



St Mary's School

Gerrards Cross



Application Pack

Job Role: **Art Technician**

Start Date: Immediate

Closing Date: 9am on Friday 15th March 2024

Interview Date: W/C Monday 18th March 2024

Welcome from Headmistress

St Mary's is quite simply a wonderful school. The experience of each individual student is at the heart of all that we do. Our warm and inspiring environment encompasses a supportive framework where our students, whether in Pre-Prep, Prep, Senior House or Sixth Form, are encouraged to take risks, be creative, think for themselves, learn to make good choices and to embrace a challenge.

All of our students are encouraged to aim for excellence in all of their pursuits, to be kind to each other and look for opportunities to make a difference in the wider world. Students here 'dream big' we prepare our students for their future lives and careers to be compassionate, caring and confident young women.

The opportunities at St Mary's, including those for leadership and co-curricular activities, are wide ranging, the academic and pastoral focus unsurpassed and the ability to tailor your daughter's education unrivalled.

Please visit our website to give you a brief insight into our wonderful school, I do hope you will come and meet us to discuss this teaching role.



Mrs. Patricia Adams, Headmistress

About St Mary's School



St Mary's is an independent day school for girls aged 3-18 in the heart of Gerrards Cross, Buckinghamshire.

Founded in Paddington in 1872, the school moved to its present site in 1942. Class sizes average 16-18 and academic outcomes are excellent.

St Mary's School is warm friendly community where parents, staff, students, and governors work together to ensure that every student exceeds her potential whilst having the time of her life, making memories, and building skills to equip her to be successful through her future years.

Our students leave with the resilience to take on the next challenge, the ambition to follow their dreams and the confidence in themselves to go from success to success in their future careers. Through the pastoral and classroom support she has received at St Mary's, she knows her worth, who she is as an individual, and what she wants to go on to do.

Well-being and happiness of staff and students alike is at the heart of our success – a happy school is a successful school!

Joining St Mary's staff community, you would be welcomed into a supportive, close knit community who can regularly be found spending lunch times in the Senior or Prep staff room, enjoying social time outside of school, competing in the teacher's relay, performing in the school orchestra or at an open mic event, and can even be caught on a space hopper on the lawn on the last day of term!



St Mary's School Values

St Mary's is committed to providing an excellent education in a caring, happy environment, where each girl develops self-confidence and exceeds her potential.

Staff and students, alike, are encouraged to find their own SMS Spirit by exploring our huge range of Co-Curricular activities to try new skills and meet new people, explore different learning or teaching techniques in small classes and make friends from Nursery right through to Sixth Form through our House System and whole school opportunities that brings.

Staff are supported in their roles through Department Heads, and SLT links, with wellbeing at the heart of staff satisfaction and the positive morale which we pride ourselves on. A comprehensive CPD programme allows for staff members to grow personally and professionally and broaden their skills in their specialist areas finding their very own SMS Spirit in their own individual ways.

Our whole school community operates under our Take Care acronym which ensures each individual reaches his or her potential in a supportive and challenging environment.



T – Team Work – we work together to ensure we achieve the best outcomes for our students, pastorally and academically, and that as a staff community we work in a supportive, collaborative caring team who have each other's backs.

A – Ambition – we go above and beyond in everything we do. We look for the WOW factor at every opportunity.

K – Kindness – through our ethos runs the theme of kindness. Everything our staff and students do should consider kindness first.

E – Enthusiasm – staff and students alike bring the energy and desire to succeed.

C – Curiosity – we always ask why.

A – Adventure – work should be exciting, satisfying and thrilling – we are spending time doing what we feel passionately about.

R – Resilience – we carry on in the face of challenge, and come out stronger and wiser.

E – Excellence – aim for the highest quality in all that we do.

Why Work at St Mary's?

- Competitive Salary
- Pension Scheme (TPS or TPT support staff)
- 30% fee Remission at St Mary's
- 25% fee Remission at Thorpe House
- Subsidized staff socials
- Annual pay review



- Hot daily meal
- Use of fitness suite
- On-site parking if available
- Free annual flu vaccine
- Electric Car purchase Scheme
- Cycle to work Scheme

- Full staff induction in Term 1
- Staff buddy system
- Full training and development program
- Equal opportunities for all
- Well-being committee to share ideas



All staff share responsibility for promoting and safeguarding the welfare of our pupils and must adhere to, and comply with, the School's safeguarding and Child Protection Policy at all times.

Teaching and Learning at St Mary's

Professional trust and teacher autonomy are important to us. There is some flexibility when it comes to how and what you teach, and you will have more occasions to invest in creative planning and teaching, taking opportunities to follow the passions of the class whilst delivering an effective curriculum. We do not expect you to adhere to explicit and directed lesson formats, writing lesson objectives on the board or following a prescribed lesson order. When our students change class, they move in an orderly fashion to their next lesson, taking responsibility for their own behaviour. Our students are taught in an environment where engagement and quality work is expected of everyone. In addition, there are pedagogical benefits to smaller class sizes. You will get to know the unique attributes of each student, giving them increased levels of attention and building productive classroom relationships that enable your students to excel.



Staff professional development is given a high priority at St Mary's. The professional development process is aimed at cultivating great teachers who can flourish in our environment and meet our pedagogical standards. You will have the opportunity to contribute to working parties, a Teaching and Learning forum, speak at the regular 'Gold Nugget' best practice slot, write for the T&L newsletter and enjoy the buzz around our Open Classroom events. CPD is encouraged and generously funded. We want our teachers to be the best they can be and recognise that a culture of continuously learning is a crucial component of supporting and developing our staff.

The Role – Art Technician

Are you self-motivated and resourceful? Are you someone who can support and enhance the learning experience of our students? The successful candidate will be a motivated, proactive team player who loves Art & Design. You will need to be organised with excellent literacy and numeracy skills and a working knowledge of IT systems. Past experience in working with Textile Design and Art would be advantageous as you will be assisting students in the use of sewing machines, mixed media and acrylic and oils. Whilst experience is preferred it is not essential but a willingness to be flexible and adaptable, and the desire to make a difference to young people's lives are all key. St Mary's is an inclusive school where all staff, teaching and non-teaching, are equally valued.



Main Duties

General day-to-day duties	To assist the Head of Art in the preparation and maintenance of all materials necessary for the delivery of the curriculum.
	To help maintain sufficient stocks of materials, carrying out regular stock takes and ordering materials under the direction of the Head of Art.
	To assist with stock management, maintain and safely store materials on consumable stock and re-ordering as necessary.
	To mount displays around the school as required.
	To prepare materials for use within lessons across a broad range of disciplines including Textiles, Fine Art, Photography and 3D Design and Graphics.
	To undertake the hanging and installation of artwork.
	Maintain and store equipment, tools and student work in a safe and orderly condition.
	To assist with cleaning duties with the Art & Design department, keeping the areas tidy with an awareness of health and safety.
	To act at all times in accordance with the school's safeguarding policy. Ensuring the safeguarding of students at the school and recognising one's own role in liaison with the designate safeguarding team.
	To liaise with the other technicians regarding room requirements as and when necessary.

During lessons	To assist in lessons where necessary.
	To assist students with construction of artwork including digital, printed, ceramics and 3D construction.
	Photographing and documenting student work.
	Offering technical support during practical lessons.
	Help students with using sewing machines.

Main Duties

<i>Additional duties</i>	Managing department storage, benching and workshop fabric where appropriate.
	To contribute to the safety policies of the school as directed by the Headmistress and to ensure that health and safety regulations are observed with the classroom and within the school in general.
	To take part in the training programmes provided by the school and agree to the process of professional reviews.
	To undertake any other particular duties, which may be reasonably assigned to you by the Head of Department or the Headmistress from time to time.





Candidate Specification

Education	GCSE English and Mathematics.
	Willingness to attend relevant training courses.

Personal Qualities	An interest and commitment to work with young people in a school environment is essential.
	Good interpersonal skills.
	Self-motivated
	A willingness to work flexibly and assist others when requested.

Person Specification	Due to the nature of the role there is a requirement to carry out manual lifting and moving of material and artwork.
	Ability to work under pressure, for example, there will be times when equipment/materials are required at short notice.

Knowledge and Skills	Experience in an Art & Design environment or in a school or college desirable but not essential.
	Good planning and organisational skills.
	A willingness to develop new skills.
	The ability to prioritise and manage projects independently within a team environment.
	Ability to work constructively as part of a team, understanding classroom roles and responsibilities and your own position within these.



Safeguarding

St Mary's School is committed to safeguarding and promoting the welfare of children and young people in its recruitment and selection of job applicants. The school expects all staff and volunteers to share this commitment and be willing to undergo checks with the Disclosure and Barring Service.



How to Apply

Please complete an application form which can be obtained from the HR Administrator at hadmin@st-marys.bucks.sch.uk or from our website www.stmarysschool.co.uk

Early applications are advised as the School reserves the right to appoint at any stage during the application process. Completed application forms and cover letters must be emailed to hadmin@st-marys.bucks.sch.uk

Interviews will take approximately three hours and will be held at the school. As part of the process you will be given a tour of the school and attend a panel interview. You will also be asked to provide documentation confirming your identity and qualifications and a search of an online social media presence may also be conducted as part of due diligence checks.

There is no need to visit St Mary's before applying, as the school website contains plenty of information, photos and all the school's policies. However, if you'd like to see the school in person, you are most welcome to arrange a visit. Interviews will, of course, include a tour. All applications will be acknowledged and interview dates are provided below. References will be requested for all those invited to interview.

Closing date for applications: 9:00am on Friday 15th March 2024

Interview date: W/C Monday 18th March 2024

Hours: The hours of work are flexible to a certain point but ideally 8.30am – 4.00pm Monday to Friday. This is a term time only position and the salary is negotiable according to experience.

Salary: c£26,000