

APPOINTMENT OF ART & DESIGN TECHNOLOGY TECHNICIAN

Part-Time | Permanent



ST GEORGE'S
EDINBURGH



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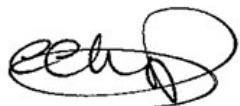
MESSAGE FROM THE HEAD MRS CHANDLER-THOMPSON

Dear applicant,

Thank you for considering joining our welcoming school community at St George's in the beautiful city of Edinburgh. I have the great privilege of leading a dedicated and loyal team of staff who are committed to providing an inspiring environment for our sparky, confident and kind girls to grow up, learn and develop in. We teach and learn within a beautiful campus which inspires us every day. Whether it is the panoramic views of Edinburgh from our Upper School library windows, the secret leafy hideaway of our Fantastical Forest or the creative corners of the dedicated Arts buildings, the school is buzzing with the hum of activity and debate. St George's has been dedicated to educating girls since 1888, and the same guiding principles of boldness and vision sit at the heart of the school, albeit in an entirely different and modern context.

We welcome applications from potential staff who genuinely enjoy working with young people and who are committed to providing a warm and inspiring environment designed especially with girls in mind. Our school community is one where every individual is valued and we welcome a range of perspectives and insights. We always seek to ensure the education that we provide sets our students up well for their futures and is sector-leading. If this sounds like the kind of school environment you would like to work in, please do apply and I hope to meet you in person soon.

Yours faithfully



What makes St George's special?

Our warmth, expertise and personalised approach builds ambitious, fearless young women with personality. We amplify the voice of every girl and equip them to be robust, empathetic change-makers. Over 95% of girls achieve their first-choice destination after leaving school.

Why work for St George's School, Edinburgh?

- We are specialists in all-girls education since the days of our pioneering founders in 1888. We remain equally ambitious for students today by confronting stereotypes and enabling each girl to find and use their voice.
- We have a supportive, aspirational culture where staff inspire girls to achieve their best through positive relationships, high expectations and expert teaching.
- We firmly believe that we are equipping our pupils with confidence, resilience and self-belief which they will carry on through into life at university and beyond.
- We are a close-knit community where strong communication within the school, and the size of each section of the school, mean that girls are truly well known by their teachers, and feel connected with those around them.

We focus on the individual

St George's focus on the individual is paramount: each girl is encouraged in her distinctive talents and interests to achieve her true potential. Our emphasis is upon supporting each individual chosen pathway. Whatever a girl's ambitions and passions are, we help them get there. We are equally skilled at supporting applications to Oxbridge, to apprenticeships and highly competitive Art Foundation courses.

Opportunity and empowerment

St George's genuinely offers an all-round education. The breadth of choice in our academic curriculum, range of clubs and activities on offer, and the emphasis on giving a voice to the students helps to encourage an atmosphere of open dialogue. This means that every girl grows in knowledge of herself, has confidence in her own abilities and is comfortable in her own skin.

An all-through school

St George's is the only all-through girls' school in Edinburgh for girls from 2 to 18 years. Boys are welcome in the Little Dragon Nursery and St George's preschool.

Nearly 500 girls from ages 2 through to 18 flourish in their own sections of the school. Nursery accommodates children from 2 through to age 5; Junior School takes girls from age 5 to 10 through P1 to P5. In our unique structure, Middle School follows for girls from ages 10 to 13 (P6, P7, S1); Upper School is the final phase from age 13 to 18.



Houldsworth House, the onsite boarding house, offers up to 50 girls from the UK and abroad, from the age of 10, a residential facility which adds an international dimension to our outward-looking community.

Houses: Pupils are attached to a particular house throughout their time at St George's and family members all belong to the same house.

Excellent levels of academic attainment

We figure consistently highly in the independent schools' league tables for Scottish Advanced Higher results. This success is a product of the all-girls' learning environment, inspiring and dedicated teachers and the personal support that we can offer to the girls.

The curriculum is coherent across the whole school and GCSE, as a two-year programme, provides an excellent foundation for moving on to Scottish Higher and Advanced Higher. We offer exceptional qualification pathways.

Students are highly motivated to achieve the best of their abilities. Most achieve their first choice of post-school destination. The Heads of Sixth Form and Careers are instrumental in ensuring the high quality of student welfare, the Sixth Form enrichment programme, careers guidance, work experience and UCAS applications which lead to meaningful destinations.

To offer further academic support to students, the extensive Support for Learning Department provides additional support and some teachers take on the role of academic mentors.

Co-curriculum

We run a co-curriculum that is character building – it fosters risk taking and thus develops courage and spirit. Our emphasis on learning outside the classroom, to support learning inside the classroom, is very important to us. We genuinely believe in a creative and balanced education hence the value we place upon a rich and diverse co-curricular and enrichment programme which broadens horizons and encourages ambition.

International perspective

We facilitate international education through global partnerships and exchanges. With overseas boarders and ESOL support, we prepare students to thrive in global opportunities.

Campus and facilities

St George's is situated on a spacious parkland campus with plenty of lawned landscaped school grounds and green playing fields in the popular, leafy residential area of Murrayfield.



Location

Located in the heart of Edinburgh, we have excellent transport links and access to a cosmopolitan, cultural hub.

Pastoral and community

The welfare, well-being and personal and social education of each student are of central importance. This is a central tenet of the girls' educational experience and is founded on excellent relationships throughout the school.

Our community is one where we want every individual to feel they belong and are celebrated. Open-mindedness and sense of shared aims within the community is reflected in a mutually supportive and welcoming staffroom.

We are a school where students from a rich variety of backgrounds (ethnic, national, geographical, linguistic and socio-economic) mix readily and easily. We consider ourselves to have broad horizons and value internationalism, in light of the global opportunities that we are preparing girls for.



VACANCY DESCRIPTION

ART & DESIGN TECHNOLOGY TECHNICIAN

Job Purpose

We have a vacancy for a skilled, enthusiastic and well organised technician who has a genuine interest in Art and Design and a natural artistic flair, with the ability to use their own initiative. The successful applicant would have relevant experience, preferably within a school environment although not essential, as well as a good all-round knowledge of Art and Design.

Responsibilities

The duties and responsibilities below are illustrative. The position holder will be expected to become involved in a range of work on occasions that may not be shown below:

Key Responsibilities

- To be part of a team within the Faculty of Art and Creative Technologies but also to be capable of working independently and organising daily tasks with a flexible approach.
- To attend regular meetings with the Art & Creative Technologies Faculty.
- To prepare apparatus for lessons, clubs when required.
- To trial practical activities if required.
- To clean and tidy away apparatus and to ensure that the classrooms are prepared for the next lesson.
- To assist teachers during practical activities in lessons, such as supervision of small group work, when required.
- To clean up spillages and apparatus when required.
- To maintain order and organisation of the resource bases and studios. To ensure each teaching room is tidy and clean, including the cleaning of sinks, draining boards and the tidying of bookshelves.
- To prepare and fire ceramic work and ensure safe use of clay, glazes, oxides and the kiln.
- To clean equipment on a regular basis and undertake any essential repairs.



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- To support the Curriculum Leader in maintaining an inventory of equipment and resources and for maintaining apparatus. To order equipment in consultation with the Curriculum Leader.
- To ensure Health and Safety knowledge is kept up to date and to attend necessary Health and Safety training. To report all Health and Safety hazards to the Curriculum Leader.
- To provide technical support in the preparation of and during audio-visual activities.
- To have responsibility for local purchases of consumables.
- To ensure all tools and equipment are stored securely after use.
- To ensure all students' work and unused material is returned to the appropriate storage area.
- To assist in preparing exhibition, productions, classroom and corridor displays within the department and across the whole school.
- Construction of frames for paintings, armatures for sculptures, stretchers for canvas
- Assisting with the hanging of exhibitions; liaison with Estate Facilities staff for larger jobs that require assistance.
- To carry out other tasks reasonably requested by the Curriculum Leader, in accordance with the post holder's skills and qualifications.

Responsibilities to the School

- To become familiar with and practice school policies, in particular those relating to Health and Safety, Confidentiality and Child Protection.
- To maintain high personal standards of punctuality and appearance.
- To help to create and promote an image of the school which is in accordance with its aims.
- To seek the Head's authorisation for any anticipated absence from school; to give as much notice as possible of unavoidable absence through sickness.
- To attend all relevant meetings with colleagues.
- To participate in all aspects of staff development as outlined in the Staff Professional Learning Policy.



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Responsibilities to the Students

- To be responsible to the Head and on a daily basis to the Curriculum Leader.
- To undertake relevant training in First Aid and minor injuries.

Responsibilities to the Staff

- To work with other staff to maintain effective communication systems, particularly between the Staff, Parents and Students.

Safeguarding

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Further details of duties, responsibilities and procedures can be obtained from the Staff Handbook.

Addendum

- The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Main Terms and Conditions of Employment.
- The job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out and no part of it may be so construed.
- The job description is not necessarily a comprehensive definition of the post. It will be reviewed from time to time as required and it may be subject to modification or amendment at any time after consultation with the post holder.



PERSON SPECIFICATION

ART & DESIGN TECHNOLOGY TECHNICIAN

Essential Qualifications, Skills and Experience

- A relevant HNC/HND, degree, or equivalent professional qualification in Art and Design;
- Some experience of working at this level would be desirable but applications from newly qualified graduates with Art and Design experience will be welcomed;
- All-round knowledge of Art and Design;
- Basic joinery/wood work skills;
- Thorough understanding of Health & Safety procedures/systems;
- Excellent IT skills, including knowledge of Microsoft packages, eg Word, Excel;
- Ability to motivate others;
- Commitment to the personal development of each child and to the ethos of St George's.

Desirable Skills and Experience

- Experience of working in a school environment;
- Experience or knowledge of printmaking techniques, ceramics production, including kiln firing (not essential to role).

Personal Qualities

- The ability to work under own initiative;
- Good inter-personal and communication skills, both written and spoken;
- Good organisational skills, with the ability to prioritise and work to deadline;
- A willingness to be flexible;
- Proven ability and intention to work co-operatively within a team;
- Ability to retain calmness under pressure and work effectively in a busy environment.



Benefits package

- Reduced school fees and wraparound care at St George's School
- Pension contribution
- Staff lunches
- Access to school buses on school bus routes (small charge payable)
- Professional learning and development opportunities
- Employee Assistance Programme
- Generous annual leave entitlement
- Cycle to work scheme
- Opportunity to benefit from the use of school facilities; libraries; sports facilities etc
- Death in service benefit
- Opportunity to join our community and contribute to social, music, drama and other events and activities

Hours of Work

Part-Time, 30 hours per week (8.30am to 3pm, Monday to Friday, with 30-minute unpaid lunch break)
Term Time Only plus 1 week during the School Holidays, plus In-Service days.

Salary Details

Salary will be £16,121.73 per annum to reflect part-time hours and 'Term Time Plus' contract.
This is based on a FTE salary of £24,784.50 per annum.

Key dates

Closing Date - 6th August 2026

Interview Dates TBC

