



**WARBLINGTON
SCHOOL**

Candidate Information Pack

TECHNICAL & CREATIVE ARTS
ART & DT TECHNICIAN

Salary Grade C - £22,385 (£25,185 FTE)
37 hours per week, 40 weeks per year
Mon-Fri 08.00am-4.00pm



A very warm welcome to Warblington School



Dear Applicant

Thank you for your interest in Warblington School.

Warblington school has something quite special about it. We are a very small, but rapidly growing secondary school. At only 820 students we can do things differently here as we know individuals well. But it goes deeper than that. Everyone who visits will tell you just how welcoming the school is for new staff and students – over 40 students joined us mid-way through the year last year, with each one saying how they had settled in well and were enjoying school. Ofsted noted during their recent inspection (Jun 2023) that *"most pupils like attending this kind and caring school"* and *"pupils build strong friendships with their peers"*

It is a thriving community and I am proud to say our students are well behaved, friendly, kind and considerate. They welcome visitors and they are proud to speak of their school. Our staff are passionate about improving learning and aim to inspire and challenge the young people we work with.



We believe that children have the right to the best education and during their time with us, we aim to equip all of our students with the skills they need to flourish in modern society; to make the best of opportunities and to be able to positively contribute once they leave Warblington School.

I am pleased to say this was recognised during our recent inspection, where inspectors commented that Students *"talk confidently about what they have learned"* and acknowledged that *"A well-planned personal, social and health education programme sets pupils up well for the future, preparing them successfully for adulthood."*

We have high aspirations for everyone who wears the Warblington School logo and we strive to improve ourselves through a clear focus on learning and achievement in a supportive environment. As a parent myself, I know that children and young people learn best in an environment which is secure, happy and caring. Our learning community works hard to create the right atmosphere and we pride ourselves on seeing each child as an individual. We take time to celebrate achievements together, whether they are academic, sporting, artistic or dramatic.



Here at Warblington, we are committed to bringing the best out of each and every student entrusted to us and being a small secondary school allows us to get to know each individual and provide them with the support they need that will enable them to thrive.

Curriculum is very important to us and has played a key role in our improvement in outcomes. Teachers here are passionate about the subjects they teach and we believe students need to experience a wide range of subjects for as long as possible, which is why our options process begins at Christmas of year 9 and takes effect from that Easter, allowing us time to ensure each student gets the right level of advice and guidance to help them make informed choices.

Finally, it is important to note that teaching and learning is at the heart of everything we do. Ofsted acknowledged that *"Staff know pupils very well. Importantly, they have pupils' best interests at heart. Leaders and staff are committed to unlocking pupils' potential"*.

I hope you enjoy finding out about Warblington School. Having access to a broad and balanced curriculum, and learning opportunities outside the classroom are key to our students developing into young adults.



I sincerely hope that we will be welcoming you into our community!

Our aim is to ensure that excellence is our expectation.

Mike Hartnell
Headteacher



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Are you passionate about the arts and eager to inspire the next generation of creative minds?

Warblington School is looking for an enthusiastic and committed Technician to join our dynamic Technical and Creative Arts Faculty, with a special focus on supporting our Art department.

At Warblington School, we believe in fostering a vibrant and supportive environment where both staff and students can thrive. As a member of our team, you will have the opportunity to work collaboratively with dedicated professionals who share your passion for creative subjects and helping children achieve their full potential.

Key Responsibilities:

- Lesson Preparation: Ensure all necessary materials and equipment are ready for lessons, enabling smooth and effective teaching.
- Classroom Support: Assist teaching staff and students during practical lessons, providing hands-on support and guidance.
- Safety First: Maintain a safe environment by ensuring health and safety standards are met in the classroom.
- Organisation: Organise and store equipment, keep track of inventory, and ensure materials are properly stored.
- Resource Management: Manage the supply and stock levels of equipment, order supplies, and maintain accurate records.

What We're Looking For:

- A passion for creative subjects and a desire to help children achieve their full potential.
- Hardworking, flexible, and able to work collaboratively in a friendly and supportive environment.
- Previous experience working with young people is desirable.
- Ability to contribute to the wider life of the school is an advantage.
- Previous knowledge of working in an Art prep role is desired but not essential.



What We Offer:

- A supportive and friendly working environment.
- Opportunities for professional development and growth.
- The chance to make a real difference in the lives of our students.
- Free access to Doctor Car 24/7 healthcare for you and up to 5 dependents
- Free financial wellbeing support
- A welcoming staffroom with free tea and coffee
- Weekly support staff awards

We look forward to welcoming a new member to our team who shares our passion for the arts and education.

Closing Date: 10 October 2025

Interview Date: 16 October 2025 (tbc)

We would strongly recommend an early application as we reserve the right to close this vacancy early if we receive sufficient applications for the role.



JOB DESCRIPTION

Main Purpose:	Support the Technical and Creative Arts faculty by to providing support to both teaching staff and students, ensuring the smooth operation of practical lessons. with providing
Main Activities:	<ul style="list-style-type: none"> • Prepare practical equipment and other materials for lessons prior to their start time • Clean and tidy classrooms after lessons have taken place • Maintain equipment, resources and classroom equipment • Wash up, clean equipment and pack away appropriately • Carry out stock takes of equipment and resources making a list of materials / supplies for reordering when they are running low • Support teachers with material preparation and assist before, during and at the end of lessons • Ensure rooms are prepared at least 10 minutes before the lesson is due to start • Waste materials to be sorted into the correct boxes • The store cupboards are clean and clear of clutter and organised • If a teacher is absent, to ensure that the correct equipment is available in their room at the right time as per their cover lesson notes • Assisting teaching staff and pupils in practical work when required • Assist with preparing photocopies and resources to support teacher and pupil needs • Organise and take inventory of stock on a regular basis • Mounting of pupil work for display in the department • Manage displays around the department and across the school • Assist with mounting work for moderation and exhibitions • Clearing and organising classrooms and storage rooms for maximum safety as appropriate • To comply with individual responsibilities, in accordance with the role, for health and safety in the workplace
Additional Duties:	<ul style="list-style-type: none"> • Work across the Technical & Creative Arts Faculty including Art, Design & Technology, Textiles and Food Technology • Undertake First Aid training • Play a full part in the life of the school community and to support its distinctive mission and ethos. • Promote and safeguard the welfare of children and young persons you come into contact with. • Be aware of and comply with policies and procedures relating to safeguarding, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person. • Appreciate and support the role of other professionals. • Participate in training and performance development as required • Any other duty as deemed appropriate to the post by the Head of Faculty.



PERSON SPECIFICATION

ATTRIBUTES	ESSENTIAL	DESIRABLE
Relevant Experience	<ul style="list-style-type: none"> • Experience of working in a technical support role or similar. 	<ul style="list-style-type: none"> • Previous experience of providing technical and general support within an Art and Design department. • Specialist knowledge of Art & Design.
Education & Training	<ul style="list-style-type: none"> • GCSE (grade C or above) in English and Maths. • Competent in use of Microsoft office software. 	<ul style="list-style-type: none"> • Basic Health & Safety certificate • Specific knowledge relevant to the Art and DT curriculum. • An awareness of CLEAPSS and/or COSHH regulations.
Special Knowledge & Skills	<ul style="list-style-type: none"> • Experience with equipment / materials & procedures subject to COSHH Regulations. • Basic ICT and administrative skills. • Good organisational and communication skills. 	<ul style="list-style-type: none"> • Awareness of current developments in art and design education.
Any Additional Factors	<ul style="list-style-type: none"> • Self-motivated. • Enjoys working with children/young people. • Flexible approach to work requirements. • Ability to work independently and support the work of the teams. • Good communication and listening skills. • Ability to organize workload, prioritise tasks and meet deadlines • Effective communication/interaction with adults and students • Awareness of sensitive information and confidentiality • Ability to help with supervision of students 	<ul style="list-style-type: none"> • An awareness of health and safety issues relating to Art, DT • ability to carry out basic health and safety checks, tests and maintenance, including those of workshop tools, machinery, craft and design equipment



EXPLANATORY NOTES

Application Procedure

- 1) Read carefully all the information about this post.
- 2) Complete the application form as fully as possible. You must use the school (HCC) application form. If there is insufficient room on any section of the form, please provide the additional information on a separate sheet.
- 3) In section 'details in support of your application' please tell us:
 - a) Why you are applying for this post.
 - b) How your experience, skills, training and/or qualifications equip you for this position and specifically how you meet the person specification and requirements of the job description.

Early applications are encouraged, and we reserve the right to close the vacancy early if we receive sufficient applications for the role or if a suitable candidate is found.

Appointment Process

- 1) Suitable applicants will be shortlisted for an interview.
- 2) If you are successful, you will receive a telephone call or email inviting you to attend an interview. It is therefore important that you give us your email address.

Pre- Employment Checks

The successful applicant will be required to:

- 1) Provide details of two referees who know you in a professional capacity, one of whom must be your current or most recent employer (for teaching staff this includes the Headteacher or mentor at your placement if you are still training). It is our usual policy to take up references before interview where possible. Employment is conditional on these references being deemed satisfactory. 2) Provide proof of all relevant qualifications (GCSEs and A levels or equivalent), degree and teaching qualifications.
- 2) Provide proof of eligibility to work in the UK.



- 4) Undertake an Enhanced Disclosure and Barring Service check and receive clearance. Please note that an enhanced check will reveal all criminal convictions on record, including those that might be considered 'spent'.
- 5) Complete a Health Declaration form

Conditions of Service

Employment is subject to a number of pre-employment checking procedures – these are given above.

For teaching staff, this post is also subject to the School Teacher's Pay and Conditions Document and the Condition of Service for School Teachers in England and Wales known as the Burgundy Book. The professional standards for teachers will also apply.

The job description may not necessarily be a comprehensive definition of the post and may be subject to modification or amendment at any time after consultation with the post holder.

Salary

Support Staff, whether full or part time, will automatically be a member of the EHCC Pension Scheme unless they elect to opt out.

Policy on Equal Opportunities

The School is an Equal Opportunities employer and appointments are based on the applicant's ability to meet the requirements of the position. The School is opposed to any form of discrimination against any individual or group and welcomes the fact that our School includes a diversity of individuals from many races and cultures.

Behaviour, which is discriminatory on the grounds of race, colour, culture, nationality, gender, sexual orientation, disability, religion will not be tolerated.

The School is also committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

SUPPORT STAFF APPLICATION FORM



Hampshire
County Council

Please use black pen when completing this form

Application for the post of

Advertised at school

Applicant's details

Last name

First name

Any other last names

Title

Address

Postcode

Day time contact no.

Evening / Mobile no

Email address

Education and qualifications

Secondary / further education

Establishment
(Name & town)

Dates

From

To

Qualification / Grade /
Date awarded

Job related training

Institute / courses studied	Dates		Standard or level achieved and date awarded
	From	To	

Current employer

Employers name			
Address			
			Postcode
Post held		Date appointed	
Salary		Grade	
Other allowances			
Notice period			

Previous experience (most recent employer first)**Please include details of gaps in employment here**

Employer's name and type of business	Post held	Date		Reason for leaving
		From (MM/YY)	To (MM/YY)	

Reasons for applying for this post

Statement in support of application

Please provide details of how your experience, skills and abilities are relevant to your suitability for the post advertised and how you meet the requirements of the post and the person specification.

In addition, to the relevant experience, skills and abilities in your current and/or past work experience, this could also include any additional relevant voluntary work or unpaid duties you have performed, particularly any positions of responsibility held, e.g. governor, playgroup leader, committee member of a club or organisation, VSO volunteer, CAB volunteer etc. If you have had a break from paid work it is important to include details of any voluntary work you undertook during this time. Attach a continuation sheet if necessary.

References

Please give details below of two people who can provide information that will confirm your suitability for this post. **Where appropriate one person should be your current or most recent employer;** the other should be someone who has known you in a professional capacity. References will be sought on short listed candidates and previous employers may be contacted to verify particular experience or qualifications before interview. Current or previous employers will be asked about disciplinary offences relating to children including penalties that are “time expired” and any child protection concerns.

Present employer	Other
Name	Name
Position	Position
Address	Address
Tel No (<i>inc. STD code</i>)	Tel No (<i>inc. STD code</i>)
Fax No	Fax No
Email address	Email address
Occupation	Occupation

Rehabilitation of Offenders Act 1974 (Exemptions) Order 1975

This post is covered by the **Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975** because it is a post which involves working directly with children or young people. If shortlisted for interview you are therefore required to declare whether you have any criminal convictions (or cautions or bind-overs) including those which are “**spent**”. The amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected' and are not subject to disclosure to employers , and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website :

<https://www.gov.uk/government/collections/dbs-filtering-guidance>

Further information

- If your application is successful, prior to taking up your post, you will be required to undergo a **Formal Disclosure** process through the **Disclosure and Barring Service**. This will require you to complete a separate DBS application form and to provide a range of more than one piece of documentary evidence of your identity unless other restrictions are in place through the Children’s Barred List, DBS or Teacher Regulation Agency.
- Although a criminal record involving offences against children is likely to debar you from appointment of this type of post, the existence of other criminal convictions will not necessarily be a bar to employment.
- **Any criminal record information arising out of the disclosure process will be discussed with you before any final decision is made about your employment.**

- It is a criminal offence to apply for or accept a position (paid or unpaid) working with children if you are excluded from such work by virtue of a court order or exclusion by the DBS.
- A copy of the Criminal History (DBS) and Non-Police Personnel Vetting Checks Policy is available on request.
- Criminal record certificates will only be issued directly to the applicant. The Local Authority/your employer will request that you show them your certificate and will record the Disclosure number and issue date and retain this on your personnel record and on its computerised personnel record system in accordance with the General Data Protection Regulation 2016 and Data Protection Act 2018 (the Data Protection Legislation). The school and Local Authority abide by the DBS Code of Practice and Keeping Children Safe in Education which state that a copy of the DBS Disclosure Certificate may only be retained with the permission of the applicant and shall not be retained for longer than 6 months, in order to comply with the requirements of the Data Protection Legislation.

Canvassing in any form may disqualify you from employment. Please state whether, to the best of your knowledge, you are related to a County Councillor, senior member of Hampshire Children's Services Department, or a governor or senior employee of a school maintained by this Authority	YES	NO
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If YES, please state the nature of relationship and the name of the County Councillor, senior member of Hampshire Children's Services Department, governor or senior employee of the school.

Nature of relationship	
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Where did you see the advertisement for this post?

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Further information and declaration

Do you hold a UK driving licence (circle applicable)	YES	NO
Do you have the use of a car for work	YES	NO
Would you require sponsorship (previously a work permit) to take up this post	YES	NO

National insurance number	
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I hereby confirm that the information I have given above is true.

I understand that, should any of the particulars I provide in this application be found to be false within my knowledge, or should there be any wilful omission of material fact, this may be reported to the Police as well as leading to my application being rejected or the contract being null and void if I have already been appointed.

Signature of Candidate		DATE	
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Privacy notice

The School collects information about you in order to provide you with recruitment and employment services. We will use the information for the recruitment and selection process and, if successful, to activate employment with the School.

The legal basis for processing your personal data is that it is necessary for the performance of the employment contract or in order to take steps before entering into a contract and is necessary for the County Council to comply with a legal obligation.

The legal basis for processing special category data is that processing is necessary for the purposes of carrying out the rights and obligations in the field of employment, that it is necessary for the reasons of substantial public interest and that it is necessary for the purposes of the assessment of the working capacity of the employee.

We will keep your personal information for 1 year following the interview date if you are not successful, and for the duration of your employment plus 7 years if you are successfully appointed.

You have some legal rights in respect of the personal information we collect from you. Please see the Schools website for further details on their privacy notice and data protection policy.

You can contact the Schools Data Protection Officer if you have a concern about the way they collect or use your data.