



# Maidstone Grammar School *for Girls*



## Art & Design Technology Technician

Salary	Kent Salaries KSC: £8,940 per annum
Hours	Part-Time 2 days per week Thursday-Friday 8.15am-3.45pm
Commitment	<ul style="list-style-type: none"><li>● Provide support in lessons and occasionally lunchtimes across all key stages and subject areas</li><li>● Costing up and preparation of materials, equipment and exemplar products for all disciplines</li><li>● To prepare stock orders and maintain stock levels across all subject areas</li><li>● To work with, and communicate effectively with, students in years 7-13 as well as working collaboratively with members of staff in the departments</li><li>● Oversee the maintenance of machinery, tools and equipment across all disciplines through regular visual health and safety checks and organising annual servicing with external companies</li><li>● To assist with and attend various departmental or school events e.g. open evenings, art &amp; design technology exhibition and fashion show</li><li>● To assist with the maintenance of displays and visual resources.</li></ul>

# Job Description

<b>POST TITLE</b>	Design Technology & Art Technician
<b>GRADE</b>	Kent Scalars KSC
<b>Hours</b>	Part-Time 2 days per week Thursday-Friday 8.15am-3.45pm
<b>RESPONSIBLE TO</b>	Head of Art and Head of Design Technology
<b>REPORTING TO</b>	Head of Art and Head of Design Technology

## **Summary of Job:**

**To support teachers in the running of Art and Design Technology departments within the school.**

General duties which apply to all subject areas:

- Provide support in lessons and occasionally lunchtimes across all key stages and subject areas
- To assist with and attend various departmental or school events eg open evenings, art & design technology exhibition and fashion show
- To prepare stock orders and maintain stock levels across all subject areas
- To assist with the maintenance of displays and visual resources
- To prepare, photocopy and laminate resources
- To work with, and communicate effectively with, students in years 7-13 as well as working collaboratively with members of staff in the departments
- To be able to show a proactive, flexible and creative approach to tasks

## **Art Department:**

- Assist with the organisation of the art rooms and manage the art materials and equipment
- Preparation of materials and equipment for lessons
- Organise the return of work to previous students
- Maintenance of department storage areas
- Maintenance of department library of books
- To assist with the glazing of pottery
- To load/unload the kiln
- Support KS4 and KS5 students with independent work

## **Design Technology Department:**

- Assist with the organisation and cleanliness of the design technology rooms
- Costing up and preparation of materials, equipment and exemplar products for all disciplines
- Oversee the maintenance of machinery, tools and equipment across all disciplines through regular visual health and safety checks
- Appropriate record keeping of maintenance needs and the organisation of annual servicing of equipment and machinery across all disciplines
- Order, and shop for, consumables as and when required
- Ensure the safe and appropriate storage of foodstuffs and 3D artefacts
- Support individual students with practical requirements as necessary
- Photograph student's practical work as necessary
- Demonstrate/pre-record key skills or processes
- Print/cut student's CAD/CAM work and engage with CPD for CAD/CAM processes
- Organise the return of work to previous students

Comply with school policies and procedures (including those relating to Equal Opportunities, Health & Safety, confidentiality and data protection) and uphold the ethos of the school.

To fulfil any other tasks reasonably requested by the line manager and Headteacher.

## **Safeguarding**

- Adhere to the requirements as set out in the current version of KCSIE
- Attend/complete all MGGS training in relation to safeguarding
- Report all safeguarding concerns in a timely manner as specified by the school
- Ensure there is a culture of safeguarding within all areas of the role
- Be committed to safeguarding and promoting the welfare of children and young people

# Person Specification

A list of qualities required always looks daunting. However, we would like to reassure you that we are realistic, and more interested in you as a whole person rather than in a tick-list of your attributes. **It is not expected that you will have all of the characteristics nor have had the opportunity to develop each of the skills to the same level. Any gaps in the qualities will be supported through training.** Please use the statement in support of your application as an opportunity to tell us about your strengths, or the elements of your work of which you are most proud, and the ways in which you could make a contribution to this school.

	<b>Characteristics</b>
Qualifications	<ul style="list-style-type: none"> <li>● Art or Design qualification (Level 3 or above)</li> </ul>
Key Skills & Abilities	<ul style="list-style-type: none"> <li>● Good communication and interpersonal skills</li> <li>● Ability to act on own initiative</li> <li>● Ability to prioritise own workload and work as part of a team</li> <li>● Creative and practical</li> <li>● Common sense</li> </ul>
Knowledge	<ul style="list-style-type: none"> <li>● Aptitude for Art, Product Design, Food Preparation and Nutrition, and Fashion and Textiles</li> <li>● ICT literate including knowledge of using the cloud e.g. Google.</li> <li>● Confident knowledge of 2D and 3D CAD programmes</li> <li>● Knowledge of basic machine maintenance across all design technology disciplines</li> </ul>
Experience and Training	<ul style="list-style-type: none"> <li>● Willingness to complete appropriate training and professional development</li> <li>● Experience of working in a school environment</li> <li>● DATA Health &amp; Safety accreditation</li> <li>● Level 2 Food Safety &amp; Hygiene certificate</li> <li>● Level 2 Allergen certification</li> </ul>
Personal Attributes	<ul style="list-style-type: none"> <li>● Genuine interest in art and design</li> <li>● Collaborative, friendly and positive in outlook</li> <li>● Calm and good humoured</li> <li>● Creativity and a 'can do' attitude</li> <li>● Ability to relate well to both staff and students</li> <li>● Ability to work to deadlines</li> <li>● Flexible and open minded approach to completion of work</li> <li>● Adaptability</li> <li>● Willingness to undertake a range of tasks</li> <li>● Willingness and desire to learn</li> </ul>

Application forms and full details can be found on our [Vacancies page on our website](#). Applicants should complete the application form and email it to [Ms Starns](#), PA to the Headteacher. Applicants are strongly encouraged to also complete our [Equal Opportunities & Recruitment Monitoring Form](#). References will be requested prior to interview.

## Important Dates

Closing date for applications: 8am on 6th May 2026



*Our School and all its personnel are committed to safeguarding and promoting the welfare of the children. This post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service. The School will undertake an online check of shortlisted candidates in accordance with the requirements of the current edition of Keeping Children Safe in Education. For more information please see our [Safeguarding Policy](#).*

Your application will be treated in the strictest confidence. Please see our GDPR and Data Protection Policy, Equality Policy, Child Protection Policy on our [website](#).

MGGS is committed to ensure that we develop a safe culture and that all steps are taken to recruit staff and volunteers who are safe to work with our learners and staff. MGGS will follow relevant guidance in [Keeping Children Safe in Education](#) (Part Three, 'Safer Recruitment') and from The Disclosure and Barring Service (DBS). It is an offence to apply for a role if the applicant is barred from engaging in regulated activity relevant to children. Please see the [Guidance on Rehabilitation of Offenders Act 1974](#) and the [Exceptions Order 1975](#).

