

WIRRAL GRAMMAR SCHOOL FOR BOYS



ART TECHNICIAN

Required 1st September 2026
NJC Scale Point 5 Grade - 3

Full Time – 38 weeks per year





Dear Applicant,

Thank you for your interest in the permanent full-time position of Art Technician at Wirral Grammar School for Boys.

We are seeking an enthusiastic, organised and practical individual to support the work of our high-performing Art Department. This is an exciting opportunity to contribute to a vibrant, ambitious and innovative subject area, where students produce exceptional creative work and where Art is a central part of the wider life of the school.

The Art Department at Wirral Grammar School for Boys has a truly outstanding curriculum offer. We offer Art, Craft and Design at GCSE and Fine Art at A Level, both of which are popular options with students. Many students go on to pursue further education and careers within the creative arts sector, with recent areas of progression including architecture, concept art, design and other creative pathways.

The department is dynamic, energetic and highly ambitious. Students are encouraged to develop their own visual language, take creative risks, explore a wide range of media, processes and techniques, and communicate personal ideas with increasing confidence and sophistication. Our curriculum supports the development of technical skill, visual literacy, critical thinking, creative problem-solving and independent personal investigation.

We have strong links with university partners, and staff regularly contribute to professional development, trainee teacher support and regional networking opportunities in Art and Design education. GCSE and A Level students also benefit from residential artist workshop weekends, working with regional artists to extend their learning beyond the classroom. The department offers regular extra-curricular opportunities, including lunchtime and after-school sessions.

The information contained in this pack will help you to not only understand the post which is being advertised but also give you a sense of life at Wirral Grammar School for Boys. There are over 1100 students on site. Our planned admission number increased from 155 to 170 in Year 7 in September 2024, and we recruit students into the Sixth Form, WGSB6 from other local schools and further afield. From September 2026 we will be accepting both male and female students into our Sixth Form, having successfully introduced co-ed teaching this year

The successful candidate will play an important role in supporting the smooth running of the department, preparing resources and materials, maintaining equipment and workspaces, supporting displays and exhibitions, and helping students and staff access a creative, safe and well-organised learning environment.

If you are interested in this position, it is important that you share our school values and the vision of providing the best quality education for bright young people across the Wirral, regardless of their background.

Should you require any further information, please do not hesitate to contact me at school on 0151 644 0908 or by email to Anna Groves (recruitment@wirralgrammarboys.com).

Yours faithfully

Simon Ascroft
Headteacher



ART TECHNICIAN

Required:	1st September 2026
Salary:	Grade 3, SCP 5
FTE Salary:	£25,583
Actual Salary:	£21,705 Per Annum
Hours:	36 hours per week.
Contract type:	Permanent Full Time – 38 weeks per year (term time only)
Responsible to:	Head of Art / Head of Faculty

We are seeking a highly organised, practical and enthusiastic individual to support the delivery of high-quality teaching and learning in the Art Department. The successful candidate will help ensure that classrooms, materials, equipment and resources are well-prepared, well-maintained and safe for staff and students.

The role would suit someone with an interest in art and creative processes, strong organisational skills, a willingness to learn, and the ability to work independently as well as part of a small and supportive team.

Statement of Purpose

To support the Art Department in the preparation, organisation and maintenance of materials, equipment, resources and learning environments, ensuring that staff and students can access high-quality, safe and well-prepared practical learning experiences.

The Art Technician will contribute to the smooth day-to-day running of the department and support the wider creative life of the school, including exhibitions, displays, extra-curricular opportunities, workshops and departmental events.

Key Responsibilities

Lesson and Curriculum Support

- Prepare and set up materials, tools and equipment for Art lessons as directed by teaching staff.
- Support the preparation of resources for Key Stage 3, GCSE Art, Craft and Design, and A Level Fine Art.
- Assist with practical processes such as painting, drawing, printmaking, mixed media, sculpture, textiles, photography, digital processes and other specialist techniques where appropriate.
- Prepare materials in advance of lessons, workshops, practical demonstrations and assessment activities.
- Clear, clean and store equipment safely after lessons.
- Support students and staff by ensuring that resources are accessible, organised and ready for use.
- Assist with the preparation of materials for extra-curricular sessions and lunchtime clubs.

Materials, Stock and Equipment Management

- Maintain stock levels of art materials, tools and supplies.
- Support the ordering, sourcing, receiving and organisation of equipment and materials.



- Keep accurate records of stock, departmental resources and orders.
- Ensure safe, tidy and accessible storage of materials, tools and equipment.
- Monitor the condition of resources and report any maintenance or replacement needs to the Head of Art.
- Support the organisation and management of specialist materials used across the curriculum.

Technical and Practical Support

- Prepare specialist materials and surfaces as required, including paper, boards, canvases, clay, plaster, printmaking materials and mixed media resources.
- Support the use and maintenance of relevant equipment, including printing equipment, digital devices, cutting tools and other art-room resources.
- Assist staff with practical preparation for technical processes and demonstrations.
- Support students and staff in the safe and appropriate use of materials and equipment, where directed.
- Help maintain high standards of presentation, organisation and practical readiness across the department.

Health and Safety

- Maintain safe, clean and organised art rooms, storage areas and technician workspaces.
- Ensure that materials and equipment are stored safely and used appropriately.
- Support compliance with health and safety expectations, including COSHH where relevant.
- Assist with the safe handling, storage and disposal of art materials and substances.
- Report hazards, damaged equipment or concerns promptly to the Head of Art or Head of Faculty.
- Support departmental risk assessments and safety procedures where appropriate.
- Be aware of and comply with school policies relating to safeguarding, health and safety, confidentiality and data protection.

Displays, Exhibitions and Department Events

- Assist with the mounting, presentation and display of student artwork around the department and wider school.
- Support the organisation and installation of departmental displays, open evening materials and school events.
- Contribute to the planning, preparation and organisation of the annual Creative Exhibition.
- Help document student work through photography, scanning or digital archiving where required.
- Support the preparation of work for moderation, assessment, exhibitions, competitions and celebration events.
- Assist with the practical organisation of visiting artist workshops, university-linked events and residential workshop preparation where appropriate.

Digital and Resource Support

- Support the organisation of digital and physical resources, student work archives and departmental display materials.
- Assist with printing, scanning, photographing and preparing visual resources for teaching and display.
- Support the department's use of new technology to enhance classroom-based digital learning.



- Help maintain a well-organised bank of resources to support teaching, learning and independent student development.

Administration and Communication

- Work closely with the Head of Art, Head of Faculty and teaching staff to support curriculum delivery.
- Liaise with suppliers and relevant school departments as required.
- Keep accurate records of orders, deliveries, stock, maintenance and departmental resources.
- Assist with the organisation of departmental paperwork, displays, labels, assessment materials and exhibition documentation.
- Communicate clearly and professionally with staff and students.
- Maintain confidentiality and professionalism at all times.

General

- Contribute to the overall ethos, work and aims of the school.
- Appreciate and support the roles of other professionals.
- Attend and participate in relevant meetings or training as required.
- Participate in professional development and learning activities where appropriate.
- Take responsibility for work, accept feedback and respond positively to changing departmental priorities.
- Undertake other reasonable duties as directed by the Head of Art, Head of Faculty or Senior Leadership Team.

Key Personal Qualities

- A genuine interest in art, design and creative education.
- A practical, organised and resourceful approach to work.
- A willingness to learn new skills and support a wide range of creative processes.
- The ability to work independently and as part of a supportive team.
- A flexible and adaptable approach to changing priorities.
- Strong attention to detail and pride in the presentation of learning environments.
- Good communication skills with staff and students.
- A calm, positive and professional manner.
- An understanding of the importance of health and safety in a practical classroom environment.
- A commitment to supporting high expectations, creativity and student achievement.
- Reliability, discretion and a strong sense of professional responsibility.

Skills and Knowledge

- Practical skills linked to art, design, craft or creative processes.
- Good organisational and time-management skills.
- Awareness of safe working practices in a studio, workshop or practical classroom environment.
- Confidence in preparing, organising and maintaining materials and equipment.
- Good ICT skills, including use of Microsoft Office applications.
- The ability to support display, presentation and documentation of student work.
- The ability to maintain accurate records of stock and departmental resources.
- An understanding of safeguarding responsibilities in a school context.
- A willingness to contribute to the wider creative life of the department and school.



- Experience of working in an art, design, education, workshop, studio or practical creative environment would be desirable, but training and support will be provided where appropriate.

Note: This job description should be seen as enabling rather than restrictive and will be subject to regular review. Given the evolving needs of the School, flexibility among staff is very important.

Safeguarding Children

- Please note that Wirral Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- As part of the selection process, the interview will explore your perspectives on safeguarding young people in terms of a school context.
- The successful candidate will be required to comply with all school policies and procedures relating to child protection, health and safety, confidentiality and data protection.

Application process

The closing date is Wednesday 8th July 2026 at 9am, with interviews taking place the following week. In your application you should include the following:

- The completed Wirral Grammar School application form
- The completed WGSB Recruitment Monitoring Form
- A letter of application in which you address why you would like to be the Art Technician at Wirral Grammar School for Boys; what experience, skills or interests you would bring to the role; and how you would support the smooth running of a busy and ambitious Art Department.

Successful shortlisted candidates will be invited to interview, however, if you have not heard from us within one week of the closing date, please assume that this particular application has been unsuccessful.

Feedback is always offered to candidates who attend for interview but who are not appointed. **We regret that we are unable to give feedback where applicants are not shortlisted to attend for interview; this is due to the large number of applications that we receive.**

Applications **together with all supporting documentation (as indicated in the application process above)** should be emailed to recruitment@wirralgrammarboys.com



LIFE AT WGSB

WGSB is an oversubscribed boy's grammar school of more than 1100 students aged 11 to 18, including sixth form of over 260. We are one of 163 selective Grammar schools in England. We are a stand-alone academy. Increasingly we are seeing external applicants join the sixth form which is further energising our student body. In 2021 we celebrated the school's 90th anniversary.

We are very much a community-centred and inclusive school. The socio-economic mix of our school is not typical of other grammar schools and as such we believe that academically minded and talented students, regardless of their background or needs, should have equal opportunities to benefit from a grammar school education.

Our school motto is '*Sapientia Ianua Vitae*' or 'Wisdom is the Gateway to Life'.

At the end of our 90th year the school body worked to re-draft our values statement. Many values have remained the same, but we move with the times and these better reflect the WGSB of today.

- **A culture of care and compassion that has at its centre the wellbeing of all within the community.**
- **A school that offers a breadth and variety of opportunities and experiences to all students.**
- **An environment where all students aspire to meet or better their personal best every day.**
- **A population of unity where commonalities are celebrated and difference is valued and nurtured.**

At WGSB our combination of core values, educational excellence and caring, committed staff provides an enriching environment in which to learn. We have offered a distinct education on the Cross Lane site since 1931 and will continue to do so.

A good school gets the fundamentals right by building high standards across all aspects of school life and embedding and sustaining these standards within the habits and routines of its daily life... but we don't want to just be good, we want to be great for our students and our community.

In other words, our aim is in inspiring, challenging, and **supporting students to belong**, to fulfil their potential, and to do good and right things as happy, creative, and motivated young people.

We constantly review the curriculum on offer to our students, and we work hard to ensure that teaching is of the highest quality and learning is both interesting and fulfilling. But this is only part of the education that is on offer. Our co-curricular programme offers genuine enrichment inside and beyond the classroom. You may have heard the adage 'Work hard, play hard'. That is what we expect – students who want to achieve but who also are prepared to commit to school beyond the classroom.

Sport (rugby, hockey, cricket, basketball, table tennis, athletics, handball) music (rock band, samba band, pop choir, multiple ensembles), theatre, art, textiles, D of E Award, chess, board games, creative writing, charity work... the list goes on. Thanks to the commitment of our incredible staff, what is on offer here at a state school is remarkable, providing that all-round education that we want our students to have access to.

Because, for us it is important that the students mature into confident young adults, equipped with the qualifications and skills that they will need to make their next, successful steps in life.



STAFF WELLBEING

The wellbeing of staff is central to the approach taken by Governors and the Leadership Team at WGSB. 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.

WGSB is a 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.

Below are examples of some of the systems we have developed to help maintain a happy and positive staff.

- Deadlines well publicised and staff are fully consulted on the academic calendar
- Reduced data collections and reporting
- Student Enrichment and Staff Wellbeing Lead in place
- Governors that meet regularly with staff to gather feedback, both monitoring and responding to staff needs.
- Family Flexi Day and a generous approach to family appointments and child events
- Staff cake baking events
- Complimentary fruit on Monday mornings
- Daily toast
- Whole-year Wellbeing support programme
- Opportunities for professional development always considered
- Considerate approach to lesson observations, drop-ins and Watching Others
- Headteacher 'Open Door' policy
- PPA from home
- Staff Social Events – Christmas 'do' sold out !

We hope you can join us!

