



St Augustine's

PRIORY

‘Our Girls Will Change the World’

CATHOLIC INDEPENDENT SCHOOL



Applicant Information

Art Technician (Part Time)

‘The quality of pupils’ academic and other achievements is excellent’

ISI Inspection Report - November 2024



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Our Art Department

A Letter from the Head of Art

Dear Applicant

Thank you for your interest in the post of Art Technician.

Art at St Augustine's is very strong and this is an excellent opportunity for the right candidate to join an already successful department. This is a school which values professional development and there are many ways in which the right candidate will be able to contribute to the wider strategic aims of the Art department and the School as a whole.

The successful candidate will join a friendly and supportive team of teaching professionals who are passionate about the subject. Our students are engaged and highly motivated.

The Art Department at St Augustine's Priory is a sanctuary, full of inspiration and energy. We offer Art throughout the Junior and Senior school and believe Art is an essential subject in which students learn not only craft skills but an appreciation for the visual world we live in. Whether students are eight or eighteen, we have high expectations that they engage intellectually with contemporary art practice, and our studios are centred around multi-disciplinary learning. Our facilities allow purposeful experimentation in different disciplines, including drawing and painting, print and sculpture, dressmaking and fine art textiles, graphic design and digital manipulation, photography and film. We facilitate our students in finding a concept that is personal to them, exploring aesthetics, culture, emotion, spirituality and controversy.

Our small class sizes at Key Stages 4 and 5 enable us to give a more personalised learning experience. This, in turn, enables girls to gain confidence and life-long learning skills resulting in grades well above their expected targets, and we are proud to have consistently maintained 100% A*- C (9-5) results at both GCSE and A Level. Students at KS4 and above are given the opportunity to take on Prefect roles to support the department, and we offer scholarships at 11+ and 16+ level.

We offer a wide variety of clubs like Photography Club, Club for Able Gifted Talented Art Students and open our door on a daily basis to exam students who want to use the studio. The Art Department frequently supports whole school initiatives, for example supporting whole school productions with Set Design, creating processional decorations for our annual Carol Service at Ealing Abbey, and showcasing artwork from across the whole school in our annual summer exhibition on Association Day.

Our students exhibit maturity and depth in their work which reflects their strength of character and meaningful artistic journey. Knowing that creativity is not a linear process, we encourage our students to take uncertainty as a challenge and be resilient against risk, so preparing them for their independent futures. In recent years, such journeys have led to creative university destinations including Kingston University, Ravensbourne, London College of Fashion, and Central St Martins.

The application form for this role may be found on our website, and applicants should pay particular attention to its accurate completion. Should you have any further queries please do not hesitate to contact the school. I trust this brochure will be informative and helpful in making the decision to apply for this post, and we look forward to receiving your application.

Yours Sincerely

Dr Dimitrios Oikonomou
Head of Art

Job Description: Art Technician (part time)

Line of Responsibility:

The Art Technician is directly responsible to the Head of Art

Job Purpose: This appointment is a technical position supporting the Head of Art in the smooth running of the department. The incumbent is required to work closely with the teaching staff and to maintain stock levels of goods and equipment.

Main duties and responsibilities

- Have a technical frame of mind and the ability to resolve technical issues
- To maintain equipment, materials, facilities and services in the art studio in good condition as specified by the Head of Art
- To manage the storage of materials, equipment and artwork efficiently and in good order
- To prepare specialist materials and equipment for use in lessons
- To document pupils work and to distribute work back to pupils
- To provide technical assistance to pupils during lessons and private study sessions
- To assist with digital administration
- To provide technical support to staff and pupils for 2D and 3D media
- To organise and supervise at least one Art Club
- To provide technical support for developing and printing in the darkroom
- To be responsible for art departmental displays and the preparation, mounting and installation of artwork around the school
- Liaise with cleaners and maintenance staff
- To undertake any other reasonable duties as required
- All 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 Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

Administration

- To be responsible for all ordering under the guidance of the Head of Art
- To complete documentation and maintain computerised/manual records associated with technical services
- To check incoming deliveries, to unpack and distribute as necessary
- To issue materials as required, including those ordered by pupils
- To review the inventories of resources

Health and Safety requirements

- To be responsible to the Head of Art for health and safety matters of the department and to carry out Risk and COSHH assessments

Training

- Training on use of machinery will be provided as necessary
- Specialist Art training in newly developed areas of the curriculum

Skills and Qualifications

- Candidates may have a wide range of backgrounds, qualifications and skillsets applicable to this post. The person specification below outlines essential and desirable skills, with the understanding that candidates are likely to have different specialisms and aptitudes which could be of value to the school.

Conditions of engagement

The post-holder is required to support and encourage the school's ethos and its objectives, policies and procedures as agreed by the Governing Body.

The post-holder must uphold the School's Policy in respect of all matters related to safeguarding and Child Protection.



Person Specification: Art Technician

Applicants should	Essential	Desirable	Primary means of assessment
Subject Delivery			
Have an art creative background, e.g. be a current art undergraduate student or have a BA in the Creative Industries	x		Supporting Letter
Be able to handle different 2D and 3D art media and if needed train in different creative areas for providing technical support to students with different artistic needs and requirements.	x		Supporting Letter
Have basic maintenance and/or wood working skills e.g. Drilling/Sawing		x	Supporting Letter
Be able to maintain and operate 3D resin printers and run software relevant for 3D printing.		x	Supporting Letter
Be able to maintain and operate sewing machines.		x	Supporting Letter

Be able to run/maintain a dark room, use DSLR cameras and do photoshoots		x	Supporting Letter
To be able to assist students with animation and video arts projects by being able to use a camera and software relevant with video editing and animation.		x	Supporting Letter
Maintain an up-to-date knowledge of the subject, contemporary and traditional art techniques		x	Supporting Letter
Be able to make a significant contribution to the Art Department's creative ethos	x		Interview
Have an understanding of assessment for learning and public examinations		x	Supporting Letter
Be able to lead a club for a group or groups aged between 7 and 16	x		Supporting Letter
Be willing to organise or participate in extra-curricular activities		x	Supporting Letter
Be able to communicate effectively with students	x		Interview / Trial
Be able to communicate effectively with colleagues	x		Interview
Manage and work well within a dynamic and hardworking team	x		Interview
Act upon advice	x		Interview / Trial
Be able to adapt to the needs of all learners		x	Interview / Trial
Support independent learning		x	Interview
Give constructive feedback to students where appropriate		x	Interview / Trial
Basic computer skills in Word, Excel and Photoshop will be expected (training will be available in Photoshop and Illustrator)		x	Supporting Letter, Trial
Whole School			
Have an understanding of Safeguarding (training to be provided)	x		Interview
Understand Special Educational Needs	x		Supporting Letter
Be willing to participate in the wider extra-curricular life of the School		x	Interview
Understand the roles of colleagues and others in the school		x	Supporting Letter

Benefits

 PLACE OF WORK Close to Central Line, Piccadilly Line, Elizabeth and other main lines and local buses	 MEALS Lunches are provided free by the school during term time	 PENSION Contributory employer's pension scheme is available
 STAFF DISCOUNT 50% Fee discount for pupils of staff		 PARKING Free car parking is available on site & Plug in car charger points for electric cars
 BIRTHDAY LEAVE Half day paid birthday leave	 CYCLE SCHEME Tax-free Cycle to Work Scheme is offered by salary sacrifice	 PROFESSIONAL DEVELOPMENT Strong commitment to support professional development with a dedicated people development budget

Hours and Remuneration

This position is offered on a part-time basis. The exact working pattern and hours are open to discussion at interview and may be tailored to the successful candidate, subject to the needs of the timetable and operational requirements of the School.

FTE Term Time: £21,000

An inclusive and diverse workplace

We are fully committed to sustaining a positive and mutually supportive working environment free from harassment, discrimination, bullying and victimisation where staff can work collaboratively and productively together, and where all staff are equally valued and respected.

Through working collaboratively with Staff, Students, Parents, Volunteers and Governors we aim to remove barriers that you may face and promote equality of opportunity so that you can achieve your full potential at our School.

The Application and Selection Process

Candidates should complete the St Augustine's Priory Application Form, available from <https://www.sapriory.com/vacancies/> Please send via email to hr@sapriory.com.

Closing date for applications is: 12 Noon Monday 12th September 2026

Early applications recommended, we reserve the right to interview and offer before the closing date.

Candidates invited to interview will be offered a tour of the school and grounds, be asked to support a lesson, and there will be a formal interview.

The successful candidate will be asked to accept the post by telephone, but only once a contract has been signed will unsuccessful applicants be informed. All applicants should be aware that this is a normal part of our selection procedure and should make no assumptions based on a short delay.

For an informal confidential discussion about the role please contact HR at St Augustine's Priory by email or telephone 020 8997 2022 or hr@sapriory.com

