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SHOOTERS HILL SIXTH FORM COLLEGE

RECRUITMENT PACK

ART TECHNICIAN

WELCOME
From the Principal

I am delighted to welcome you to Shooters Hill Sixth Form College, where young people of all abilities can develop confidence in themselves, aspire and achieve. I really do believe in inclusivity for all and that everyone has an opportunity of success given the appropriate tools and environment.

As Principal, I am committed to ensure our young people are prepared for the rapidly changing global workplace and are encouraged to flourish as independent and confident individuals.

Staff enjoy working here and appreciate the many benefits of being at Shooters Hill Sixth Form College, from the private health care plan to the physical exercise opportunities.

Our core values are fundamental in everything we do. We lead by example, with compassion, empathy and understanding. We work collaboratively, we value fairness, and we conduct ourselves with honesty, integrity and respect.

High-quality teaching to transform the lives of our students is at the heart of what we do. If these values resonate with you and you have the skills to empower and support students to achieve their full potential in a friendly, collaborative and supportive environment then this could be the college for you.

We are striving to be exceptional and I am proud of the work staff are undertaking to help the college achieve this. We fully support continued professional development for all our staff in their journey towards excellence in a nurturing environment. This enables everyone to improve, progress and aspire to the next levels of their careers.

Our story is not complete, and I hope you will make an application so that together, we can continue on our incredible journey and you too can be part of that success.

Geoff Osborne
Principal

"Staff have created a vibrant and diverse community, where valuing others including their beliefs and attitudes, are central to college life."

OFSTED 2024



SHC
A great place to work

SHC Community

We have a strong sense of community at SHC, and this is one of the first things you will hear when you speak to any member of staff or student. Our students often return to visit the college and some even come back to join the workforce.



Progression

Leadership opportunities and succession planning are important to us. We firmly believe in not only growing and developing our own workforce but ensuring that all staff have the CPD they need to grow within their roles and their career paths.

Staff Wellbeing

The college is committed to providing a healthy working environment and improving the quality of its staff working lives. Staff wellbeing is important in maintaining a positive atmosphere in the workplace. Our wellbeing strategy aims to support the college mission and core values, with recognition that our staff are our greatest asset. Supporting staff wellbeing is done in a variety of forms and we are always looking to further develop, so we value receiving ideas from staff throughout the college year. We are proud to be a part of the DFE Education Wellbeing Charter.



Education staff wellbeing charter - GOV.UK (www.gov.uk)

Staff Benefits

Here are just a few of the attractive benefits of working at SHC



- Duvet Days and Wellbeing Days
- Office 365, Laptop
- Nursery
- Pension Scheme TPS (for teaching staff) LGPS (for support staff)
- Employee Assistance Programme
- Free Flu Vaccination
- Continuous professional Development
- Flexible Family Friendly Policies
- Fully Equipped Fitness Suite
- Discounted Hair & Beauty Treatments
- Financial wellbeing / Credit Union
- Benenden Healthcare

  and much more

INTRODUCTION
To Shooters Hill Sixth Form College

Our mission is to transform students' lives by inspiring them to take full advantage of the high quality educational and enrichment opportunities on offer, enabling individuals to reach and exceed their potential and respond to the community we serve.



Shooters Hill Sixth Form College embraces multiculturalism. We celebrate the diverse backgrounds and nationalities of all our students. In our inclusive environment, we recognise the individuality of each student and we understand what is required for them receive the right support to grow and prosper.



Our Core Values

How we work
Working collaboratively to ensure a positive, safe and rewarding experience for all out community

How we feel
Valuing fairness for all and promoting personal growth.

How we lead
Leading by example with compassion, empathy and understanding.



How we behave
Conducting ourselves with honesty, integrity and respect.

The College of Choice
We aspire to be the first-choice college for young people, staff, employers and local communities by providing exceptional education and training to ensure that our learners' skills meet London's economic and social development needs.

INTRODUCTION
To Shooters Hill Sixth Form College

Our College

SHC employs 250 staff members to teach and support a cohort of around 2000 young people. We are located within the Royal Borough of Greenwich, but we also provide education for a significant number of young people from the boroughs of Bexley and Lewisham. Our curriculum spans from Entry Level to A-Level, providing education to a wonderfully rich and diverse cohort.



School Features & Developments

Our college is constantly evolving to suit the needs of our students, staff and community. We currently have several exciting projects on the horizon to compliment those already completed.



Here are a few we are especially proud of:

- Coffee Corner
- Greenwich School Sports Partnership
- Fully Equipped Fitness Suite
- Swimming Pool
- Art Gallery
- City View Restaurant
- T Level Facilities
- Immersive Room



Additional Reading

Further context of our college and our vision can be found within these booklets.

- **Ofsted Reports**
  https://www.shc.ac.uk/college-information/ofsted
- **College Vision and Strategic Intents Booklet**
  https://issuu.com/shsfc/docs/strategic_intents
- **College Prospectus**
  https://www.shc.ac.uk/course-guides
- **College GSSP Sports Initiative Booklet**
  https://issuu.com/shsfc/docs/gssp_booklet

EDEI STATEMENT

Equality, Diversity, Equity & Inclusion

At Shooters Hill Sixth Form College, we are more than just a place of learning, we are a thriving community where every individual, both students and staff alike can flourish.

We are dedicated to fostering the personal and professional growth of all our members, ensuring that each person feels valued, supported, and empowered.

Our commitment to diversity goes beyond celebration; we actively embrace differences, challenge stereotypes, and stand firm against discrimination.

Together, we are creating a college where inclusivity is not just an aspiration, but a lived reality.



disability confident EMPLOYER

ADVERT
Art Technician

Shooters Hill Sixth Form College is a bold, ambitious institution where excellence equality, diversity equity and inclusion aren't just ideals they're our everyday mission. We create a welcoming, empowering environment where learners and staff reach their full potential and step confidently toward their future aspirations.

Salary: Scale 5 starting at £28,361 (FTE £32,35)

Contract: Fixed Term 1 Year, Full Time, Term Time Only (39 weeks)

We are seeking an enthusiastic, organised, and proactive Art Technician to support our thriving Art and Design department. This is an exciting opportunity to play a key role in helping students develop their creative skills by ensuring resources, materials, and learning spaces are well prepared and maintained.

The successful candidate will have good organisational and time management skills; Knowledge of a range of art materials, techniques, and equipment; The ability to work independently and as part of a team; Strong communication skills and a positive, flexible approach; A commitment to supporting young people and promoting creativity.

Previous experience in an educational, arts, or workshop environment is desirable but not essential.

To apply for this post, please download the application form via the TES or FE Jobs. Alternatively, you can email our People Services department for an application form at peopleservices@shc.ac.uk

Completed applications to be sent to: peopleservices@shc.ac.uk
Due to the safer recruitment process, we are unable to accept CVs as a form of application.

Please contact us if we can assist you in any way with your application or adjust the processes that we use in our recruitment methods.

At Shooters Hill Sixth Form College, we celebrate the diversity of all our staff, students, and visitors. We provide a safe and supportive environment in which everyone can study and work to the best of their abilities. The aim is for our workforce to be truly representative of all sections of society, we are committed to promoting equality, diversity & inclusion for all.

We are committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. All successful candidates will be required to undertake an Enhanced Disclosure and Barring Service check. As part of our due diligence on shortlisted candidates we may carry out online searches in line with Keeping Children Safe in Education (KCSIE) 2026.

As part of our recruitment process, Shooters Hill Sixth Form College collects and processes personal data relating to job applicants. We are committed to being transparent about how we collect and use that data and to meet its data protection obligations.

JOB DESCRIPTION
Art Technician

GRADE :

RESPONSIBLE TO : HEAD OF DEPARTMENT, ART & DESIGN

The Board of Trustees of the college expect all employees to be fully committed to the college's Equal Opportunities and Health & Safety Policies and accept personal responsibility for practical application. All employees are required to comply with and promote these policies, and to ensure that discrimination and danger is eliminated within the service to staff, the students, their parents & carers.

Job Purpose

This appointment is a technical position, supporting the Head of Art & Design with the smooth running of the department.

The successful appointee will be required to work closely with Art & Design teaching staff and to maintain stock levels of goods and equipment.

Main Tasks and Responsibilities

In common with all other staff:

- To support the college's mission, vision and strategic objectives.
- To implement the college's equal opportunities policies working actively to overcome discrimination on grounds of race, sex, disability, sexuality, age or status.
- To participate in continuing professional development.
- To implement the college's health & safety policies and practices.

In common with all support staff:

- Participate in college-wide projects and tasks.
- To work collaboratively to meet the specific needs of workload peaks.
- Such other duties of a similar nature commensurate with the grade as may be required from time to time. This may, on occasion, require work in other locations/sites of the college, and work outside of regular daytime hours.

Particular to the Post

- To carry out daily maintenance duties as specified by the Head of Art and Design.
- To help lead on the implementation to the infrastructure for T-Levels and planned community links and outreach projects.
- Work one on one with specific students with variety of different needs in order to support technically.
- Ensure studios are space which promote and are inclusive.
- Developing own CPD in relation to being able to offer technical assistance.

JOB DESCRIPTION
Art Technician

Particular to the Post

- Reinforce the core values of the art department.
- Technically support art displays across the college.
- To maintain equipment, materials, facilities and services in the Art and Design studios such as stock replenishment, auditing the darkroom to ensure working order.
- Assisting in the technical context of expanding new areas such as T levels, new courses or studio design.
- To manage the storage of materials, equipment and artwork efficiently.
- To prepare specialist materials and equipment for use in lessons when required.
- To assist with the documentation of pupils work.
- To provide technical assistance to pupils during lessons and study sessions.
- To provide technical support to staff and pupils for ceramics, sculpture and assist with firing, glazing, recycling, maxing glazes and slips as well as packing and firing the kiln.
- To provide technical support for developing and printing in the darkroom.
- To provide technical support for woodworking and metalworking.
- To provide technical support for developing and printing in screen printing.
- To provide technical support coating screens/exposing screens/cleaning screens.
- To provide technical support for Adobe Suite packages eg. photoshop and illustrator and other software support.
- To assist with Art and Design departmental displays and the preparation, mounting and installation of artwork and installation of artwork in the gallery and in the foyer of the art block.
- Assist with mounting and display of GCSE, AS and A Level Art and Design for moderation.
- Assist with display of subject specific language to develop vocabulary.
- To provide skilled assistance to academic staff in preparation of teaching aids.
- Assisting with technical support for workshops which contribute to community links (for example TACO, BOW ARTS, CCA, SLG) and technically supporting school trips.
- Liaise with cleaners and maintenance staff.
- Have a technical frame of mind and ability to resolve technical issues.
- To undertake any other reasonable duties as required.

JOB DESCRIPTION
Art Technician

Other Duties

- To lead with ordering of materials under the guidance of the Head of Art and Design.
- To check incoming deliveries to unpack and distribute as necessary.
- To issue materials as required
- To maintain a supplier data base
- To review the inventories of resources Health and Safety requirements.
- To be responsible to the head of site management for health and safety matters and to carry out Risk and COSHH assessments as required by the site manager.
- Manual handling/lifting.
- Through being a practicing artist, continue to develop knowledge of the wider art community scene- therefore assisting in “future proofing” the department and assisting in creating WEX links
- Supervisory cover for absent teaching.

JOB DESCRIPTION
Art Technician

Safeguarding

Shooters Hill Sixth Form College is committed to safeguarding and promoting the welfare of children and young people and expect all staff to share this commitment. It is a condition of employment that all staff are trained to an appropriate level to meet their safeguarding responsibilities. Appointment to this post is subject to an enhanced Disclosure and Barring Check (DBS) and background checks. As part of our due diligence on shortlisted candidates we may carry out online searches in line with Keeping Children Safe in Education (KCSIE) 2026.

Data Protection

All staff have a responsibility under the 2018 (GDPR) Data Protection Act to ensure that their activities comply with the Data Protection Principles. Staff should not disclose personal data outside the college's procedures, or use personal data held on others for their own purposes.

Review

This is a description of the job as it is presently constituted. It is normal practice to review periodically job descriptions to ensure that they are relevant to the job currently being performed, and to incorporate any changes which have occurred or are being proposed. The review process is carried out jointly by manager and employee and you are therefore expected to participate fully in such discussions. In all cases, it is our aim to reach agreement to reasonable changes, but where it is not possible to reach agreement, we reserve the right to make reasonable changes to your job description which are commensurate with your grade after consultation with you.

PERSON SPECIFICATION
Art Technician

Requirement	Essential	Desirable	Selection Method
Qualifications			
Level 3 qualification. The candidate should have already been through an Art and Design course (at least BTEC Level 3 Art and Design, Foundation Course or /and Art based Degree.)	**Y**		**AF/C**
A driving licence and the ability to drive a minibus an advantage		**Y**	**AF**
Experience			
Art & Design based training	**Y**		**AF/P**
Willingness to undertake training on specialist machinery	**Y**		**AF/I**
Practical experience and proven organisational skills as evidenced by recent and extended work in an effective technician related support role	**Y**		**AF/I**
Experience of managing learning resources, materials and equipment including their maintenance and compliance with relevant Health & Safety at Work provision	**Y**		**P/I**
Skills and Abilities			
Computer skills in Word, Excel and Photoshop and Illustrator (some training could be provided if necessary, in Photoshop and Illustrator)	**Y**		**AF/P/I**
Excellent communication skills and ability to build effective working relationships with staff and students	**Y**		**AF/I**
Evidence of ability to work with young people of wide-ranging ability levels and special educational needs	**Y**		**AF**
Ability to communicate effectively with people and understand the views of others	**Y**		**AF**
Technical skills required to assist teachers and students (at least from 3 specialist areas): • Graphical software packaging (InDesign, Illustration, Photoshop, video editing) • Photography (digital, dark room, wet processing) • Printing skills (screen-printing, textile, plotters, heat-press, transfers) • 3D and DT skills (clay, casting, welding, lazer cutter, woodwork) • ICT – printing resources maintenance • Mixed Media (including textile - loom preparation, sewing machines)	**Y**		**P**

PERSON SPECIFICATION
Art Technician

Requirement	Essential	Desirable	Selection Method
Qualities			
Flexible working (Occasional Saturday may be required)		**Y**	**AF**
Commitment to the college's Equal Opportunities Policy and acceptance of responsibility for its practical application through the duties of this post.	**Y**		**AF**
Adaptability, flexibility and creativity in supporting staff and students in their work in a variety of settings.	**Y**		**AF/P**
Commitment to working as a member of the Art Team.	**Y**		**AF**

KEY: AF = APPLICATION FORM I = INTERVIEW C = CERTIFICATE P = PORTFOLIO

INTERVIEW AND ONBOARDING
Art Technician

Selection process
Shortlisted candidates will be contacted via email with the interview dates, times and details. We ask candidates to reply to the email to confirm their attendance. We aim to shortlist soon after the closing date. However, we do sometimes contact applicants before the closing date to arrange interview, therefore, early applications are advised. Teaching and Leadership roles will have a 2 stage shortlisting process, with the 2nd stage being a Teams call.

Unfortunately, we are unable to contact applicants who are unsuccessful during the shortlisting stage.

The interview process for support roles will consist of a college tour, pre-interview assessment task/s and a formal interview. Teaching roles will include delivery of lesson/s and other activities. You should expect to be at the college for the whole day.

We welcome visits to the college before applications are made. If you would like to arrange a pre-visit, then please contact our People Services department via email: peopleservices@shc.ac.uk
Referees will be contacted at the point of offering an interview.

Onboarding
If you are successful in interview, you will be conditionally offered the position dependent on:

- Proof of ID: 3 forms of original ID must be provided - TBC on appointment
- References: 2 professional satisfactory references must be received before appointment
- Qualifications: Original copies of required qualifications must be provided
- Satisfactory enhanced DBS
- Medical check
- Successful probationary period

Newly Appointed Staff
New staff have an induction when they join the college. The induction process will include a welcome meet with the Principal and People Services. New staff will also complete training on our MIS system, safeguarding training, GDPR online training and Health & Safety online training.

As part of our new staff onboarding induction process, we recommend that all new staff are allocated with a buddy. The allocation of a buddy can help support a new member of staff in the early stages of their employment with the college.
Ensuring a smooth start through the initial few weeks and months in their new role.

TIMELINE
Art Technician

To apply for this post, please visit our website at www.shc.ac.uk/vacancies or download the application form via the TES or FE Jobs. Alternatively, you can email our People Services department for an application form at peopleservices@shc.ac.uk

Completed applications to be sent to: peopleservices@shc.ac.uk

Closing date for applications:	**17th November at 10am**
Shortlisting:	**18th November**
Interviews to commence:	**Soon after shortlisting**
Start date:	**ASAP**

Informal discussion regarding the post and a visit to the college are welcome. Please contact our People Services department for further information.

Telephone:	**020 83199700**
Email:	**peopleservices@shc.ac.uk**
Website:	**www.shc.ac.uk**

SHOOTERS HILL
SIXTH FORM COLLEGE
Transforming Lives