



# Sydenham High School

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**G D S T**  
GIRLS' DAY SCHOOL TRUST

Brief for the position of

## Art Technician

Sydenham High School GDST





Dear Candidate,

Thank you for your interest in the position of Art Technician at Sydenham High School. The Arts play an integral part in our delivery of outstanding enrichment and super-curricular programmes for our pupils. The Art Technician will assist the dynamic and experienced Art department and has a key role in supporting the provision of our curriculum.

Sydenham High is a selective school with a mission to ensure that every girl reaches her full academic potential. We offer a rich and diverse curriculum, alongside outstanding enrichment opportunities outside of lessons, enabling our students to develop the skills and personal attributes to prepare them for the challenges and opportunities of an ever-changing society.

We are ambitious and forward thinking, looking to ensure our school continues to offer an outstanding education to our young people as well as the very best in pastoral care. Tolerance and mutual respect are a cornerstone of our ethos alongside an education which delivers a contemporary, innovative understanding of what it means to educate the 'whole child'.

This is an ideal role for a recent graduate. Above all, they will be a passionate individual, strongly motivated to make themselves an active part of our thriving community.

I very much look forward to meeting you,

Ms Antonia Geldeard  
Head





## Our school

Sydenham High School, was founded in 1887 by four pioneering women, becoming one of the last schools to be opened by the Girls' Public Day School Trust. In 1934 the school transferred to its current site in the leafy suburbs of South East London. Sydenham High prides itself on enriching young minds in a way that will endure a lifetime. The School's original Anglo Saxon motto, 'Nyle ye drede', means 'fear nothing' and girls are continually encouraged to have a 'can do' approach to all they do. Sydenham High is selective but diverse, welcoming girls with wide-ranging abilities, talents and backgrounds into a close community that is large enough to offer choice and flexibility but compact enough to ensure that no girl is overlooked.

## The Girls' Day School Trust

The Girls' Day School Trust (GDST) is a leading family of independent girls' schools in the UK, with 23 fee-paying schools and two academies. A registered charity, it has 19,000 students, 4,000 staff and a network of 70,000 alumnae.

GDST schools share an ethos and heritage of girls-only education and are members of a unique network which adds value to each school, student and member of staff. Networking opportunities across the Trust enable staff to share best practice and develop initiatives that benefit all our schools and students. In addition to supporting the work of individual schools in supplying excellent induction and development opportunities for staff, the GDST network provides access to an extensive training programme. This includes development opportunities (including a Middle Leaders' Development Programme and Aspiring Leaders Programme) and grants for individual courses of study.



## Site and facilities

Ongoing investment by the GDST has seen the school's facilities continue to expand. A new Design Technology and Innovation Building alongside a new Sixth Form Centre is planned to open in Summer 2025. A Performing Arts Centre was opened in 2006, comprising a 90-seat Recital Hall and the 152-seat Westwood Theatre, and the assembly hall was renamed Longton Hall and refitted to provide concert and performance facilities. There are specialist features for the teaching of Science, IT, Music, Art and Design and Technology. Sports facilities include an indoor sports centre, gym, large all-weather pitch and a 7.5 acre sports ground in Lower Sydenham. The current Sixth Form centre has been refurbished to include a generous common room, study rooms and classrooms. In 2014 the historic dining hall was refurbished and extended to include a glass orangery, new serving area and new state-of-the-art kitchens.

The Prep School is home to 240 pupils from the age of 4 to 11. It is based in an attractive large Edwardian family house with light and spacious purpose-built modern additions. The school is set within its own attractive grounds, five minutes' walk from the Senior School and takes full advantage of the Senior School facilities. The personalised approach allows each girl to develop at her own pace. Most girls in the Prep School move into the Senior School.

The Senior School has over 515 pupils and our aim is to develop girls as independent learners, who take responsibility for their own learning. The curriculum offered at each stage allows the exploration of personal learning and thinking skills that underpin not just academic but lifelong success.

For more information about Sydenham High School please visit:  
[www.sydenhamhighschool.gdst.net](http://www.sydenhamhighschool.gdst.net).





## Our purpose

We aim to inspire the future generations of creators, independent thinkers and trailblazers. We open eyes and hearts by educating the whole person: to balance mind, body and soul. Our diversity of academic and enrichment opportunities enables every girl to forge her own path, strive to be her best and excel. We seek to empower every girl to discover and nurture her unique talents whether in the classroom, the laboratory, the library, the studio, the field, the water, the community or beyond.

We believe that educating the whole person leads to happy, confident and courageous children who flourish and make a positive difference to their community.

## Our values

**Courage and character:** With our school motto at the fore, ('Nyle ye drede', 'Fear nothing'), we aim to foster in every girl the strength of character and courage to discover and pursue her own path.

**Curiosity for learning:** We seek to empower every girl to learn without limits, cultivating an intellectual and creative mindset through an inspiring and joyful approach to education.

**Culture of kindness:** We focus on developing a happy and respectful community with strong relationships, prioritising every child's wellbeing and celebrating diversity.

**Generosity of spirit:** We aspire to be outward looking, giving back, taking on leadership and having a positive impact.

**"Pupils develop high levels of self-confidence and the inner strength needed to succeed, as a result of an understanding not to fear failure" - ISI, 2020**

## The Role **Art Technician**

The successful candidate will join a dynamic, experienced and forward thinking Art department at Sydenham High School. The Art Technician is a key member of the team, supporting the smooth delivery of our Art curriculum.

Pupils are encouraged to explore a range of processes including poetry and performance through to more traditional skills such as printmaking and oil painting. Pupils will create a range of ambitious outcomes throughout their creative journey within the school. We exhibit work regularly with weekly awards and pop up exhibitions and in the wider community such as shop fronts. We endeavour to find innovative ways celebrate pupils' work such as fashion shows.

The open minded nature of the department embraces new technical approaches and we are excited at the prospect of a new candidate broadening the already wide visual vocabulary in the department. We teach dry point printmaking, ceramics, oil painting and drawing.

The Art department undertakes a residential study visit to St Ives annually and also runs various one day study visits which have included Kew Gardens, the Barbican Centre and Brighton.

All members of the department are involved in delivering a fun and exciting co-curricular programme.

**The start date for this role is June 2024 or September 2024.**



# The Role **Art Technician**

**Accountable to:** Head of Art/ Art Department

**Responsible for:** n/a

**Job purpose:** To provide departmental and classroom support within the Art department

To assist the Head of Art and Art teachers to carry out their responsibilities, and in particular in the following areas:

## **Displays**

- Be responsible for the art displays in the general areas including mount cutting and putting the images into frames.
- Assist with putting up the annual Summer Exhibition and the return of this work to pupils.
- Assist with the displays in the art rooms.
- Prepare learning resources for display.
- Lead the presentation of the 'Piece of the Week' and 'The One To Watch' weekly awards.

## **Stock and Equipment**

- Monitor the stock levels and order as required, liaising with suppliers.
- Check off and put the stock away as it arrives.
- Maintain the storage of the stock.
- Sourcing appropriate stock/equipment.

## **Trips**

- Collect and collate paperwork.
- List missing forms.
- Photocopy worksheets/creating gallery packs.
- Inform form tutors of missing forms and continuing to chase any missing forms.
- Maintain records of materials, orders and supplies.

## **Classroom support**

- Prepare materials, equipment in advance of lessons
- Put out equipment
- Clear away materials
- Photocopy during lessons
- Assist with use of photoshop
- Assist with use of photography/sublimation printer/heat press/silk screen printing
- Support pupils with technical aspects of project work.

## **Other**

- Maintain and keep up to date Health and Safety files to include CLEAPSS and COSHH

- and Risk Assessment information.
- Assist with the photographing and archiving of pupils' work.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with pupils, parents and colleagues.
- Operate the sublimation printer and heat press and sewing machines.
- Ink up drypoint plates and using using the printing press.
- Photocopy as required.
- Cut paper as required.
- Organise resources, trolleys and equipment.
- Photograph and store photographs of pupils' work on the school network.
- Submit data into departmental record keeping system.
- Label pupils' work, displays and resources using ICT.
- Print photographs taken with the digital camera.
- Coat and expose silk screens (Departmental training available).
- Clean the silk screens.
- Hang exhibitions of pupils' work for examination purposes.
- Load and fire kiln with pupils' ceramics (Departmental training available).
- Liaise with DT department for woodworking tasks where applicable.
- Manage photography darkroom.
- Lead a weekly 30 minute lunchtime club for a group of lower school pupils as part of the school's extra curricular programme.

## **Digital media & external links**

- Manage the social media for the Art Department, with a specific focus on our instagram page @sydhighart
- Support pupils with basic digital editing to prepare images.
- Update the digital learning platform as necessary.
- Actively promote the department within the school community to encourage pupils' interest in the subject area.

# The Role **Art Technician**

## **Training & development of self and others**

- Regularly review own practice, set personal development targets and take responsibility for own continuous professional development.

## **Supporting the work of the GDST**

- Develop strong, positive relationships with GDST colleagues, contribute to collaborative work across GDST Schools and support other staff in participating in GDST work, in order to develop and share best practice.

## **General**

- Any other tasks which may be agreed from time to time with the Postholder.

## **General Requirements**

All staff are expected to:

- Work towards and support the school vision and the current school objectives outlined in the School Development Plan.
- Contribute to the school's programme of extra-curricular activities.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to policies as set out in the GDST Council Regulations, GDST Hub and GDST circulars.
- Undertake other reasonable duties related to the job purpose required from time to time.

**This job description should be seen as enabling rather than restrictive and will be subject to regular review.**



# Person Specification **Art Technician**

## **Education and qualifications**

- Art qualification.
- First Aid at Work or a willingness to undertake training.
- Knowledge of health and safety procedures of a willingness to undertake training.

## **Knowledge base**

- Good background knowledge of a broad range of artistic disciplines.
- A passion for the Creative Arts.
- A basic knowledge of how to use common ICT applications including the ability to produce and edit documents and use spreadsheets.
- ICT literate (Mac and PC)

## **Personal skills**

- Flexible
- Calm
- Organised
- Reliable
- Efficient and effective time management
- Punctual
- Willing to learn and develop skills
- Enjoys working with young people
- Sense of humour



# How to Apply **Art Technician**

To apply, please go to

[https://my.corehr.com/pls/gdstrecruit/erq\\_jobspec\\_version\\_4.jobspec?p\\_id=035167](https://my.corehr.com/pls/gdstrecruit/erq_jobspec_version_4.jobspec?p_id=035167)

to submit your application form and cover letter by **9am on Friday 3 May**.

Starting salary will depend on the experience and qualifications of the successful candidate. We offer a competitive salary and benefits package and a strong professional development programme.

These benefits include:

- Competitive salaries and pay progression
- Access to extensive professional development opportunities
- Training grants for qualifications
- Generous pension schemes
- Free life assurance benefit
- Free school lunches
- Financial guidance and support
- Retail and lifestyle discounts
- A discount of up to 50% on fees for children at GDST schools

Interviews will take place at Sydenham High School GDST and we reserve the right to call candidates for interview and to appoint candidates to the role at any point during the recruitment period.

For more details please contact [hr@syd.gdst.net](mailto:hr@syd.gdst.net) or the School Office on 0208 557 7000.

Sydenham High School and the GDST (Charity Registration No. 1026057) are committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including online searches, checks with past employers and the Disclosure and Barring Service.

