



ST MARY'S SCHOOL ASCOT

APPOINTMENT OF AN ART TECHNICIAN

WELCOME TO ST MARY'S SCHOOL ASCOT



Thank you for taking an interest in joining us at St Mary's School Ascot. Ours is a warm and caring community where we are passionate about bringing out the full potential of each of our 390 pupils. We are proud of the strength of our academic achievements and work tirelessly to build on our tradition of excellence both in and out of the classroom. As a full boarding school, we offer a wealth of co-curricular opportunities, meaning that life at St Mary's is vibrant, exciting and always good fun.

St Mary's offers a stimulating and fulfilling working environment. Our staff are talented, friendly, and absolutely dedicated to the work they do. They enjoy supporting each other, and take pride in helping us to provide the very best all-round education for the pupils in our care.

We know that the successful candidate will love working here. We look forward to hearing from you.

Mrs Danuta Staunton
Headmistress



THE VISION AND ETHOS OF OUR SCHOOL

The school's **Vision** is to provide a modern and holistic Catholic education of outstanding quality for young women to inspire and empower them to play their full part in the global community.

The school's **Ethos** to realise this Vision is:

- **Nurturing** in each pupil a sense of their own worth and talents by fostering their intellectual, spiritual and personal development.
- **Developing** in each pupil a love of learning and independent thought through a rigorous academic education.
- **Promoting** a strong sense of personal responsibility, kindness, cooperation and social justice founded in respect for the diverse needs of others in a global community.
- **Encouraging** each pupil to enjoy the full sacramental life and spiritual richness of the Catholic Church.
- **Fostering** a partnership between parents, school and the wider community.
- **Inspiring** in each pupil the confidence to collaborate and to lead through an enriching and fulfilling boarding experience.
- **Following** in the spirit of Mary Ward who cherished 'freedom of spirit, sincerity, and a cheerful disposition'.



OUR KEY FEATURES

The Board of Governors defines the school through five features:

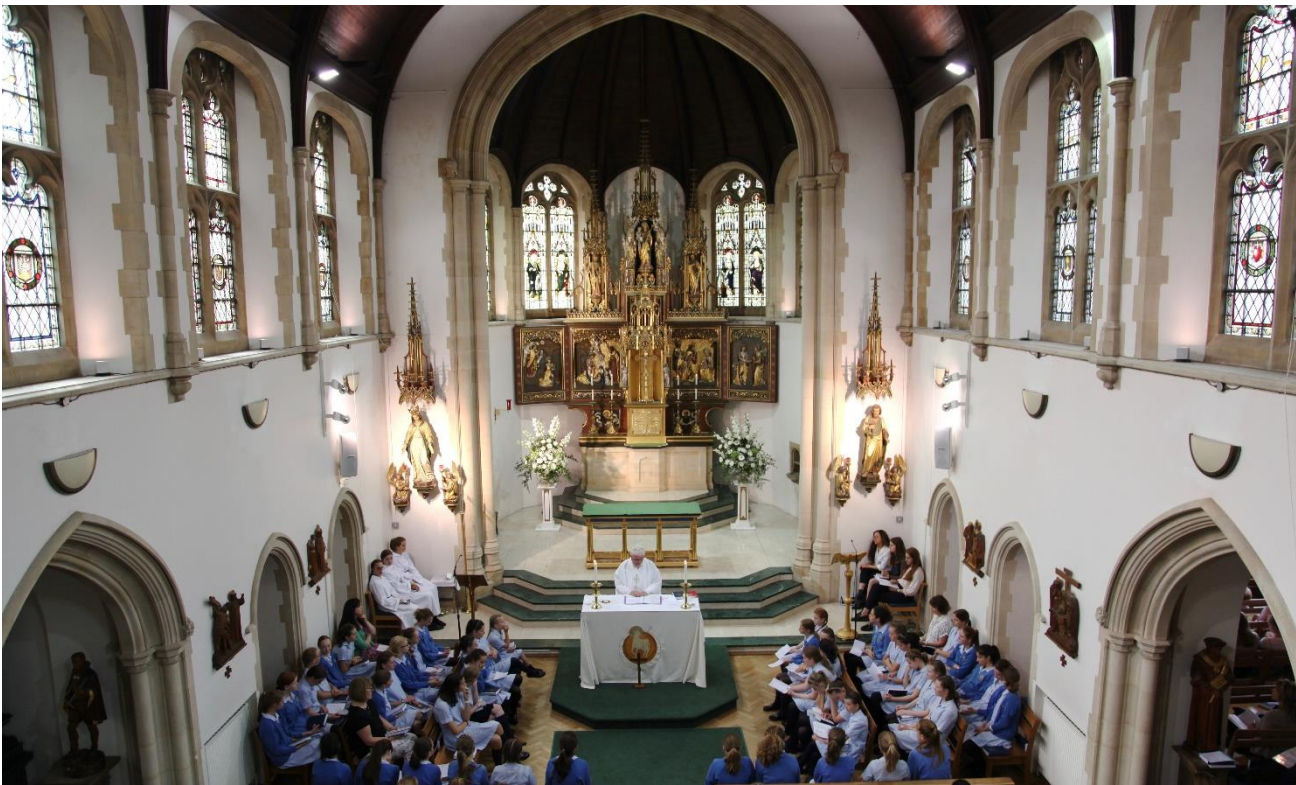
A Roman Catholic school. Over 97% of pupils and over 50% of staff are Roman Catholic. We have a full-time resident Catholic chaplain.

A girls' school. St Mary's puts the interest of girls first, allowing them to reach their full potential in all that they choose to do.

A full boarding school. Over 95% of our pupils are full termly boarders and the rest are day boarders. All staff contribute to the boarding life of the school.

A relatively small school. We are proud to be a small school which enables us to provide first class individual education and pastoral care to all our pupils.

An academic school. St Mary's has a strong record of academic excellence. There are over 120 pupils in the Sixth Form all following A Level courses, and all are supported in their journeys into higher education, including Oxbridge.



ABOUT THE SCHOOL

St Mary's is a leading Roman Catholic girls' boarding school set in 55 acres of beautiful grounds in the Berkshire countryside, a 45 minute journey from London, and a 20 minute walk from Ascot train station. The school was founded in 1885 by the Institute of the Blessed Virgin Mary, drawing on the inspiration of the Institute's foundress, Mary Ward, who dedicated her life to promoting girls' education across Europe in the 17th century. Mary Ward's belief, that 'women in time will come to do much', infuses the very fabric of St Mary's to this day.

St Mary's is a boarding school, with only a handful of day pupils who live nearby. The majority of our intake is at Years 7 and 9. Very few girls leave at the end of Year 11. The girls follow a full and challenging academic curriculum throughout the school day. In the afternoons and evenings and on weekends, they take advantage of a vast range of activities, including visiting speakers, academic support sessions, clubs and societies, sport and trips.

The school continues to invest in the development of first class facilities. These include a state-of-the-art performing arts centre, a purpose-built sports complex and all-weather athletics track, two libraries, a new pupil refectory, and most recently a sixth form boarding complex.

The Headmistress is a member of HMC (Headmasters' and Headmistresses' Conference), the GSA (Girls Schools Association), CISC (Catholic Independent Schools Conference) and the BSA (Boarding Schools Association).

For more information about the school, please visit our website: www.st-marys-ascot.co.uk



ABOUT THE ROLE

St Mary's is seeking to appoint a part-time Art Technician for November/December 2025.

THE DEPARTMENT

The Art and Design department comprises of five members of teaching staff housed in a purpose-built art complex. The department offers a wide range of art disciplines including painting, textiles, printed textiles, ceramics, printmaking, mixed-media and graphics. Art & Design is taught up to and including GCSE and A Level. Trips are made frequently to museums and galleries in London as well as workshops from visiting artists.

In Years 7 to 9 pupils explore themes in paintings, mixed-media, textiles, ceramics and printmaking. The department follows the OCR syllabus for GCSE Art and Design and Edexcel Fine Art at A Level. GCSE is an option in Year 10 where pupils are entered for an endorsed or broad-based certificate. In the Sixth Form, pupils have the option to choose to study fine art.

The Line Manager for the Art Technician is the Head of Art and Design.

PERSON SPECIFICATION

The successful candidate will possess a keen interest in Art and Design. They will show initiative and be well organised. They will be reliable and a good communicator, possessing a willingness to learn. An Art related qualification at A Level or equivalent and experience of Adobe software would be advantageous.

RESPONSIBILITIES

The responsibilities of the Art Technician include but are not limited to the following:

- Maintaining the art rooms, stockrooms and preparation rooms in a clean, tidy and orderly fashion to provide a safe working environment for staff and pupils;
- Assisting teaching staff in the preparation and set up of equipment and materials for lessons, for both demonstrations and whole class use;
- Mounting work for display in the department and pupil portfolios;
- Organising the display of pupils' work around the school when required, with assistance from the Maintenance department;
- Assisting with the setup of all exhibitions, including for exam moderation and the annual Open Day;
- Checking materials and equipment before and after class use for quantity, damage and safety;
- Organising the servicing of all sewing machines;
- Assisting with the department's inventory of materials and equipment and any other associated stocktaking duties;
- Arranging for the safe and legal disposal of any chemicals or solvents used in the department as directed by the Head of Department;
- Supporting GCSE and A-Level photoshoots in the art studio;
- Preparing, maintaining and editing screen printing screens;
- Organising glazes, preparing clay sessions and assisting with packing and firing the kiln;
- Organising the storage of artwork and arranging for the collection of work by alumnae;
- Providing assistance in the classroom when necessary, during practical lessons and activities;
- Ensuring that all portable electrical items within the Art department have had the necessary safety checks (PAT) in conjunction with the Maintenance Department;
- Ensuring that all health and safety documentation, including COSHH forms and risk assessments is up to date and policies are adhered to within the department as directed by the Head of Department;
- Assisting with cover and/or lunchtime duties as required;



- Carrying out other duties as reasonably requested by the Head of Art in order to ensure smooth and safe running of the Art department;
- Be prepared to cover for staff absence as appropriate;
- Attend any other out of school functions, training or carry out other duties as reasonably requested by the Headmistress.

Other duties:

This job description sets out the main duties of an Art Technician. No job description can be fully comprehensive and an Art Technician will be required to support the Headmistress in any work reasonably required to support the operation of the school.



WORKING AT ST MARY'S

A Catholic school. Nearly all pupils and about 50% of the staff are Roman Catholic. It is not a requirement of this post that applicants should be Catholic but all staff at the school are expected to be sympathetic to the religious and boarding character of the school.

Full-Time/Part-Time. This is a part-time, term time only appointment.

Accommodation. The post holder is not required to be resident on site and accommodation is not offered with this role.

Salary. £17,250 per annum.

Working Days and Hours. The Art Technician will be required to work 25 hours per week to be agreed annually as per the needs and requirements of the whole school timetable. These hours will include two late finishes up to 5.45pm per week.

Additional Days. All staff are required to attend six days of INSET per year which are currently scheduled in the week before the start of each term. The Art Technician is required to attend the School's annual Open Day which currently takes place on a Saturday during the summer term.

Holiday. Holidays must be taken during the school holidays and must not clash with INSET.

Probationary Period. The first six months of employment is a probationary period and during the probationary period the notice period by both the post holder and the school is one week.

Notice Period. On successful completion of the probationary period, the notice period for both the job holder and the school will be one month.

Pension. The Art Technician will be automatically enrolled into the school's workplace pension scheme provided by The People's Pension.

Meals. Staff are currently able to enjoy lunch in the staff refectory. This privilege is currently provided free of charge, but this is kept under review and the school reserves the right to change the arrangement.



HOW TO APPLY

Please complete the online application form selecting Art Technician from the drop-down menu.
<https://www.st-marys-ascot.co.uk/recruitmentapplicationform/>

A short letter of application addressed to the Headmistress, Mrs Danuta Staunton should be included with your application form. Closing date: **5pm on Friday 31 October 2025**. First interviews will be held on Thursday 6 November and second interviews on Monday 10 November 2025.

We reserve the right to interview suitable candidates before the closing date or to close the vacancy prior to closing date if deemed appropriate. Interested applicants are advised to submit their application as early as possible to avoid missing your opportunity to apply. **Applicants must have a valid right to work in the UK.**

St Mary's School Ascot is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure & Barring Service (DBS) and social media checks.





ST MARY'S SCHOOL ASCOT

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