

# JOB PROFILE

## ART & PHOTOGRAPHY ASSISTANT

To start: September 2025



Luckley  
HOUSE SCHOOL



# ART & PHOTOGRAPHY ASSISTANT

## OVERVIEW

We are looking to appoint an enthusiastic and dedicated Art & Photography Assistant to provide both practical and administrative support to the Art & Photography Department.

You will possess relevant practical experience in Art & Photography that you will put to use in supporting the Head of Department in the delivery of art provisions and support staff in lessons by working one to one with specific students at KS4 & KS5.

The Art & Photography Department is well resourced, consisting of three main teaching studios, one of which houses a specialist printing area, complete with printing press and a large kiln, and a dedicated Sixth Form studio. Additional areas include a fully functioning dark room and a department office. We also have a picture hanging system in place around the School to showcase students' work all year round.

The Department is devoted to developing and nurturing creative students with independent working and critical thinking skills. We employ a holistic approach to the development of our students with excellent teaching and learning and an emphasis on positive working relationships at the heart of everything that we do.

## TERMS & CONDITIONS

Start: September 2025

Hours of work:

One day a week (7 hours)  
08:30 - 16:30 (hour unpaid for lunch)  
Term time only plus INSET days.

Salary: £3,866 per annum (£23,573 FTE)

## NON-CONTRACTUAL BENEFITS

- School's Pension scheme as well as a death in service benefit
- Staff discount on basic tuition fees subject to the member of staff's child(ren) meeting the entrance requirements
- Staff carpark
- Employee Assistance Programme (EAP)
- Free lunches during term time
- Use of the school gym.

**Closing date: Friday 25 April 2025 (noon)**

(We reserve the right to interview and appoint before the closing date.)



# JOB DESCRIPTION

**Job Title:** Art & Photography Assistant

**Job Purpose:** To provide administrative and practical support to the Art & Photography Department.

**Accountability:** To the Head of Art & Photography

## Main Duties

### Key responsibilities

1. To maintain stock levels of equipment and materials in the Art and Photography Department by making orders and liaising with staff and suppliers.
2. To check incoming deliveries, to unpack and distribute as necessary.
3. To manage the storage of materials, equipment and artwork safely and efficiently.
4. To prepare materials and equipment for use in lessons, enrichment activities and clubs as needed.
5. To assist with the documentation of pupils' work and to distribute work back to pupils after moderation and at the end of terms where required.
6. To assist with firing, glazing, recycling, mixing glazes and slips as well as packing and firing the kiln.
7. To help maintain the tidiness of the Art and Photography Department environment.
8. To provide technical support for developing and printing in the darkroom.
9. To ensure the darkroom is operational and clean at all times and organise chemicals and cleaning of darkroom and cameras.
10. To assist with the preparation, mounting and installation of artwork in the Department and around the School.
11. To assist with mounting and display of GCSE and A Level Art, Photography and Graphics work for moderation and assist with the set up and take down of the Summer Exhibition.
12. To assist with the display of subject specific language and exam assessment criteria in order to develop vocabulary and inspire students.
13. To help with the organisation of materials and equipment for cover lessons in the event of teacher absence.
14. To accompany staff and students on school trips when necessary.
15. To assist with the organisation of competitions.
16. To support staff in lesson by working one-to-one with specific students at KS4 and KS5.
17. To help to ensure that health and safety requirements are met.
18. Manual handling/lifting

# PERSON SPECIFICATION

	ESSENTIAL	DESIRABLE
<b>BACKGROUND/EXPERIENCE</b>		
Relevant practical experience in art and photography.	✓	
Experience of handling photographic chemicals and working in a photographic darkroom		✓
Prior experience of working in schools.		✓
<b>SKILLS</b>		
Excellent communication skills in order to communicate effectively with staff and young people.	✓	
Excellent time management skills in order to meet deadlines.	✓	
Excellent computer skills in Word and Excel. Knowledge of Adobe Photoshop and Illustrator an added advantage	✓	
Excellent organisational skills to ensure the Art and Photography Department is well-organised to ensure the safe storage of supplies	✓	
<b>PERSONAL QUALITIES/DISPOSITION</b>		
The ability and willingness to support colleagues and work as part of a team.	✓	
A flexible approach to work to meet the changing demands of the role.	✓	
The ability to use own initiative in undertaking a task.	✓	
Good sense of humour with 'can do' problem-solving approach	✓	
<b>QUALIFICATIONS</b>		
Relevant qualification in an art related subject.		✓
<b>OTHER</b>		
A commitment to safeguarding and promoting the welfare of children and young people.	✓	
A strong commitment to the principles of equality, diversity, and inclusion.	✓	
Empathy with the Christian ethos of the School.	✓	

## HOW TO APPLY

For further details, please contact HR on 0118 974 3207 or 0118 974 3223 or via email [Recruitment@luckleyhouseschool.org](mailto:Recruitment@luckleyhouseschool.org)

An application form is available on the School's website ([www.luckleyhouseschool.org](http://www.luckleyhouseschool.org))

**Closing date: Friday 25 April 2025 (noon)**

We reserve the right to interview and appoint before the closing date.