to the Art Department and to be responsible for displays around the school site.

At The Holt School this will include:

Art Department

Routine Tasks

1. Check and order stock
2. Prepare art paper and lesson resources
3. Restore damaged clay work
4. Stack and unload kilns
5. Tidy department

Resources

1. Maintain and organise equipment and media

Displays

1. Displays in the Art department and around the school.

Admin and Record Keeping

1. Monitor orders and budget
2. Risk assessment check

ADDITIONAL DUTIES

1. To inform the Curriculum Leader of any broken / unsafe equipment noticed.
2. To inform the Curriculum Leader of any cleaning materials, paper towels etc. needed.
3. To undertake any other duties requested by the Curriculum Leader after discussion and agreement required to ensure the rooms are well maintained.

This job description is not intended to be a comprehensive definition of the post and will additionally include any task which the Co-Headteacher may reasonably require the post holder to complete as part of the role. It will be reviewed annually and may be subject to modification or amendment after consultation

Signed: Date:
Post Holder.

Signed: Date:
Co-Headteacher

Person Specification:	Essential	Desirable
Education		
GCSE Maths, English and Science or equivalent	✓	
A Level qualification		✓

Skills		
Creative Background	✓	
Manual Skills	✓	
Team player but also able to work independently and use initiative	✓	
Flexible and adaptable – be able to think on your feet	✓	
Excellent organisational skills	✓	
Ability to multi task	✓	
Good communication and interpersonal skills – orally and written	✓	
Good IT skills	✓	

Committed to:		
Inclusion and a positive “can do” approach	✓	
Flexible working practice, willing to go the “extra mile”	✓	
Promoting and safeguarding the welfare of students	✓	
CPSD (continuing professional self-development)		✓