



West Kirby Grammar School

Art Technician

September 2026 (Temporary Maternity Cover)

SCP 7 (38 weeks - £6,201 actual)

Graham Road, West Kirby, Wirral. CH48 5DP

www.wkgs.org

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Advertisement

Art Technician

September 2026



Art Technician

10 hours per week, term-time only, fixed-term maternity cover (up to 12 months). (Actual salary £6,201)

This is an exciting opportunity for a creative, organised and proactive Art Technician to join our thriving Art Department at West Kirby Grammar School.

The successful candidate will play a key role in supporting the delivery of high-quality Art education, ensuring that students and staff have access to the materials, resources and practical support needed to enable outstanding learning experiences. Working closely with the Head of Art and teaching staff, the postholder will help maintain a vibrant, inspiring and well-organised department environment.

The role involves preparing materials and equipment for lessons, maintaining stock and resources, supporting exhibitions and displays, assisting with practical activities and ensuring that the department operates safely and efficiently. The successful candidate will be organised, flexible and willing to contribute positively to the creative life of the department.

This is an excellent opportunity for someone with an interest in art, design or creative education who enjoys practical work and takes pride in supporting students and staff to achieve their best.

West Kirby Grammar School is a highly successful selective girls' school with a coeducational Sixth Form. There are approximately 1,200 students on roll, and academic outcomes are exceptional. In 2025, 22% of GCSE grades were awarded at Grade 9 and 44% at Grades 9–8. Students achieved an average grade of 7.15, with 66% of all grades at 9–7. At A level, results were equally strong, with 65% of grades awarded at A*–B and an average grade of B.

The school was ranked 23rd nationally out of more than 4,000 state schools in The Telegraph's annual school rankings, placing us 1st among all state schools in Wirral, Merseyside and Chester and 5th in the North West of England.

How to Apply

Further information and an application form are available to download from the School's website (www.wkgs.org) or by contacting the School on 0151 632 3449. A completed application form and a letter addressing the content of the person specification (no more than two sides of A4) should be submitted to office@wkgs.net for the attention of Mr S. Clarke, Headteacher.

Closing date: Friday 3 July @ 9 am

Anticipated Interviews: Wednesday 8 July 2026

Job Description

Art Technician

September 2026



Job title: Art Technician

Reporting to: Head of Art

Grade: SCP 7

Salary: £6,201 actual (hourly rate £14.07)

Hours: 10 hours per week, term-time only

Departmental Support

- Prepare, organise and distribute materials, equipment and resources required for practical lessons and demonstrations.
- Assist teaching staff in preparing specialist materials and equipment for classroom activities.
- Set out and clear away materials and resources before and after lessons as required.
- Provide practical support to teachers and students during lessons when requested.
- Support the smooth day-to-day operation of the department.

Resources and Stock Management

- Maintain and organise departmental stock, equipment and storage areas.
- Monitor stock levels and advise the Head of Art regarding shortages and replenishment requirements.
- Assist with the ordering, receipt and organisation of materials and supplies.
- Ensure resources are stored safely, securely and efficiently.

Learning Environment and Displays

- Support the creation and maintenance of high-quality displays throughout the department and wider school.
- Mount and prepare student artwork for display and exhibition.
- Assist with the organisation and presentation of exhibitions, showcases and departmental events.
- Help maintain an attractive, organised and inspiring learning environment.

Equipment Maintenance and Health & Safety

- Clean, maintain and organise departmental equipment and resources.
- Undertake routine visual safety checks on departmental equipment and report any concerns.
- Arrange servicing and repair of equipment where appropriate.
- Ensure that the storage and disposal of materials complies with Health and Safety requirements.
- Report any faults or deficiencies relating to equipment, utilities or facilities to the Head of Art and Site Team.

Job Description (Cont.)

Art Technician

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Administration and Organisation

- Assist with general departmental administration as required.
- Support the organisation and maintenance of Sixth Form studio spaces.
- Maintain accurate records relating to stock, equipment and servicing where appropriate

General Responsibilities

- Promote and safeguard the welfare of students at all times.
- Maintain confidentiality and professionalism in all aspects of work.
- Participate in relevant training and development opportunities.
- Contribute positively to the wider life of the school.
- Undertake any other reasonable duties commensurate with the grade of the post as directed by the Head of Art or Headteacher.

Person Specification

Art Technician

September 2026



Job title: Art Technician

Reporting to: Head of Art

Grade: SCP 7

This person specification is related to the requirements of the post as determined by the job description. Short listing is carried out on the basis of how well you meet the requirements of the person specification and job description.

E: Essential D: Desirable

Qualifications & Experience

Good general education, including literacy and numeracy skills (E)

Experience of working in an organised environment where planning and prioritisation are important (E)

Experience of working within an educational, creative or arts-based environment (D)

Experience of supporting practical activities or managing resources and equipment (D)

Skills and abilities

Strong organisational skills and attention to detail (E)

Ability to communicate effectively with students, staff and visitors (E)

Ability to work independently and use initiative (E)

Ability to follow instructions accurately and work collaboratively as part of a team (E)

Ability to manage competing priorities effectively (E)

Basic ICT skills, including Microsoft Office applications (D)

Knowledge of Health and Safety practices within a practical working environment (D)

Personal Qualities

Creative, enthusiastic and positive approach to work (E)

Flexible and adaptable in responding to the changing needs of the department (E)

Pride in maintaining high standards of presentation and organisation (E)

Reliable, professional and trustworthy (E)

Commitment to supporting students and staff (E)

Special Requirements

Commitment to safeguarding and promoting the welfare of children and young people (E)

Ability to maintain confidentiality (E)

Enhanced DBS clearance and appropriate identity checks (E)

Professional approach to conduct, attendance and dress (E)

Excellent references (E)



West Kirby Grammar School is a vibrant and thriving girls grammar school of more than 1200 students aged 11 to 18, including around 50 male students in a coeducational sixth form of over 350.

As a school, we believe there are no limits on a student's potential: with the right approach to learning every student can reach levels of attainment and achievement that might previously have been considered the preserve of a 'gifted and talented' few.

Our values are inspired by our school motto: *ad metam contendo* - strive towards the goal.

These six core values aren't simply words on a page – we live and breathe them every day, driven by our determination to inspire and support every child in the pursuit of their goals, whatever they may be:

Community

- We're proud of our sense of community and family at WKGS, as well as our contribution to the local and wider community.
- We choose to be collaborative, caring and kind, showing empathy and honesty in our actions.
- We value our tradition and have a vibrant House system that helps to create a compassionate and caring community.

High Expectations

- We are aspirational for ourselves and those around us, taking great pride in our achievements.
- Our work is goal-orientated, celebrating success in different forms while striving for excellence in our pursuits.
- We naturally have high academic expectations and challenge everyone to achieve their full potential, both inside and outside of the classroom.

Opportunity

- We offer exceptional opportunities for all in a wide variety of contexts.
- Our extensive curriculum ensures that every student has the opportunity to discover their talents.
- We encourage everyone to embrace our extra-curricular provision and wide range of enrichment activities; we promote leadership at all levels.

Innovation

- We strive to create the leaders of tomorrow; individuals who are daring and forward thinking and who work to inspire those around them.
- Creativity is highly valued, and we aim to find inventive and enterprising solutions to the challenges we face.
- Change is embraced as we develop inventive new practices and systems.

Curiosity

- We encourage all members of our community to display a love of learning and to show an inquisitive approach to challenge.
- The ability to reflect on practices is key, along with a passion to improve. Asking questions to deepen understanding and looking beyond the confines of the curriculum is actively encouraged.

Endeavour

- We work with motivation and resilience, whatever the challenge ahead.
- Determined to succeed, we challenge ourselves and those around us to improve
- We engage with our tasks and work with perseverance to achieve.



Staff Wellbeing

The wellbeing of staff is central to the approach taken by Governors, the Headteacher and the SLT at West Kirby Grammar School.

We have an excellent sense of community within our whole staff, who work very hard as a team to support one another in their endeavours. Below are examples of some of the systems we have developed to help maintain a happy and positive staff.

- Access to a comprehensive range of health and wellbeing services
- Deadlines well publicised and staff consulted on annual calendar
- Reduced data collections to ensure no collections for data's sake
- In-house Wellbeing Manager available to all staff, and Staff Wellbeing Committee that monitors and responds to staff needs.
- Greater PPA time than national recommendation
- Dedicated classroom wherever possible for teaching staff
- A flexible and generous approach to family appointments and child events
- Complimentary tea and coffee
- Complimentary Christmas Dinner for all staff each year
- Staff Christmas Cake baking event
- Complimentary coffee and cake mornings or afternoons
- Wellbeing and social activity programme
- Opportunities for professional development always considered
- Considerate approach to lesson observations, drop-ins and Learning Walks
- Headteacher 'Open Door' Policy at all times
- On site car valeting services

Life in West Kirby

WKGS is a nurturing and supportive institution with exceptional rates of staff retention. Very few staff move on each year and these are largely due to opportunities for promotion or staff retirement.

West Kirby is a fantastic place to work and live. Found on the North West coast, it is regularly rated in The Times as one of the Top 10 places to live in the North West. Just half an hour by train from Liverpool, it is a beautiful seaside town with a high street full of independent shops, the Marine Lake, the picturesque Hilbre Island and miles of sandy beaches.



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office@wks.net



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0151 632 3449