

# Rutlish School



## Art Technician Job Information Pack



# RUTLISH SCHOOL

Watery Lane, Merton, London SW20 9AD

Headteacher: Ms Laura Howarth

## Art Technician

**Post Title:** Art Technician  
**Pay Scale:** ME5 Point 5-7  
**Salary:** £29,436 to £30,288 (full-time)  
£14,628 to £15,051 (actual)  
**Contract:** Permanent, Part-time 20 hours per week (hours to be worked over 4-5 days) x 39 weeks per year (Term-Time)  
**Responsible to:** Head of Art

Rutlish is a very successful, over-subscribed comprehensive school located in the leafy suburbs of Wimbledon. We have an exciting opportunity for an experienced **Art Technician** to support our thriving Art Department.

For further information please download a copy of the Job Information pack from our website [www.rutlish.merton.sch.uk](http://www.rutlish.merton.sch.uk).

Completed application forms should be received by **9am on Wednesday, 1<sup>st</sup> July 2026**. Please email your application to [jobs@rutlish.merton.sch.uk](mailto:jobs@rutlish.merton.sch.uk)

Interviews will be scheduled for Wednesday, 8<sup>th</sup> July.

*We reserve the right to call promising candidates to interview before the closing date so we encourage all applicants to submit early applications.*

**No Agencies or CVs please as these will not be considered for shortlisting**

*We are committed to safeguarding the welfare of children in line with Keeping Children Safe in Education. All applicants are required to undertake an enhanced Disclosure and Barring Service check. We fully support the London Borough of Merton's Equal Opportunities Policy.*

*Deadline: 9am on Wednesday, 1<sup>st</sup> July 2026*

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## Job Description

<b>Post Title:</b>	Art Technician
<b>Pay Scale:</b>	ME5 Point 5-7
<b>Contract:</b>	Permanent, Part-time 20 hours per week (hours to be worked over 4-5 days) x 39 weeks per year (Term-Time)
<b>Responsible to:</b>	Head of Art

We are looking for a resourceful person with good communication skills and a willingness to support student learning in the Art Department.

You must have the ability to work effectively as part of a team and with academic staff and students with a commitment to maintaining safe working practice.

This position does require a degree of physical effort e.g. working on large displays etc.

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### Specific Duties

- Maintaining and preparing classrooms prior to lessons and planning and scheduling the use of equipment and teaching aids.
- Assisting Art Teachers and students with specific projects such as working on large displays, papier mâché work, creating masks and examination support.
- Preparing, mounting and dismantling art exhibitions and specialist classroom and corridor displays – carrying stock to/from stockroom.
- Creation and upkeep of electronic Art Folders for students – ensuring computer work is appropriately filed.
- Use digital camera to photograph Art students and their artwork to manipulate the photographs using Photoshop in order for students to work on various projects.
- Photocopying student artwork, laminating and filing.
- Assisting Art teachers in the maintenance of their classrooms e.g. moving equipment and student work.

### General

- Liaise with teachers and students in order to ensure equipment is available to support the curriculum as and when required.
- Classroom display work for Art Department and other Departments as required.
- Supporting with art exhibitions and events
- Stock control – ordering and receiving deliveries and issuing materials and equipment to staff and students.
- Ensuring health and safety procedures and practices are in line with statutory and institutional requirements, maintaining good housekeeping and security in the area of working, including hazardous and dangerous materials
- Supporting Art trips to galleries etc.

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## Person Specification



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<b>Responsible to:</b>	Head of Art

The Person Specification is strictly related to the requirements of the post as determined by the current Job Description. Short-listing is carried out on the basis of how well you meet the requirement of the person profile. You should refer to these requirements when you complete your application form

**E = Essential**

**D = Desirable**

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### KNOWLEDGE, SKILLS AND APTITUDES

- The ability to work effectively as part of a team and on your own initiative **(E)**
- An enthusiasm to support young people with Art **(E)**
- Computer literate **(E)**
- A creative approach with an eye for detail **(E)**
- Excellent organisational skills **(E)**
- An understanding of resources and materials required for a successful Art department **(D)**
- The confidence to deal with students, staff, parents and outside agencies **(E)**
- The ability to deal with repetitive tasks **(E)**

### EXPERIENCE

- Experience of working or studying in an Art environment **(E)**
- Experience of dealing with conflicting demands **(E)**

### OTHER REQUIREMENTS

- Commitment to comply with the Council and School's Equal Opportunities and Health and Safety policies **(E)**
- Flexible approach **(E)**
- Show a personal commitment to safeguarding and promoting the welfare of children and young people.