

# ART TECHNICIAN



St Mary's School  
CAMBRIDGE

**SEPTEMBER 2026**

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## Welcome from the Head

Thank you for showing interest in this role at St Mary's School, Cambridge.

We are an independent day and boarding school for girls aged 3 to 18. We have a school roll of over 500 students. Approximately 15% of the students are boarders. Reflecting the cosmopolitan community of Cambridge, on average 25% of students originate from overseas, from around 30 countries.

The School offers a secure and welcoming learning environment for girls: we are delightfully situated in the heart of the academically renowned and culturally vibrant city of Cambridge. The Junior School is adjacent to the famous backdrop of Coe Fen, and the Senior School and Boarding House overlook the University of Cambridge Botanic Gardens.

Cambridge is an outstanding place to live and work. As a university city, Cambridge has the cultural advantages of a much larger settlement but with a population of approximately 145,000, it is a safe, clean and attractive location. The city has an international reputation owing to its world ranking university and the school benefits from its proximity to the digital and enterprise communities in the various high-tech science parks and enterprise hubs. We are within easy travelling distance of London, less than an hour by train and a short hop from London Stansted Airport.

There has been major investment in new facilities at the School over the past decade: a new Junior School; a new Sixth Form Centre; new provision of Art & Photography; the creation of our Science Hub; and our new boarding facility, Mary Ward House. We have developed our sporting facilities through an ambitious collaboration with Homerton College, University of Cambridge and have invested in a new boat house in a joint partnership with City of Cambridge Rowing Club and Homerton College. We are proud to have opened our Mary Ward Educational Suite in January 2024 which provides new state of the art teaching spaces.

High quality facilities are only as good as the people who work in them, so we invest heavily in our staff, who we know are our greatest asset. We encourage staff to develop themselves through training and facilitate bespoke CPD opportunities for all.

St Mary's School promotes equal opportunity for all staff and pupils and is committed to its culture of diversity and inclusion. We encourage applications from candidates from a wide range of backgrounds.

Above all, St Mary's School, Cambridge is a very happy place. We have an excellent local reputation for being very friendly and nurturing, and yet ambitious, for the young women in our care, enabling strong progress to next steps at university, the world of work or a gap year. Our girls are genuinely delightful, the teachers and support staff are exceptionally dedicated; we are a very close-knit, loving, joyful and purposeful community.

St Mary's really is a warm and welcoming environment for all staff, whatever their role, and we look forward to receiving your application.

Hannah Helliar

## The St Mary's Approach

We are proud to be a Christian school in the Catholic tradition and founded on the principles of our 17th century foundress, Mary Ward, our vision is that 'By God's grace, women in time will do much' (Mary Ward 1585-1645). The challenge for women is not over, and whilst there are now more opportunities for 'women to do much' there are still considerable barriers and so our work continues via our mission to develop curious, creative and compassionate young women with the aspiration, confidence and integrity to shape a better world for the common good. Our approach is based on the core values of Freedom, Joy, Justice, Love and Truth and we live these values in school through our HEART habits of

H – Hard work	We show perseverance and sustain focus.
E – Empathy	We are kind, joyful, generous, value friendship and celebrate diversity.
A – Adaptability	We adjust to difficult situations, are open minded, discerning and take calculated risks.
R – Responsibility	We act justly and strive to uphold truth and lead by example.
T – Thoughtfulness	We are creative, reflective, attentive, show gratitude, hear others and disagree well.

Our unique approach to education fosters a love of life and of learning, while growing the academic curiosity and spiritual wellbeing of each individual girl so that they can look beyond themselves and enter adulthood aspiring to be more and to give more, not just to have more. We warmly welcome girls, and staff, of all Christian denominations and other faith and secular backgrounds to join our thriving community.

The school recently celebrated its 125<sup>th</sup> anniversary, and building on our 400-year tradition, St Mary's School, Cambridge belongs to an international network of approximately two hundred Mary Ward schools.

## A Love for Learning at St Mary's

At our school, our values — freedom, joy, justice, love and truth — shape a respectful, inclusive and engaging learning environment where every student can be herself and achieve her best. We nurture curiosity, ambition and a genuine love of learning, inspiring students to pursue academic excellence with confidence and purpose.

Through expert teaching, a challenging curriculum and personalised support, we empower each pupil to embrace opportunities, overcome challenges and fulfil her potential. Our commitment is not only to outstanding results, but also to developing independent, reflective and critical thinkers who are ready to thrive at university and beyond with adaptability, creativity and determination.

As a learning community, we are proud to be continuously refining and enhancing our practice, and we welcome applications from colleagues who share our ambition, curiosity and dedication to high-quality, research-informed teaching.

## Digital St Mary's

St Mary's is a digital school. The goals of the School are supported through

- developing a community of staff and students which learns in, responds to and engages with an ever-changing digital world;
- preparing students for their future by giving them the confidence to work in a digital environment;
- establishing creative teaching and learning environments;
- employing teaching staff who are trained and supported to be technologically and digitally skilled.

All members of St Mary's work digitally using Microsoft 365 as a platform. All students in the Senior School and Sixth Form have access to an individual device (Microsoft Surface Pro) which are used extensively in lessons and for home learning.

## **Job Description: ART TECHNICIAN**

<b>Reporting to:</b>	Head of Art & Design
<b>Hours of Work:</b>	Full-time (Term-time only) For the right candidates there is a possibility of a job share
<b>Salary:</b>	£23,001.41 (FTE £30,326.40)
<b>Start Date:</b>	Tuesday 1 September 2026

## **Art Department: Department Summary**

To maintain the high standards which the Art & Design department have reached in recent years we wish to appoint a full-time (term-time only) Art Technician to continue to support the department. The school would consider part-time, as part of a job share.

Art and creativity are an integral part of life at the school. The Art Department has its own art centre, Number 47, which provides its students with a versatile and innovative space in which to work. The department offers opportunities to study fine art, printmaking, drawing, photography, ceramics and sculpture.

The Art Department has three full-time teachers (including the Head of Department) and one part-time teacher. Art & Design is a popular subject at St Mary's with many students opting to take the subject at GCSE and A level and consistently achieves excellent results. Many students continue to pursue Art & Design in higher education, gaining places at Norwich University of The Arts, Loughborough University, Leeds Art University, and Central St Martin's.

Student artwork is regularly entered for, and wins, local and national student art competitions. (Student work is exhibited throughout the department with an annual Exhibition and private view taking part in June. The showcasing of this work acts as promotion and a selling point for the school.)

If you have a dynamic and innovative approach to supporting the teaching of Art & Design, then we look forward to hearing from you.

Lyndsey Williams

Head of Art & Design

## **Art Technician: Job Description**

The Art Technician's primary responsibility is to support the teachers within the Art Department and contribute to the smooth and efficient running of both the curriculum and the department's extensive extra-curricular programme. The role includes preparing materials and resources, maintaining equipment and studio spaces, organising and displaying student artwork, supporting exhibitions and providing practical assistance to students across a wide range of artistic techniques and processes.

Working closely with the Art teachers, Head of Art & Design and other creative subject technicians, the successful candidate will;

### **Department & Studio Support**

- Prepare, maintain and organise classrooms, studio spaces and equipment.
- Monitor and replenish art materials and supplies as required.
- Organise storage and return of former students' artwork.
- Print, photocopy, laminate and photograph work as needed.
- Use and support departmental digital systems and software, including Microsoft Office and Adobe Creative Cloud.

### **Exhibitions, Displays & Promotion**

- Mount and display student artwork to a high standard across Studio 47 and the wider school.
- Support the organisation of exhibitions, art events and departmental showcases.
- Create promotional materials including posters, invitations and displays.
- Assist with updating the department's Instagram account and visual communications.

### **Student Support & Enrichment**

- Provide practical support during lessons, workshops and small group activities.
- Assist with art clubs, trips, outreach activities, open days and taster sessions.
- Support students in developing practical skills across a range of artistic disciplines.

### **Ordering & Administration**

- Order supplies and materials in a cost-effective manner.
- Support staff with registers for clubs and extra curricular activities.
- Support the monitoring and organisation of the departmental budget.

### **Health & Safety Responsibilities**

- Undertake all required school training including safeguarding, first aid, fire safety and ladder training.
- Maintain and update risk assessments and COSHH documentation.
- Supervise safe student use of specialist equipment and materials.
- Ensure kiln and workshop areas remain safe, organised and compliant with health and safety requirements.
- Manage the department's COSHH cupboard and safety signage.

## Technical Skills & Areas of Support

Training can be provided where required. However, we are looking for someone who has a strong foundation of existing skill knowledge but also an enthusiasm to learn or develop new skills.

Technical Skills	Essential Requirements	Desirable Skills / Experience
<b>Photography &amp; Digital Skills</b>	<ul style="list-style-type: none"> <li>• Basic ICT confidence (Office 365)</li> <li>• Experience with Adobe Creative Cloud programs</li> <li>• Basic knowledge of Digital SLR cameras.</li> </ul>	<ul style="list-style-type: none"> <li>• Experience using Photoshop to edit or create</li> <li>• Adobe illustrator experience</li> <li>• Managing social media/website (Instagram)</li> <li>• Studio equipment/Lighting for photography</li> <li>• Darkroom Photography processes</li> <li>• Cyanotype preparation</li> <li>• Cricut machine use</li> </ul>
<b>Printmaking</b>	<ul style="list-style-type: none"> <li>• Experience with basic mono printing process and materials</li> <li>• Knowledge of Lino Printing process and materials</li> <li>• Knowledge of Dry</li> </ul>	<ul style="list-style-type: none"> <li>• Experience with screen printing process and materials – including screen preparation.</li> <li>• Experience with Gelli printing</li> <li>• Experience with Collagraph</li> </ul>
<b>Ceramics &amp; 3D</b>	<ul style="list-style-type: none"> <li>• Basic hand building clay experience.</li> <li>• Basic workshop machinery and power tools</li> </ul>	<ul style="list-style-type: none"> <li>• Ceramics, glazing and kiln firing</li> <li>• Wheel throwing</li> <li>• Maquette making</li> <li>• Casting processes including alginate, plaster and resin</li> </ul>

## Benefits

At St Mary's you will enjoy an exceptional career and comprehensive benefits including a contributory pension scheme, 33% discount (pro rata for part-time staff) on school fees, BUPA cash plan, an occupational sickness scheme, free lunches and refreshments, a season ticket discount and much more.

## Equality, Diversity and Inclusion

St Mary's School is committed to ensuring equal opportunities in all aspects of employment and selects staff on merit irrespective of race, religion or belief, pregnancy and maternity, marital status, sex, sexuality/gender preference, disability or age. You are not obliged to complete the Equal Opportunities Form, but any information given will help us monitor the effectiveness of our policies and procedures.

If you have a disability, you are invited to request any special arrangements that you may require for interview or any adjustments that you would consider necessary to your working arrangements by contacting our Human Resources department ([hr@stmaryscambridge.co.uk](mailto:hr@stmaryscambridge.co.uk), 01223 353253).

## Process

Application is welcomed by completing the Application Form and Equal Opportunities Form which can be found on the Vacancies page of our website. This may be accompanied by a covering letter and a curriculum vitae. We are unable to accept applications supported by a CV alone.

Interviews will be conducted in person, and they will explore candidates' suitability to work with children. Candidates are required to bring with them the necessary ID documentation and any relevant qualification certificate(s), all of which must be originals. Further information of the interview format will be provided if you are shortlisted for interview.

If you have any question, please contact the HR Team by email: [hr@stmaryscambridge.co.uk](mailto:hr@stmaryscambridge.co.uk) or call: 01223 353253.

Closing date: 8.00am Wednesday 17 June 2026

Interview date: Tuesday 23 June 2026

We will review applications on receipt. Suitable candidates may be interviewed before the closing date, and we reserve the right to withdraw the position if an early appointment is made.

## Child Welfare and Child Protection Issues

The interview for this post will include exploring issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children and young people;
- ability to form and maintain appropriate relationships with children and young people;
- emotional resilience in working with challenging behaviours;
- attitudes to the use of authority and maintaining discipline.

Any relevant issues arising from the take up of references will be discussed at interview. The school is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an Enhanced Disclosure and Barring Check.



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