



LGS  
STONEYGATE

# Art Technician

Part-time / Term-time

To start between May 2024 and September 2024

# A message from the Principal

Many thanks for your interest in Leicester Grammar School Trust. I hope that the following introductory notes will give you an impression of our thriving and ambitious schools and will help you to decide whether or not to submit an application. You will gather from the Trust's remarkable history that it is an inspiring and vibrant place both to learn and to work, with a commitment to preparing young people for a lifetime of challenge and fulfilment. Staff share high expectations not only of what children can achieve but, above all, of who they can become – when enthused through dynamic teaching, provided with outstanding opportunities and supported through attentive pastoral care.

I hope you may wish to be part of this warm and happy community as it goes from strength to strength.

John Watson  
Headmaster of Leicester Grammar School and Principal of Leicester Grammar School Trust



# Leicester Grammar School Trust

Leicester Grammar School Trust (LGST) is a forward-thinking family of schools, underpinned by a strong sense of values. Its mission is to be an inspiring centre for co-educational excellence in academic and personal development, within a Christian ethos. We attract and encourage enthusiastic, dedicated and innovative teachers and support staff who all contribute to our pupils' progress and happiness.

At the heart of the Trust is Leicester Grammar School, founded in 1981 in response to the demise of the maintained grammar schools in the area. The Junior School was added in 1992, which broadened the educational offering of the Trust. The defining milestone in the Trust's development was the bold and inspired decision in the mid-2000s to move the two schools from the heart of Leicester to the edge of Great Glen, a rural village some seven miles to the south of the city. Since September 2008, the two schools have occupied a very attractive, 75-acre campus, which was officially opened by Queen Elizabeth II.

The acquisition of nearby Stoneygate School in 2016 has brought a third educational institution under the umbrella of the Trust, offering greater choice to parents in Leicestershire and surrounding areas who seek an independent education for their children. In September 2021, Stoneygate was relaunched as LGS Stoneygate, with its own unique ethos and identity within the Trust's family of schools.

Situated on the outskirts of one of the most multicultural cities in the UK, all three LGST schools are proud to draw children from city and country, and to welcome pupils and staff from a rich range of cultural and religious backgrounds.





# A message from the Head

LGS Stoneygate is a co-educational day school for pupils from the age of four to sixteen. In May 2016, it joined the Leicester Grammar School Trust's family of schools, a move which began an exciting new phase in the life of the school, with numbers increasing by over a third in the last five years to just over 200. Originally founded in 1856, it remains one of Leicestershire's most respected and well-regarded schools.

In addition to a robust academic curriculum, LGS Stoneygate is proud of its small class sizes, and forty acre campus that together offer a genuine space to learn and grow. Our close-knit community is one in which everyone is known as an individual, yet one where everyone plays their part to enable us to field successful sports teams, play together in orchestras and stage drama productions.

We aim to give each child a well-rounded education blending notable academic achievement with excellence in each child's individually-discovered talents. Our committed staff work together to support the learning of every child through our broad academic curriculum and by virtue of the provision of a wide range of co-curricular activities.

The school aims to empower, enthuse and inspire children in a happy, safe and caring environment and our core values (The 4Cs) inform all that we do:



Christina McCullough  
Headmistress

- **Caring** - We expect all staff and pupils to be caring and treat each other and our school with respect.
- **Creative** - We want all our pupils to be brave and imaginative to allow them to be creative in their work and play. This is enhanced by the inspirational teaching that constantly looks to evolve and develop.
- **Curious** - Curiosity offers endless learning, and we want our pupils to be lifelong learners who are confident to embrace new things and navigate uncharted waters.
- **Committed** - Together staff and pupils aspire to give of their best everyday which in turn will grow perseverance and resilience that can be taken forwards throughout life.

# Campus and Facilities

LGS Stoneygate is based on traditional values yet future focused. Our beautiful historic buildings stand alongside modern science and food technology labs, IT and sports facilities. We value books, art, technology, sport and performing arts; we embrace our unique culture built and refined over the last 165 years, yet successful at preparing pupils for the modern world. Within our glorious surroundings, we possess a deep and genuine commitment to provide a first-class education, one through which our pupils develop a passion for learning, a capacity for independent thought and an appreciation of academic rigor.



# The Post

This is an exciting time to join LGS Stoneygate. The school has been undergoing a period of expansion; our successful lower school combines with our distinctive offering of the senior school and the the school is growing in popularity.

We are looking for a proactive, reliable Art Technician with the ability to manage and prepare resources, ensure a safe and clean working environment and support pupils on occasion. You will be joining a passionate and dedicated team at LGS Stoneygate, supporting the art teacher to deliver high quality art education. Experience of working within the visual arts would be an advantage.

If you want to work in an inspiring, fully inclusive environment with pupils who want to succeed and a friendly, supportive staff, then we want to hear from you.

This is a part-time role, working flexibly during term time. It will be crucial that the successful candidate offer flexibility in order to support the timetabled curriculum and examination periods. This is a new post and we envisage the successful candidate working around 8 – 10 hours per week

We welcome applications from all sectors of the community as we aspire to attract staff who reflect the social and cultural diversity of our pupil intake. We consider the most important factors to be the right skills, abilities and aptitude for the role which will ultimately improve the well-being and education of the pupils. Applicants must have the right to work in the UK.





# Job Description

## Key Responsibilities

- Support the teacher by setting up and clearing away practical lessons.
- Clean and preserve equipment and materials in the classroom.
- Proficiently manage the storage of materials, equipment, and artwork.
- Assist with Art departmental displays and to assist with the mounting, preparation and installation of artwork around the school.
- Provide technical assistance to pupils during lessons.
- Prepare specialist materials and equipment for use in lessons.
- Stock checking and equipment for practical lessons and ordering as required under the direction of the teacher.
- Maintain appropriate health and safety standards for Art.
- Undertake training as required.

## Additional Duties

- Support the aims and objectives of the Leicester Grammar School Trust, in line with all school policies and as detailed in the employee handbook.
- Maintain personal resilience and well-being as a key to supporting others.
- Work within current safeguarding and schools' guidance and legislation.
- Use excellent organisational skills and interpersonal and communication skills to manage own workload and build relationships.



# Person Specification

## Essential Qualifications, Experience and Skills

- Experience of working to clearly defined rules and processes
- Ability to follow instructions, policies and procedures
- Ability to prioritise, make decisions and to use initiative.

## Desirable Qualifications, Experience and Skills

- Experience of working in a school environment
- Experience within the visual arts
- Demonstrate commitment to own professional development
- Able to demonstrate and promote positive values, attitudes and behaviour with young people
- Knowledge and experience of safeguarding children.

## Personal Qualities

- Possess excellent organisational and time management skills
- Ability to work efficiently and accurately with excellent attention to detail
- Have an enthusiastic and proactive approach
- Willingness to work flexibly according to the fluctuating demands of the role
- Ability to work independently and as part of a team
- Ability to work to deadlines
- Excellent interpersonal and communication skills
- Have a positive and enthusiastic outlook
- Be entirely trustworthy and appropriately discreet
- Ability to work as part of a team and collaboratively across the school

*Please note this job description outlines the main duties and responsibilities of the position and is designed for the benefit of both the post holder and Leicester Grammar School Trust in understanding the prime functions of the post. It should not be regarded as exclusive nor exhaustive as there may be other duties and requirements associated with and covered by the post.*





# Hours and benefits

Staff in our schools are well qualified and enthusiastic and have high expectations of themselves and their pupils. The Trust has a strong reputation for pastoral care and teaching staff are committed to co-curricular activities.

<b>Start Date</b>	Between May to September 2024
<b>Hours</b>	7 - 10 hours per week during term time (34 weeks)
<b>Salary</b>	£11.44 per hour (holiday pay will be paid on top of salary)
<b>Pension</b>	The Trust participates in Standard Life Pension, for support staff. If eligible, employer contributions equivalent to 6% of salary in return for contributions by the employee equivalent to 3% of salary
<b>Lunch</b>	School lunch is provided during term-time
<b>Education</b>	Fee remission for the children of our staff is available at all schools across the Trust
<b>Car Parking</b>	Free car parking is available at the school sites

Other benefits enjoyed by our staff include:

- Access to Medicare health plan
- Employee Assistance Programme, which provides 24 hour support for the employee and their immediate family members
- Cycle to Work scheme
- First class sports facilities, including gym and pool
- Rural walking trails around the School sites



# Application Details

Interested candidates are advised to apply early as we reserve the right to close this vacancy earlier than the specified deadline, if a suitable candidate is found.

The closing date for applications is **15 April 2024**. Interviews are currently planned for the following week.

Please note that tours of the school form part of the interview for short-listed candidates. Also, references will be obtained prior to interview.

Leicester Grammar School Trust is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. Applicants must undergo safer recruitment checks, including checks with past employers, on-line searches and the Disclosure and Barring Service (DBS). This role involves engaging in regulated activity relevant to children, it is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children.

This role is exempt from the Rehabilitation of Offenders Act 1974 and the Trust is therefore permitted to ask you to declare all convictions and cautions (including those which would normally be considered "spent") in order to assess your suitability to work with children.

If you are successful in being shortlisted for this role, you will be required to provide information about your suitability to work with children by completing a self-declaration form. In this form you will be required to provide details of all spent and unspent convictions and cautions. However, you will not have to disclose a caution or conviction for an offence committed in the United Kingdom if it has been filtered in accordance with the DBS filtering rules.

Please refer to the Data Privacy Notice and Annexes on the Policies page of the school's website for the Data Privacy Notice for individuals applying for work within Leicester Grammar School Trust (Annex 3).





# Equal Opportunities

Leicester Grammar School Trust is an equal opportunities employer and is committed to equality of opportunity for all staff. The Trust takes very seriously its duty to safeguard children, to remove discrimination, to advance equality of opportunity and to foster positive and caring relationships, by integrating safety and equality into each school's core priorities and functions.

We welcome applications from all sectors of the community as we aspire to attract staff who reflect the social and cultural diversity of our pupils. We consider the most important factor to be the right skills, abilities and aptitude for the job which will ultimately improve the education and well-being of our pupils. We also encourage applications from individuals at all stages of their career, and regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage / civil partnership.







LGS  
STONEYGATE

Independent Co-educational Day School for children aged 4-16  
Stoneygate School, London Road, Great Glen, Leicestershire LE8 9DJ  
0116 2592282 | [adminoffice@lgs-stoneygate.org.uk](mailto:adminoffice@lgs-stoneygate.org.uk) | [www.lgs-stoneygate.org.uk](http://www.lgs-stoneygate.org.uk)  
Stoneygate School forms part of the Leicester Grammar School Trust, a Company Limited by Guarantee and a Registered Charity in England and Wales.  
The Company Registration number is 1521751 and the Charity Registration number is 510809.