

stChris

A day and boarding school for boys and girls
aged 3 – 18. Asking interesting questions since 1915.

**A dynamic and
rewarding place
to work.**

Art Technician

Part time 15 hours per week, Term Time

Apply by 9.00 am on
Monday, 9 November 2026

Hello! Thank you for taking an interest in our Art Technician role. Here at St Chris, we embrace the challenges of the modern world which necessitates the asking of interesting questions.

This job pack contains more details about what this position involves, personal specifications and total reward.



Art Technician

Salary

Point 21 - 26 of the Professional Services Scale FTE £24,731 - £28,732.

Actual salary £8,020 - £9,318. Salary is dependent on skills and experience.

Contract

Part-time, 15 hours per week

Term time, 36 weeks per annum

Location

On-site, Letchworth Garden City
Hertfordshire

Purpose of the Role

To work as part of the Art Department, supporting the Head of Department and Senior Technician and supporting pupils to develop a high level of practical skills across a wide range of media.

Line Management Responsibility

This role will have no line management responsibility and will report to the Head of Art.

Life at stChris

St Chris is an independent day and boarding school for girls and boys aged 3 to 18 located in Letchworth Garden City, Hertfordshire. Our School was established in 1915 and, since then, has been working to do things differently if, and only if, it makes things better for our students.

There are currently around 500 pupils on roll and 200 staff.

St Chris seeks to be a continuously developing community of children and adults working together to enable everyone to achieve their best. All are valued as individuals and encouraged to develop curiosity, competence, judgement, kindness and courage. St Chris seeks to prepare pupils for happy and fulfilled lives in the service of others.

We treat young people as individuals, encouraging them to develop into capable, imaginative, responsible people with a zest for life.



I love that students feel able to bring their authentic selves, interests and passions to school; it makes me smile.

Amelia
Attendance & Safeguarding Officer

What will the Art Technician do?

Here's an overview of the Art technician's responsibilities and how they will be involved in the day-to-day running of the school.

Key accountabilities and responsibilities of the role:

- Organisation, preparation and monitoring of materials and specialist supplies.
- Maintaining, tidying and cleaning of equipment and studio spaces.
- Assisting with the storage, handling and safe movement of student work.
- Supporting the mounting of displays, exhibitions, and moderation shows, liaising with the Senior Technician and Head of Department.
- Providing digital/media support, including:
 - Use of Adobe Creative Suite (e.g. Photoshop, Illustrator, InDesign, Premiere Pro).
 - Video editing, photography, and digital documentation of student work and events.
- Supporting pupils and staff with digital skills where appropriate.
- General support of art staff in the day-to-day running of the department, including occasional in-class support, booking trips and liaising with galleries.
- Assisting with school and community projects such as the Recycled Fashion Show, including liaison with community partners and helping to promote events through digital media.
- Adherence to St Chris policies and procedures, including safeguarding, equality, diversity, inclusion, and health and safety.
- Other duties commensurate with the role

Additional duties

Demonstrate a continual commitment to safeguarding and promoting the welfare of children and young people

- To uphold St Chris policies to protect and safeguard pupils in order to secure their health, safety and wellbeing
- Demonstrate a continual commitment to the promotion of equity, inclusion and diversity initiatives and the sharing of best practice in line with St Chris Equal Opportunities policy and procedures
- Ensure the highest degree of confidentiality and data protection of all material

This job description is not contractual or exhaustive but reflects the type and range of tasks, responsibilities and outcomes associated with the role. The post holder will be expected to also complete any tasks, as requested by their manager.



Continued on following page. →



stChris

Person Specification

Qualifications, training and experience

- Degree or qualification in an art or design-related subject (recent graduates encouraged to apply).
- Digital fluency, with confidence in Adobe Creative Suite (especially Photoshop, InDesign, Illustrator, Premiere Pro) and video editing software.
- Experience of working in a practical/art environment with good organisational skills.
- Experience supporting exhibitions, events or community arts projects.
- Experience of digital photography, sound editing, or social media for arts promotion.
- Knowledge of health and safety issues including COSHH, or willingness to learn.

Skills and abilities

- Flexible, adaptable and proactive approach.
- Enthusiasm for working with young people and supporting their creative development.
- Strong interpersonal and communication skills.
- Team player who can also work independently.
- Focused on providing a consistently high standard of customer service.
- Open to giving and receiving positive and developmental feedback.
- Good knowledge of health and safety in the workplace, data protection principles and equal opportunities.
- St Chris is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment.

Benefits of Working at St Chris

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There's a passion for learning and a real sense of belonging here.

Connor, Drama Teacher



Welcome to St Chris

Schools are - in truth - nothing more than a collection of people working together, and it is on that understanding that all the incredible things achieved at St Chris come to be. So, 'Hello'; and we mean that.

St Chris is a lot of things, all at the same time.

St Chris is an independent school for boys and girls aged 3-18.

St Chris is a community of young people from across the local area, the country, and the world.

St Chris is something unmistakably different from the moment you arrive.

St Chris is an outstanding, modern school with an important, progressive heritage.

1

Pension Scheme

Competitive pension scheme with 8% employer contribution plus an additional up to 4% personal sacrifice matched.

2

Westfield Health Plan

Complimentary opt-in Level 1 Westfield Health Plan with the option to scale up your plan with salary sacrifice.

3

Free Lunch

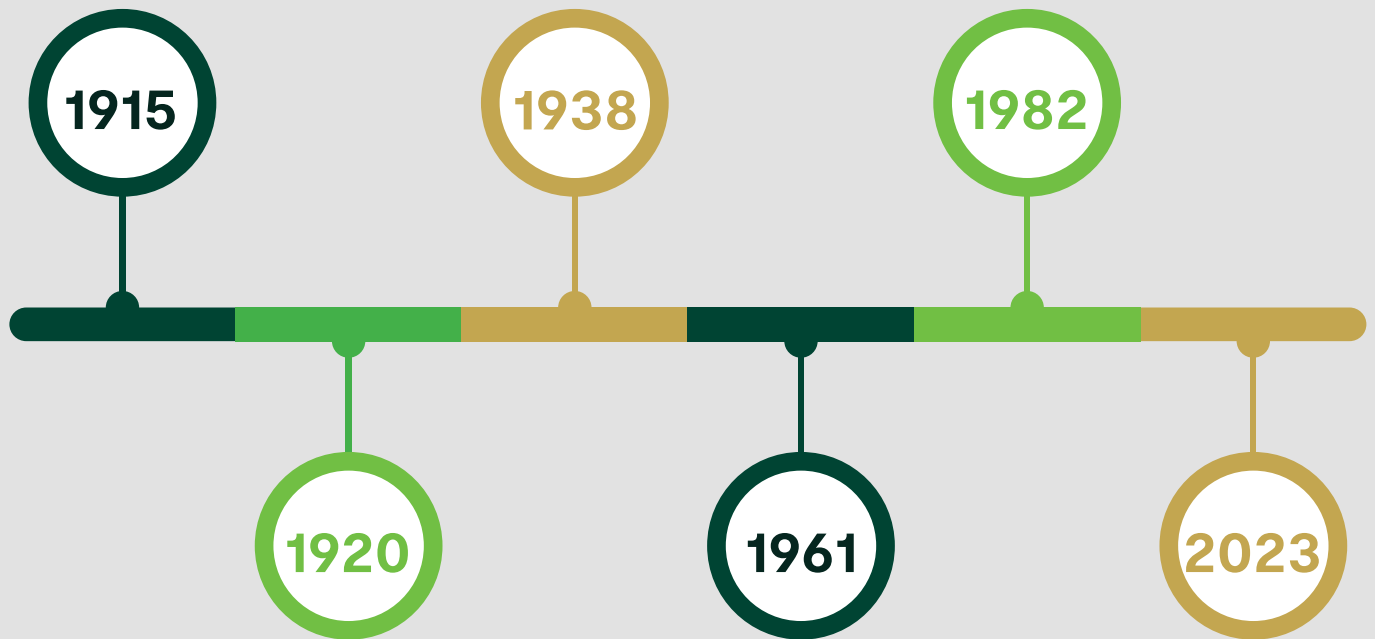
As part of a non-contractual agreement. Free vegetarian lunches are provided to staff during term time.

4

Facilities

Access to the school's on-site swimming pool and gym.

A Brief History of St Chris



St. Chris Established

St Christopher School (then known as the 'Garden City Theosophical School') was established in 1915 by headmaster, Dr. Armstrong Smith, ready for a new style of education.

Initial Meeting of the School Council

The Council consisted of 32 students and staff and met on a fortnightly basis to discuss and legislate on school matters. From December 1920, decisions made by the Council were later ratified by a meeting of the whole school.

Abolishing Uniform

Following a protest in the school magazine, the School Council discusses abolishing school uniforms for boys. The motion is, eventually, passed but no action is taken. During the war, clothing rationing and difficulties for parents meant that uniform was relaxed in 1938.

Swimming Pool Built

Parents contribute an initial £600 towards building the school swimming pool and pupils aim to raise £1000 themselves in 1961. The community pulls together to remove topsoil, excavate and build the pool. By 1968, the pool and changing rooms were completed.

Theatre and Sports Hall Open

A drama festival of eight plays marks the opening in 1982. Over the next decade, the enthusiasm of pupils allowed an average of five school productions each year, ranging from *Twelfth Night* and *Three Sisters* to *Blood Wedding* and *Accrington Paris*.

Present Day

Today, St Chris is a vibrant, thriving community working together. We believe in the benefits of an informal approach underpinned by the belief that all voices, from the youngest member of the nursery to the chair of governors, should be listened to and treated respectfully.



Let's work together.

Piqued your interest? We thought so.

At St Chris, we do things differently to benefit our young people and community. Looking for a new challenge? Looking to have an impact? Searching for a job that gets you thinking?

Apply for this role at www.stchris.co.uk/vacancies.

How to apply

To apply, please complete an application form (we do not accept CVs as an educational institution) and submit this, together with a covering letter to the People team at hr@stchris.co.uk.

Please also complete the Equal Opportunities Monitoring form which will be immediately detached from your application.

St Chris is committed to safeguarding and promoting the welfare of children. Applicants will be subject to child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

St Chris is fully committed to equality of opportunity and diversity and we warmly welcome applicants from all suitably-qualified candidates. We welcome applications regardless of race, colour, nationality, ethnic or national origins, religion or belief, sex, sexual orientation, gender reassignment, marital or civil partner status, pregnancy or maternity, disability or age.

The closing date for applications for this role is 9.00 am on Monday 9 November 2026. Interviews will take place on Thursday, 12 November 2026.