



WESTONBIRT
SCHOOL

ART & DESIGN TECHNICIAN

- CANDIDATE PACK -



WELCOME FROM NATASHA DANGERFIELD

Thank you for your enquiry about working here at Westonbirt School; our unique school, housed in a Victorian mansion and set in 210 acres of beautiful English parkland. Here our students can be carefree, feel secure in their inspiring surroundings and are able to enjoy fresh air and extensive space.

Westonbirt offers an exceptional education in small classes, with expert teaching staff dedicated to ensuring each student reaches their full potential.

Alongside academic excellence, we are extremely proud of our achievements in many areas outside the classroom. Students are regularly selected to play lacrosse for England and Wales, Drama productions have aired at the Edinburgh Fringe to high acclaim, over two-thirds play at least one musical instrument. Over 90% of Sixth Form students go on to their first choice universities including Cambridge, Durham, Cardiff, Bristol, UCL and many more.

Individuality is celebrated and our students develop a level of confidence, which is neither arrogant nor taken for granted. Success is celebrated and development is nourished. Westonbirt is proud of all students who create their own unique story during their time with us.

We are a thriving boarding school and the 24/7 nature of life at Westonbirt enables us to provide truly personal pastoral care deliver, as part of delivering an outstanding holistic education for all pupils.

Underpinning all of this is a commitment to supporting our staff, ensuring that we are continually improving our practice and providing opportunities for development and leadership. I hope that you will want to discover what makes Westonbirt so unique and to apply to join our community. I look forward to receiving your application.



Natasha Dangerfield
Headmistress



THE OPPORTUNITY

Working within the Art & Design Department the Art & Design Technician will support the the Head of Art & Design with the smooth running of the department across both Fine Art and Product Design. The successful appointee will be required to work closely with the teaching staff.

Candidates are sought who can demonstrate :

- Proficiency in the use of CAD/CAM (routing & milling, turning, laser cutting and 3D printing)
- Must have experience in the use and/or maintenance of workshop machines across all material types (woods, metals, plastics, and electronics), and be sufficiently confident in a workshop environment
- A smart appearance, friendly/polite demeanour and good communication skills
- Ability to identify and complete work in an unsupervised fashion
- Be flexible and adaptable in order to meet the ever changing needs and priorities within the department
- The ability and willingness to learn new skills
- Excellent communication skills and ability to build effective working relationships with staff and pupils.

HOURS, SALARY & BENEFITS

Hours: This position is for up to 40 hours per week, flexible around the school day which runs from 8am to 5.30pm Monday to Friday, term time only dependant upon the school timetable and flexibility will be required.

We are open to part time application and job shares.

Salary: £12.60 per hour.

Benefits:

- 5% employer pension contribution
- Access to fully-funded apprenticeships, up to Level 7
- Means tested staff discount on school fees
- Save money with a prepaid cashback card
- Complementary lunch
- Access to the group's counselling scheme
- On-site parking

APPLICATION & KEY INFO

The start date for this role is negotiable.

Applicants should complete the school's application form and submit by email to Miss Michelle Andrews, HR Officer at hr@westonbirtschool.uk The application form may be accompanied by a covering letter of no more than one page.

The closing date for applications is 9am on Friday 17 October 2025.

Interviews will be held as applications are received, we reserve the right to close the vacancy early due to high volume of applicants.

You can apply on TES - [Link here](#)

Westonbirt Schools are committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, reference and medical checks and the Disclosure and Barring Service.

Wishford Education is an equal opportunities employer and welcomes applications from all backgrounds. Appointments will be made solely on merit and will be made without regard to age, disability, gender, nationality, race, colour, ethnicity, or religion.



JOB DESCRIPTION

The role of the Art and Design Technician is to support the Head of Art & Design with the smooth running of the department across both Fine Art and Product Design. The successful appointee will be required to work closely with the teaching staff.

Main Responsibilities and tasks:

- To carry out daily maintenance duties as specified by the Head of Art & Design
- To maintain equipment, materials, facilities and services in the Art & Design studios
- To manage the storage of materials, equipment and artwork efficiently
- To prepare specialist materials and equipment for use in lessons
- To assist with the documentation of pupils' work and to distribute work back to pupils
- To provide technical assistance to pupils during lessons and study sessions
- To assist with reprographics and ICT administration
- To provide technical support to staff and pupils for ceramics, sculpture, 3-Dimensional work including use of the Design technology equipment, such as metal and wood cuttings tools and equipment.
- To provide technical support for developing and printing in the darkroom
- To assist with Art & Design departmental displays and the preparation, mounting and installation of artwork around the school
- To provide skilled assistance to academic staff in preparation of teaching aids
- To use CAD/CAM (routing & milling, turning, laser cutting and 3D printing) Appropriate training will be provided
- To use and maintain the workshop machines across all material types (woods, metals, plastics, and electronics). Appropriate training will be provided
- To assist with ordering of materials and maintain stock under the guidance of the Head of Art & Design
- To check incoming deliveries, to unpack and distribute as necessary
- To issue materials as required
- Liaise with maintenance staff and construct storage or stands for the department
- Have a technical frame of mind and the ability to resolve technical issues
- To undertake any other reasonable duties as required



PERSON SPECIFICATION

The successful candidate will have the following skills, experience and qualities:

- Proficiency in the use of CAD/CAM (routing & milling, turning, laser cutting and 3D printing)
- Must have experience in the use and/or maintenance of workshop machines across all material types (woods, metals, plastics, and electronics), and be sufficiently confident in a workshop environment
- A smart appearance, friendly/polite demeanour and good communication skills
- Ability to identify and complete work in an unsupervised fashion
- Be flexible and adaptable in order to meet the ever changing needs and priorities within the department
- The ability and willingness to learn new skills
- Excellent communication skills and ability to build effective working relationships with staff and pupils.

Personal Qualities:

- A 'can do' attitude and the willingness to work hard to get things done
- Ambition, energy, enthusiasm and commitment
- Be able to take the initiative; able to take an idea, developing it through to completion
- Have a good sense of humour and be flexible and adaptable.
- Excellent organisation skills

SAFER RECRUITMENT

Westonbirt School recognises its responsibility to safeguard and promote the welfare of the children and young people in their care.

This responsibility encompasses the following principles:

- To protect children from harm (maltreatment).
- To prevent impairment of children's health and development.
- To ensure that children are growing up in circumstances consistent with the provision of safe and effective care, thus enabling those children to have optimum life chances and to enter adulthood successfully.



WESTONBIRT SCHOOL

Located in the heart of the Cotswolds, Westonbirt School is housed in a magnificent building, formerly the home of the Holford family. It has extensive grounds, including a nine-hole golf course and is set in an area of outstanding natural beauty, situated opposite the world famous Westonbirt Arboretum with whom we have a good relationship.

The Senior School is an independent boarding and day school for pupils aged 11-18. The School also benefits from sharing the grounds with Westonbirt Prep, a growing Prep School and Nursery. The School campus includes a Sports Centre and Swimming Pool and a 9-hole Golf Course.

The School consistently achieves excellent academic results and provides the pupils with a broad range of extra curricula activities to give depth to the learning. All pupils are inspired to achieve their very best potential and leave School with confidence and an ambition for lifelong learning.

For more information on Westonbirt School, please visit: www.westonbirt.org

WISHFORD SCHOOLS

In May 2018, Westonbirt Schools joined the Wishford Schools group. Founded in 2011, the group currently comprises nine independent schools in Wiltshire, Gloucestershire, Berkshire and Kent. The group aims to provide an excellent education to all pupils, giving every child the opportunity to shine. Standards and expectations are high, and staff and pupils are challenged and supported to give their best.

Schools work closely with the group's senior leaders to define the school's strategy and then enjoy the autonomy to run their schools, while benefiting from the support that membership of the group brings. In addition to strategic input and the sharing of best practice, the group provides expertise in property, legal, HR, finance, compliance and marketing matters leaving heads with time to focus on the children within their care.

For more information on the Wishford Schools group, please visit:
www.wishford.co.uk



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