



St. Mary's  
Catholic High School  
and Sixth Form  
College

## Art Technician (Part-time)

This prospective applicant pack provides you with all the relevant information you need to apply for the vacancy being advertised. The pack also provides a lens into our flourishing school community through the content that we have created for you.



Closing Date: 23.59pm, Sunday  
31st May 2026

Interview Date: Friday 5<sup>th</sup> June  
2026



“I can do all things through Christ who strengthens me”.

✝️ faith. 🕊️ hope. ❤️ love.

# HEADTEACHER'S WELCOME



## Dear Applicant

Thank you for your interest in our school. We have pleasure in enclosing this information pack, which we hope you will find useful in deciding whether to apply for a role in our school. We are very much aware that a decision to apply for a new job is a two-way process; if appointed you would be committing at least the next few years of your professional life to the school and you will want to ensure that you are happy coming to work each day, be professionally challenged and prepared for the next stage of your career. The aim of the pack is to provide you with a flavour of our school community and we of course welcome visits and conversations before the closing date.

We are very much first and foremost a Catholic high school. That means our values and vision are rooted in the teachings, example and life of Jesus Christ. This does not mean we expect every member of staff to be a practising Catholic, but we do expect every member of staff to share our values and be active in promoting the Catholic life of the school through their daily interactions. Our Mission Statement is focused upon helping every person have a sense of self belief so that they feel safe and happy, proud to be associated with St. Mary's so that we are able to share God's love and thrive in our lives. We work hard to ensure our staff feel part of the St. Mary's family and supported in their work. To this end, we have been accepted by joint union support onto the Valued Worker Scheme and are signatories to the DfE Staff Well-Being Charter.

Our school virtues are:  **faith.**  **hope.**  **love.**

We expect every adult in school to embrace these virtues and act as role models for them. In October 2024, the School was judged to have taken effective action to maintain the standards identified by Ofsted in 2019; where we were judged to be "Good". Inspectors identified our strong sense of community with high expectations of our young people, high quality education and pastoral care.

Our school was originally a separate boys and girls' school that merged and has a long history in the local area. We have 1600 pupils and employ 168 staff. The site is large, extending over 33 acres, and has a campus style with blocks housing specific departments with generous playing fields, an astro-turf, sports hall, gym and fitness suite. The school is situated in Astley, a community village serving Manchester and Liverpool and our pupils come from the local area as well as Leigh, Tyldesley, Atherton, Boothstown, Hindley and Lowton. We have eight Catholic partner primary schools but draw pupils from 30 different schools in the locality. We are oversubscribed for applications in Year 7 and have around 200 applications for Sixth Form annually. The catchment area of the school is very diverse in terms of a socio-economic basis and it is truly comprehensive in this sense but less so in other areas, as most pupils are of white British and Irish heritage.

As I indicated earlier, we are more than happy to welcome prospective candidates to visit the school before the application deadline. If you would like to take advantage of this, please contact Tricia Foster, Human Resources Manager who will arrange a mutually convenient time.

Yours faithfully,

A handwritten signature in black ink, appearing to read 'Denise Brahms'.

**Denise Brahms**  
**Headteacher**

# CHAIR OF GOVERNORS



Dear Applicant,

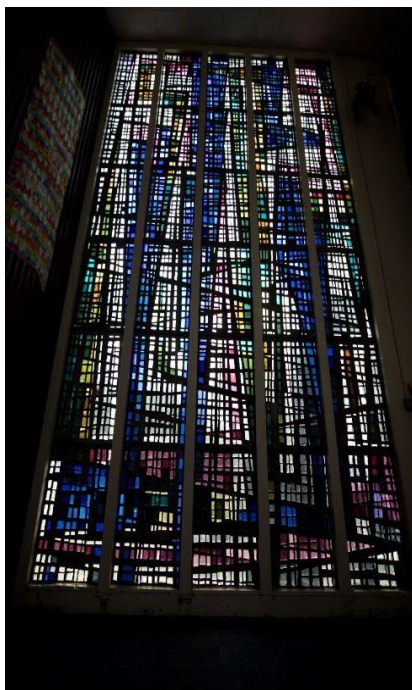
Thank you for your interest in our school. We are very proud of our school community as it goes from strength to strength. We believe strongly that the quality of our provision is entirely dependent on the professionalism, energy, commitment and skill of every single member of staff and each individual has a vital role to play. We understand that working in a school is a really demanding vocation and as a governing body we want to ensure that systems are in place to support and professionally challenge everyone. Our Catholic faith underpins this. This does not mean that you have to be a practising catholic to work in our school, (*with the exception of Headteacher, Deputy Headteacher and Head of Religious Education*). We welcome applications from people of all faiths and fully recognise that diversity brings about strength. We do ask that candidates support the values of the school and understand that every adult in the community has a key role to play in developing this.

I hope the information pack is of use to you. Please take the opportunity to visit us and ask any questions you have. You will find a warm, welcoming community that is truly supportive of everyone and we very much hope to receive an application from you.

Yours faithfully,

A handwritten signature in blue ink, appearing to be 'NG', written over a white background.

**Dr Neil Gredecki**  
**Chair of Governors**



# OUR OFFER TO STAFF



Staff wellbeing is important at St. Mary's. Working in a school is a tough job. It can be immensely rewarding but also physically and emotionally draining. Therefore, it is vital that as a Catholic community we look after one another at all levels and in all posts so that we form a cohesive and effective workplace. Should you be successful in your application the school offers access to a wide range of facilities to support staff health and well-being including the following:

## HEALTH AND WELLBEING

- An induction process that collates all information needed to become part of the community along with support from a designated wellbeing buddy for the first half term to help with any concerns.
- Mental health resources, such as the wellbeing employee service, reflection sessions with mental health professionals and 1-1 in house counselling.
- A Mental Health Lead that is responsible for wellbeing for both staff and students and an opportunity to join the staff wellbeing team that have been involved in both physical and virtual wellbeing weeks.
- Personal mentors for RQTs/ECT's/Trainees.
- SLT open door policy.
- Offer of a reflection session with mental health professionals.
- Regular staff surveys to allow for discussion around key priorities during the school year.
- Wellbeing work with students in Curriculum for Life to enable better behaviour, more focus etc.
- PPA/Frees are allowed to be taken off site providing the guidelines are followed.
- Duties happen once a week on a day you have a free and consist of one break and one bus duty.
- Appraisal process that does not include numerical targets.
- Restructure of after school meetings so that these allow for departmental, whole school and personal development time (teaching staff).
- Discussion and changes of the assessment calendar to help with work-life balance.
- Updated marking policy created at a department level.
- Access to free refreshments (tea & coffee) for all staff.
- Access to an onsite fitness suite with dedicated time for staff use.

This is by no means an exhaustive list and wellbeing is very much a fluid offer that adapts and changes to the needs of staff and students at St. Mary's constantly. We look forward to welcoming you into our Catholic community and hope you have some creative ideas to share that will enhance our offer further.





# ST. MARY'S SIXTH FORM CENTRE



*There is a real sense of community at this school. Pupils feel comfortable and happy in school. Pupils benefit from high-quality pastoral care.*

*The school has ensured that the curriculum is broad and ambitious. Pupils build a secure body of knowledge. Teachers are knowledgeable about their subjects.*

*Governors carry out their role effectively. They support the school well in driving forward improvement. Staff are proud to work at the school.*

**OFSTED REPORT 2024**



“

## OFSTED PARENT VIEW SEPTEMBER 2024

93%

Of parents say that their child is happy at our school

95%

Of parents say that their child feels safe at our school

92%

Of parents say that pupils behave well at our school

93%

Of parents say that we have high expectations for their child

95%

Of parents feel that their child does well at our school

94%

Of parents feel that we offer a good range of subjects

93%

Of parents would recommend the school to another parent

”

# Art Technician (Part-Time)



**Salary Scale:** Support Staff Grade 5 (SCP 8-14) annual incremental pay to the top of the scale

**Actual Salary:** £14,006pa - £15,426pa (Based on working 40 weeks per year)

**Hours:** Up to a maximum 22 hours per week (hours to be agreed within a flexible working pattern)  
Term Time + 2 weeks (additional weeks working outside of term time).

**Start Date:** 1<sup>st</sup> September 2026

The Governors of this 11-18 Catholic high school and college are looking to appoint a reliable and enthusiastic part-time Art Technician to support the Art Department. Working closely with teaching staff, the postholder will play a key role in preparing materials, maintaining a safe and creative learning environment and supporting practical art & photography lessons.

This is an ideal opportunity for someone with practical skills and an interest or background in art, design or creative subjects. Previous experience of working within an educational setting, supporting young people, would be advantageous, but is not essential. The successful candidate will work flexibly with colleagues delivering art and photography curriculum assisting with demonstrations and taking daily responsibility for the preparation, maintenance and organisation of equipment to support delivery of practical classroom activities. All tasks must be carried out in line with appropriate health & safety requirements.

This is a permanent post and an excellent opportunity for a highly organised, methodical and enthusiastic individual to support teaching staff delivering art and photography curriculum across the age and ability range in school. Due to the nature of this role, and providing the needs of the curriculum can be met, there may be the opportunity for some flexibility with an agreed working pattern. Applicants are therefore asked to indicate a preferred working pattern when applying for the post.

Our ideal candidate will have a keen interest in the creative industry and hold appropriate qualifications relevant to the job role. It is essential that the successful candidate has strong communication and interpersonal skills, the ability to work both independently and as part of a team, and a flexible approach, with the capacity to adapt to changing demands and priorities.

If you require any additional information or would like to visit school, please contact Tricia Foster, Human Resources Manager by e-mail: [t.foster@st-maryshigh.wigan.sch.uk](mailto:t.foster@st-maryshigh.wigan.sch.uk)

**Closing date:** 23.59pm, Sunday 31<sup>st</sup> May 2026

**Date of Interview:** Friday 5<sup>th</sup> June 2026

The School Governing Body are committed to safeguarding and promoting the welfare of children. This post is subject to the Enhanced Disclosure procedures.

# APPLICATION PROCESS



Full details of this post including the CES Support Staff Application form and associated documents are available to download from the vacancy section of the school's website <https://www.stmaryschs.org.uk>

To apply for the post your completed application must be submitted to include the following documents:

- CES Support Staff Application Form to include a supporting statement (current version of the application form December 2020)
- CES Consent to Obtain References
- CES Monitoring Form

Completed applications should be clearly marked with the post title and returned electronically for the attention of Mrs D Brahms, Headteacher to [recruitment@st-maryshigh.wigan.sch.uk](mailto:recruitment@st-maryshigh.wigan.sch.uk)

St. Mary's is an equal opportunities employer, committed to safeguarding and promoting the welfare of children. We follow safer recruitment practices and appointments are subject to an enhanced DBS check.

# JOB DESCRIPTION

## POST TITLE: Art Technician (part-time)

### **The purpose of the post:**

To provide technical support and assistance to the Art faculty, ensuring the effective delivery of the curriculum and meeting the needs of the school. This includes playing a key role in preparing materials, maintaining a safe and creative learning environment, and supporting practical Art and Photography lessons.

**Reporting to: Head of Department: Art**

**Responsible for: N/A**

### **Job Outline**

- To be responsible for the preparation, removal, cleaning and storage of materials and equipment required for practical lessons in art and photography.
- To be responsible for the effective maintenance and general order of curriculum teaching areas. Ensure equipment and resources are available in classrooms, work areas are tidy at the end of a lesson and that photography equipment is fully charged prior to lessons.
- To follow the requirements of the school in relation to health and safety, COSHH and risk assessment ensuring compliance at all times. To be responsible for the application of good practice when dealing with the use and storage of materials and equipment.
- To assist in the effective preparation and administration of resource materials including audio visual, cameras, research of curriculum information and the collation & production of teaching materials and learning packs (i.e. work sheets, booklets etc.) to meet teaching demands.
- To update and regularly review displays in classrooms and corridors in line with department requirements.
- To maintain reasonable stocks of relevant materials, which will include ordering goods and supplies in line with school policies and procedures and to maintain appropriate records and systems relating to stock and equipment within the faculties.
- To co-operate and actively participate within the curriculum areas to provide quality learning support by providing appropriate technical assistance to students and staff. This could include providing support for external visits and trips.
- To help in practical lessons, assisting or advising staff and students following guidance issued by the Head of Department.
- To provide support and assistance within the departments for exam preparation and moderation in line with internal/external examination standards and requirements.
- To carry out the duties in the most effective, efficient and economic manner available.
- To undertake such additional duties as may be determined by the Head of Department or appropriate senior leaders, commensurate with the grade to support the effective and efficient operation of the department and the school.

## General Responsibilities

- Contribute, support and positively promote the Catholic ethos and aims of the school.
- To work flexibly in the interest of the school and undertake appropriate additional duties, as are reasonably designated by the Headteacher or appropriate senior leaders, that are commensurate with the job title and grade.
- Conduct your duties in a professional and confidential manner that promotes a positive impression of the support services and ethos of the school in all circumstances.
- Positively participate in continuous professional development and training to develop own professional practice, undertaking identified school training (that will include but is not limited to safeguarding and GDPR training) and other forms of training to maintain skills and knowledge base. Review and develop own professional practice, identifying additional training as required. Participate in the school development planning processes.
- The postholder must carry out their duties with due regard for all school policies but in particular safeguarding, equal opportunities, data protection, confidentiality, child protection and health & safety policies.
- Be familiar with and ensure compliance of all current legislative requirements i.e. data protection, copyright and computer misuse and advise staff as appropriate.
- Develop and maintain good working relations with other colleagues promoting a positive and safe work environment and as appropriate identifying areas for improvement.
- Be a designated First Aider, provide health support within curriculum area and maintain a valid First Aid Certificate.

The list of duties in the job description should not be regarded as exclusive or exhaustive. There will be other duties and requirements associated with your job and, in addition, as a term of your employment you may be required to undertake various other duties as may reasonably be required.

# PERSON SPECIFICATION



	Essential	Desirable
<b>Qualifications</b>		
Qualifications in English and Mathematics at GCSE Grade C or above/or equivalent level of work experience.	✓	
Appropriate Technicians qualification. (i.e. relevant BTEC or Vocational qualifications)		✓
First Aid certificate or willing to work towards.	✓	
Basic ICT qualifications (Microsoft Word, Excel).		✓
<b>Experience</b>		
Previous experience of working within a creative arts environment.		✓
Experience of working in a school environment, particularly in an Art Department		✓
Experience of working within an Art equipment.		✓
Demonstrable experience of health & safety issues.		✓
<b>Skills, Knowledge &amp; Ability</b>		
Knowledge of art techniques, such as ceramics, photography, or fine art, often supported by a relevant qualification.		✓
Awareness of and interest in current developments in Art and Design.		✓
Awareness & understanding of Health & Safety regulations.	✓	
Ability to work under pressure as part of a team and prioritise workloads within agreed timescales.	✓	
Excellent interpersonal skills and the ability to develop good working relations with colleagues.	✓	
Ability to undertake departmental equipment checks and maintenance of resources within own level of competence.	✓	
Ability to work as part of a team and to work on own initiative to support the preparation of curriculum resources.	✓	
Excellent communication skills and a flexible approach to work/range of duties.	✓	
Ability to record accurate records and maintain appropriate stock levels.	✓	
To be able to demonstrate an understanding, awareness and empathy for the needs of the pupils at this school and how these could be met.	✓	
Ability to use initiative to appropriately respond to and resolve problems and challenges in a calm manner.	✓	
Able to lift and carry portable items of equipment and stationery.	✓	
<b>Other Requirements</b>		
Commitment to and ability to promote a positive ethos within school.	✓	
Ability to work sensitively with others to build effective relationships.	✓	
Willingness to be flexible around work location and undertake appropriate administrative duties.	✓	
Undertake tasks in an effective, efficient and professional manner in line with school policies and its ethos.	✓	
Professional appearance and approach to work.	✓	
A strong commitment to sustained attendance at work.	✓	
Reliable and flexible in approach, friendly and approachable, respectful of confidentiality and diversity, and able to use initiative when needed.	✓	

<b>Special Working Conditions</b>		
Working outside of normal school hours may be required.	✓	
Good references from previous employers.	✓	
Legally entitled to work in the UK.	✓	
Hold a current driving licence and have access to a car for work.		✓
A well-constructed, concise and fully completed application showing evidence of knowledge, planning and enthusiasm for the role.	✓	

Applicants must use their completed application to evidence all of the essential requirements for this post.

The School Governing Body are committed to safeguarding and promoting the welfare of children. This post is subject to the Enhanced Disclosure procedures.