



St Mary's School Gerrards Cross
Art and Food Technology Technician

Job Description

The successful candidate will be a motivated, proactive and flexible team player with good organisational, literacy and numeracy skills and a working knowledge of technology as used in a school, including word processing packages. No previous experience is required but rather a willingness to learn and to be a good team player. St Mary's is an inclusive school where all staff, teaching and non-teaching, are equally valued.

The main duties of the post are as follows:

- To assist the Head of Art and the Head of Food Technology in the preparation and maintenance of all materials necessary to the delivery of the curriculum
- To help maintain sufficient stocks of materials, carrying out regular stocktakes and ordering materials under the direction of the Head of Art and the Head of Technology
- To assist in lessons where necessary
- To mount displays around the school as required
- To maintain a safe working environment in accordance with the School's Health and Safety policy

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.

Candidates are asked to complete the online application form downloadable from the School website www.stmarysschool.co.uk and submit it along with a covering letter to headspa@st-marys.bucks.sch.uk by Monday 24th May at 9.00am.