



**FUTURE  
ACADEMIES**  
LIBERTAS PER CULTUM



# Art Technician Recruitment Pack





## WELCOME FROM OUR PRINCIPAL – Tony MacDowall

Dear Applicant,

I am delighted to welcome you to Pimlico Academy, one of the top schools in London. Pimlico Academy is a vibrant and exceptional place for learning, where students thrive in a supportive and enriching environment, guided by our vision of “*Freedom through Education*.” We firmly believe that every child deserves an outstanding education, regardless of their background, and we are committed to providing them with the opportunity to succeed.

Our **knowledge-rich curriculum** promotes academic excellence and provides the educational breadth that prepares our students for the future. Delivered by subject specialist teachers, each lesson is designed to be enriching and engaging, contributing to our students’ academic success. As a result, our students consistently achieve exceptional outcomes and secure places at some of the best universities in the country.

Beyond academic achievement, Pimlico Academy is deeply committed to **educating the whole child**. Our values of **Knowledge, Aspiration, and Respect** are embedded in everything we do, ensuring that we nurture the personal growth and character of every student. We aim to inspire, challenge, and motivate our students to aim high, work hard, and fulfil their potential.

Thank you for your interest in the **Art Technician role**. This is an exciting opportunity for an enthusiastic and dedicated individual to join our team and contribute to the continued success of Pimlico Academy.

As part of our team, you will play a key role in contributing to our holistic approach to education. If you are passionate about **academic excellence, student development**, and creating an environment where all children can thrive, we would love to hear from you.

**Future Academies** is passionate about diversity and inclusivity. We welcome applications from individuals who have the skills and experience to fulfil the requirements of the job description and whose values align with the ethos of Pimlico Academy. We encourage applications from candidates of all backgrounds, regardless of any protected characteristic.

If you would like to discuss the role in more detail, please do not hesitate to contact us at [enquiries@pimlico.futureacademies.org](mailto:enquiries@pimlico.futureacademies.org).

Thank you again for your interest, and we look forward to receiving your application.

Best wishes,  
**Tony MacDowall**  
Principal  
Pimlico Academy





## JOB DESCRIPTION

<b>JOB TITLE:</b>	Art Technician
<b>LINE MANAGER:</b>	Head of Art
<b>HOURS:</b>	32 hours per week, Term Time Only
<b>SALARY:</b>	Range 3, Point 5-6, Actual salary( £22,636- £22,961)
<b>PLACE OF WORK:</b>	Pimlico Academy
<b>RIGHT TO WORK:</b>	This appointment is subject to verification of the right to work in the UK. Where the successful candidate has worked or been resident overseas in the last five years, such checks and confirmations will be required in accordance with the statutory guidance
<b>START DATE:</b>	September 2025
<b>STAFF BENEFITS:</b>	<p>Future Academies recognises its employees as the most important asset and critical to its success. To demonstrate this all staff are offered the following benefits:</p> <ul style="list-style-type: none"><li>• A supportive ethos and concern for the well-being of all colleagues.</li><li>• Excellent CPD opportunities and career progression.</li><li>• Employer Contributions to Local Government or Teachers Pension Scheme.</li><li>• Mintago – employee benefits platform.</li><li>• Employee Assistance Programme.</li><li>• Access to a Virtual GP</li><li>• Eye Care Voucher scheme.</li><li>• Partnership with YellowNest -Salary sacrifice childcare.</li></ul>
For further information regarding our staff benefits, please visit our <a href="#">website</a> .	
<b>PROBATION PERIOD:</b>	The post holder will be required to complete a 6-month probation period.



## PURPOSE OF THE ROLE

Pimlico Academy is seeking knowledgeable Art Technician to join our exceptional and well-renowned Art and Technology department. We pride ourselves on the success of our Art department, the facilities available and the outcomes generated; our students' talents in the creative arts really are exceptional.

## MAIN RESPONSIBILITIES AND TASKS

- a) To be responsible for the organisation and tidy storage of all Art and Food technology equipment;
- b) To be responsible for communicating effectively with Art staff in order that studios and kitchens are properly equipped for all lessons;
- c) To give technical support to staff and students as required, including the annual Arts Festival and demonstrating specialist techniques;
- d) To prepare and maintain a high level display in the art studios and throughout the school, including:
  - Art exam exhibitions;
  - Parents' evenings;
  - School occasions (e.g. Graduation; Presentation Evening);

## ADMINISTRATION

- a) To provide general business and administrative support to the Art department e.g. photocopying, filing, arranging for the printing of materials, preparing written materials and being responsible for the safety, storage and recording of student work;
- b) To be responsible for efficiently maintaining stock books, ordering and checking stock through computer-aided-administration;
- c) To raise purchase orders and to monitor the department budget, bringing any problems or issues to the attention of the Head of Department.

## RESOURCES

- a) To be responsible for the preparation of materials, equipment and resources for use in Art and food classes in consultation with the Head of Department. This to include:
  - Mixing glazes and applying these to clay work (training provided)
  - Preparation and firing of the kiln in a safe and efficient manner (training provided)
  - Preparation of painting surfaces such as canvas and hard board
  - Maintenance of photographic equipment
- b) Constructing, developing and modifying equipment and apparatus, and participating in the selection of equipment for the department.
- c) General maintenance of all Art and food equipment, including repairing or arranging for repairs, keeping records as directed. This to include:
  - Making weekly checks to ensure all equipment is in a safe and sound working condition;
  - Keeping an accurate inventory of all equipment;
- d) Organisation, storage and disposal of equipment including chemicals, in accordance with Departmental policy and established guidelines.
- e) Preparing, setting up and testing materials and equipment for practical examinations. Attending and supporting in practical examinations

## HEALTH AND SAFETY

- a) To ensure that all aspects of the department's technical equipment, activities and storage are compliant with Health & Safety regulations, particularly COSHH regulations.



b) To comply with school's health and safety policy at all times and to take responsibility for own and others Health and Safety, ensuring issues are raised or reported as required to senior management or Health and Safety representatives.

#### OTHER

- To promote the aims, values and ethos of the trust and uphold the trust Data/GDPR policy.
- To adhere to all Academy policies and procedures.
- To participate in any appropriate meetings with colleagues and parents.
- To participate in performance management arrangements with the Trust.
- To attend training courses as required and lead by example on CPD.
- To observe and promote Equalities across the Trust.
- To be responsive to school/ needs, demonstrating speed of response through own actions and proactively proposing ideas and solutions.
- To carry out any other duties appropriate to the post as required.

No job description can be entirely comprehensive, and roles develop organically over time. The post holder will be expected to support with any other duties appropriate to the role, as and when this is required.

## PERSON SPECIFICATION

	Description	Essential (E) DESIRABLE (D)
Qualifications	Appropriate qualifications to undertake the duties of an art technician e.g. Art qualifications, HND, City and Guilds, or equivalent.	E
	GCSE English and Maths minimum grade	D
Knowledge, Skills and Experience	Awareness of and interest in current developments in Art	E
	An understanding of current Health and Safety regulations;	E
	Good ICT skills in respect of Art technologies, computer aided design, Ceramics and administrative programmes e.g. Word, Excel etc., preferable.	D
	Experience of having worked within an artistic environment, preferably with an educational setting.	D
	Excellent communication skills in speech and writing	E
	Excellent organisational and administrative skills	E
	Evidence of the ability to work under pressure and to meet tight deadlines	E
	Excellent interpersonal and skills	E
Other requirements	The ability to remain discrete when privy to confidential information	E
	Commitment to safeguarding and promoting the welfare of children and young people	E
	Committed to the wider school life and willing to engage in a range of extra-curricular activities	E
	Willingness to undergo appropriate checks, including enhanced DBS checks	E
	Willingness to undertake further training	E
	Have a willingness to demonstrate commitment to the Future Academies values and behaviours	E
	Committed to Equality, Diversity & Inclusion,	E

## WHAT CAN WE OFFER YOU?

1

Colleagues who care about the children they serve and each other.

2

A curriculum that is centrally resourced and locally owned.

3

An evidence-based hybrid CPD offer, striking balance between central input and local tailoring to context.

4

Bespoke leadership development opportunities with the chance to be involved in a year-long programme including executive coaching.

5

A thoughtfully crafted staff benefits offer through our partner, Mintago, including tax-free childcare, cycle to work vouchers, virtual GP access and much more.

6

A two-week October half term with no reduction in holidays elsewhere.

7

Integrated instructional coaching through StepLab, enabling feedback which is timely, developmental and low-stakes.

8

Access to a generous enrichment fund, outside of the school funding envelope, through a bidding process to our charity sponsor, Future.

9

We lean into the size of our MAT. With ten schools, we are small enough for you to know everybody, and big enough for you to lean on them for support.

10

We treasure staff voice and use SchoolSurveys to get benchmarked data on how our staff feel and what they think. 83% of staff feel their line manager make them do their job better, against a contextual benchmark of 60%.



## APPLICATION PROCESS

### 1. Applying for the role

- To apply for the post, please visit our website - [Vacancies - FaceEd \(face-ed.co.uk\)](https://face-ed.co.uk)
- Applicants should complete the online application form via FaceEd. Applicants should also complete the 'Personal Statement' section of the online form to the best of their ability and use this section to demonstrate how they meet the requirements set out in the person specification. Please ensure specific examples are included.
- Applications after this date will not be considered.

### 2. Interview Process

- The interview process will take place as soon as possible after shortlisted has been completed. The interview will include a formal interview and may include practical tasks related to the knowledge and skills required for the role.

### 3. Notification & Feedback

- Candidates that have taken part in interviews will be notified as soon as possible – please ensure that you have provided day and evening numbers on which you can be reached.
- Unsuccessful candidates will be given the opportunity to receive professional feedback.

### 4. Taking up the post

- The successful candidate will take up the post as soon as possible.

### 5. Additional information

- For further information please email [Enquiries@pimlico.futureacademies.org](mailto:Enquiries@pimlico.futureacademies.org) and a member of the HR team will contact you.

### 6. Safeguarding

- As an educational trust, Future Academies is committed to the safeguarding and promotion of the welfare of all children and young people. Therefore, the Trust expects all members of staff and volunteers to share in this commitment. An 'Enhanced Disclosure and Barring Service' check and a 'Barred List' check is required for this role.

