

Art Technician

Anticipated start date— ASAP

Candidate Pack

Salary: NJC Scales FT (£24,796—£25,185)

Contract Type: Permanent

Contract Term: Part-time

Location: Clifton Road, Runcorn,
WA7 4SY



Art Technician

Salary

NJC Scale point 3-4—Prorated
 (£13,084.72—£13,290.51)

Hours

Part time —22.5 hours (Term time)

Contract Type

Permanent

Closing Date

9th February 2026

Are you passionate about visual arts and ready to inspire the next generation?

We are seeking a dedicated and enthusiastic Art Technician to join our thriving team at The Heath School. This is a fantastic opportunity to motivate students, work with supportive colleagues, and contribute to our vibrant school community. Candidates will be competent using materials and equipment in and around the art department, and will be able to demonstrate excellent organisational, prioritisation, and communication skills.

About the Role

As an Art Technician Teacher of Art, you will:

- Support lessons across KS3 and KS4 in Art
- Maintain, organise and order materials for the department
- Ensure that art classrooms are clean and orderly
- Assist in the development of new practical activities to support the curriculum
- Work collaboratively with teaching staff and other colleagues to meet departmental needs
- Support extra-curricular activities as required
- Safeguard and promote the welfare of all students

Hours of Work:

This post is offered as part-time/3 days/22.50 hours per week, term-time only plus 3 weeks (5 INSET days and 10 days during holiday periods pro rata). Normal duty hours for this post will be 8.30am – 4.30pm (to include a half hour unpaid lunch break). Some flexibility may be possible within these arrangements.

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About You

The ideal candidate will:

- Have excellent organisational skills
- Demonstrate an understanding of and interest in the visual arts
- Understanding of health and safety issues relevant to the post
- Be able to develop and maintain good relationships with colleagues, parents, students and can gather, receive or exchange information on an everyday basis
- Ideally have experience of working within a school environment

Why Join Us?

At The Heath School, staff wellbeing and development are at the heart of what we do. Many colleagues have grown their careers here, and our Principal is a proud former student.

We offer:

- A supportive, collaborative environment within school and across the Trust
- A positive teaching and learning culture
- Professional development opportunities
- Access to an Employee Assistance Programme
- A flexible approach to personal leave requests
- Staff wellbeing support including flu jabs, social events, and even fortnightly cake!

About The Heath School

The Heath is a highly successful, oversubscribed school at the heart of the Runcorn community. We are proud of our strong academic outcomes, which consistently sit at or above national averages; and of our wide-ranging extra-curricular programme. Our student-centred approach, underpinned by The Heath Standard, ensures all pupils are supported to achieve their aspirations.

Job Description

Job Purpose:

To assist and support all teaching staff in the relevant subject areas to provide students with a creative and effective learning experience, ensuring high levels of achievement and progress.

Duties:

The job holder will be expected to work under the direction of the Head of Art. You will also be expected to work on your own initiative, liaising closely with the Head of Art.

- Check emails and daily job list
- Prepare and distribute resources for the day's projects/lessons, including Art, Photography, and any other subjects as required
- Check general equipment trays in all 3 art rooms: to include rulers/scissors/pencils/rubbers/ sharpeners/paper towels/ brushes
- Clear drying racks and put work back in the correct class boxes, folders
- Replenish paper stock within classrooms
- Check acrylic paints for KS4
- Check/clean sink areas
- Check reprographics and sort photocopying for the day
- Stock management
- Cutting up paper
- Supporting students within lessons
- Intervention work with individual pupils eg SEND
- Preparing resources to support KS4 students
- Mounting work
- Preparation of displays
- Support practical lessons like printing, 3D, sculpture.
- Clean brushes and palettes
- Organise cover work, and one-off work for students in isolation or referral in folders in rooms tidy and up to date
- Keeping on top of worksheets/resources in all 3 classrooms related to current projects, swap them when needed
- Resources – helping to prepare/make resources in advance for projects/exams
- Stock check, orders and know capitation balance
- Tidying room – sorting through old work/folders/equipment
- Provide support for exams - preparing resources and helping Y11 students in particular
- Make exam timelines, labels for books and folders
- Support KS3 lunchtime Art clubs
- Support KS4 after school sessions
- Support whole school Visual and Performing Arts productions, and Learn for Life days

Undertake any other duties as may be assigned from time to time, which are commensurate with the grade of the job.

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

Person Specification

ESSENTIAL	DESIRABLE	EVIDENCE
<u>Qualifications and Experience</u>		
Good level of general education including GCSE English and Mathematics Excellent communication skills, oral and written		Application form Qualifications
<u>Skills and Knowledge</u>		
Excellent organisational skills with a proven ability to multitask Understanding of health and safety issues relevant to the post Attention to detail Willingness to develop professionally, maintain up to date knowledge relevant to the role and attend courses as required Work constructively as part of a team	Experience of working within a school environment	Application form, references and selection process
<u>Personal Qualities and Skills</u>		
Ability to coordinate and prioritise work Be professional, confident, articulate, organised, efficient, discreet and flexible Be able to develop and maintain good relationships with colleagues, parents, students and can gather, receive or exchange information on an everyday basis Able to work hours required or provide flexibility to work occasional additional hours if needed. Willing to undertake staff training and development courses, some of which may be outside normal working hours		Application form, references and selection process

How to Apply

Applicants must have relevant qualifications and experience related to this role, please ensure that you meet the person specification before applying.

We are committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

Appointment is subject to a satisfactory enhanced disclosure from the Disclosure and Barring Service and references. The Trust is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

We ask that you do not send CVs. Please email your completed application to recruitment@theheathfamily.org.uk

Informal visits to the school are warmly welcomed - please contact Catherine Lockett, PA to the Principal in confidence by email lockettc@heathschool.org.uk to

Application closing date: Monday 9th February 2026 - 09:00AM

Shortlisting Date: Tuesday 10th February 2026

Interview Date: Thursday 12th February 2026



About the Trust

Our work at The Heath Family Trust is rooted in our mission, our values and in a commitment to giving our pupils the best start in life. We collectively hold ourselves and each other to the highest standards. You will thrive in an environment that values **clarity** in communication and purpose, fosters **collaboration** across all levels, and champions a culture of **accountability**.

Academic rigour is our priority. We achieve this by ensuring our work is thorough and of the highest intellectual integrity.

✓ WHY WE EXIST: A SHARED PURPOSE

To empower our children to overcome barriers, be able to compete with the best, and shape the future.

✓ HOW WE BEHAVE: THE HEATH FAMILY VALUES

With kindness: we look out for each other.

With integrity: we do the right thing.

With tenacity: we do what it takes.

✓ WHAT WE DO

We lead schools in the North West to maximise attainment and nurture confident, resilient and compassionate individuals.



We Offer:

- ✓ An opportunity to work in a values driven organisation and be part of a welcoming and dedicated team
- ✓ Support and training so that you can flourish in your role
- ✓ Recognition of the importance of a work life balance and employee wellbeing
- ✓ Car lease scheme
- ✓ Cycle to work
- ✓ Appropriate pension scheme
- ✓ Employee Assistance Programme (EAP)

