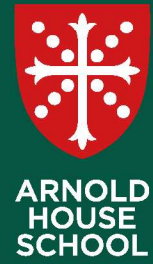


Art Assistant



APPLICATION PACK

THE ROLE	Art Assistant
START DATE	September 2025
REPORTING TO	Head of Art & Design
PACKAGE	Competitive salary and pension



WELCOME TO ARNOLD HOUSE

Dear Applicant

Thank you for your interest in the role of Art Assistant at Arnold House.

The School was founded in 1905 in St John's Wood. It is an independent preparatory school for boys from 3 to 13, and a member of IAPS (the Independent Association of Preparatory Schools). In 2021 we opened an Early Years department a short walk away at Marlborough Place. We now have 370 boys on roll across 10 year groups. Each year group is split into two forms.

A thriving school, Arnold House aims to provide an education of breadth and excellence and to serve the boys' best

interests across the ability range. We aim to do so in a supportive, purposeful and stimulating environment, to provide a foundation for the boys' development within a generous Christian ethos, to help them mature into well-rounded individuals by developing their enjoyment of music, the arts and sport, and to promote good citizenship through the virtues of courtesy and industry. The cultural identity of the school is diverse and enriched with an array of backgrounds being represented throughout.

The School values a supportive family ethos and operates in a relaxed, though structured manner, ensuring that all

boys are cherished and achievements recognised and rewarded. Academically sights are set high with the object being for each boy to develop his talents.

As a registered charitable trust, Arnold House is overseen and supported by an experienced Governing Body.

Arnold House underwent an Educational Quality Inspection in November 2022, in which it was reported that both the quality of pupils' academic and other achievements and the quality of pupils' personal development is excellent.

Reports can be downloaded from: www.arnoldhouse.co.uk/isi-inspection-reports

THE ART & DESIGN DEPARTMENT AND THE ROLE

The Art & Design Department

The Art & Design department at Arnold House seeks primarily to develop a love of creativity among the boys. Each year group from Year 2 has a double Art & Design lesson once a week in the specialist art room, delivered by the Head of Art and supported by the Art Assistant.

Boys are taught a broad based syllabus covering aspects of art, craft and design, working in two and three dimensions. Boys will work from first-hand observation as well as responding to the work of both traditional and contemporary artists and designers.

Over the year many practising artists visit the School to run sessions with the boys.

As well as learning to use a wide range of materials, techniques and processes, boys learn to engage, explore, question, refine and modify their practice as well as evaluating the work of their peers.

In addition to formal Art & Design lessons, there are a number of popular art and craft related activities which boys can sign up to on a voluntary basis.

Summary of the Role

We are seeking a proactive and highly organised Art Assistant to support the Head of Art in our dynamic and forward-thinking Art Department. This is a fast-paced role that requires adaptability, initiative, and a passion for the creative arts. The ideal candidate will be a self-starter, capable of seamlessly switching between tasks to ensure the



smooth running of the department. Please see the next page for a detailed job description.

There is a bespoke and well-equipped art room, which benefits from plenty of natural light and boasts its own kiln. The boys are highly motivated and enthusiastic.

Arnold House offers excellent benefits including a competitive salary, access to our contributory pension scheme, free lunches during term time, access to the cycle to work scheme and a good proportion of non-contact time.

Generous benefits reflect the fact that staff 'go the extra mile' in a school such as ours by contributing to sports, drama productions, trips, clubs and other activities. All teaching staff take a share in supervisory duties and enjoy the benefit of a number of non-contact periods each week which they can use for preparation, etc.

Staff are appraised regularly and are encouraged to reflect on and develop their practice.

Arnold House is committed to promoting and protecting the mental and physical wellbeing of all our staff.

JOB DESCRIPTION

Arnold House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The Art Assistant is responsible for the following:

Key Responsibilities

- Classroom Support: Assist in the preparation of materials and resources for lessons, including ceramics, printmaking, and digital design.
- Provide support to the Head of Art during lessons and work with small groups or individual boys as required.
- Resource & Stock Management: Order and organise art supplies, ensuring materials are well-stocked and readily available. Maintain an orderly and inspiring workspace.
- Exhibitions & Displays: Assist in planning, curating, and setting up exhibitions of boys' work, both within the school and externally.
- Photography & Documentation: Photograph pupils' artwork and maintain an organised digital archive of creative projects for school records and promotional use.
- Liaison & Coordination: Communicate with visiting artists, coordinate workshops, and support the planning and delivery of special events such as art days and school trips.
- General Support: Help manage the art room environment, ensuring health and safety standards are met. Encourage boys in their creative journey by fostering an engaging and inspiring learning atmosphere.
- Being part of the duty rota, which will include the beginning and end of day routine and break and lunch times.
- Depending on experience and

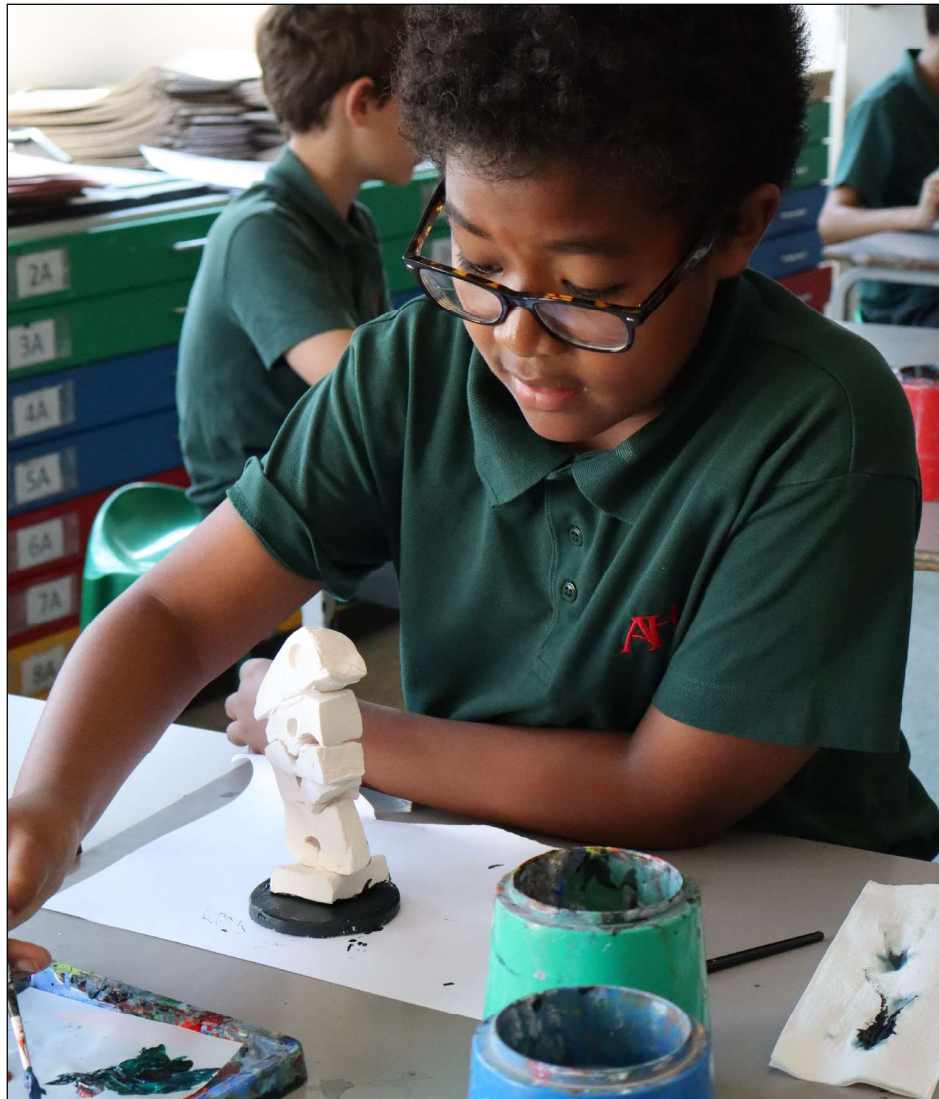
confidence, assist covering teacher when the Head of Art is absent, for example; initial demonstration and end of lesson plenary

- Proactively represent the Department at all relevant meetings, communicating the necessary information to colleagues
- Keep records of orders made and received, manage the budget for the department and liaise with the Finance Office where necessary
- Keep equipment in good working order and keep working areas clean and tidy

- Assist in lessons, if required; assisting pupils with the practical aspects of their work

Flexibility

- You may be occasionally required to undertake other reasonable duties.



PERSON SPECIFICATION

EXPERIENCE AND SKILLS	ESSENTIAL	DESIRABLE
Passionate about the visual arts and education	✓	
A highly organised multi-tasker with the ability to work efficiently under pressure	✓	
Strong communication and interpersonal skills, able to liaise with boys, staff and external visitors	✓	
Experience or interest in working with various artistic media	✓	
IT literate, with the ability to photograph, document and present boys' work effectively	✓	
Basic Microsoft Office skills (Word, Excel, PowerPoint)	✓	
A team player who is proactive, adaptable and willing to take initiative	✓	
Experience of working in an educational or creative environment		✓
Practical knowledge of different art materials and processes		✓
Experience in setting up exhibitions or working on creative events		✓
Basic knowledge of digital design tools (eg Adobe Photoshop, Illustrator or similar)		✓
Experience of working with ceramics, printmaking and digital design		✓
Willingness and enthusiasm for contributing to the wider life of the School	✓	

HOW TO APPLY

DEADLINE FOR APPLICATIONS: Monday 10th March 9am

START DATE: September 2025

Please read our Recruitment, Selection and Disclosure Policy & Procedure, download and complete an application form, and send a covering letter to recruitment@arnoldhouse.co.uk explaining why you feel you are suitable for the role.

In the case of any queries, please contact: Frances Peel Yates, HR Manager on 020 7266 6998.

Arnold House School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). The role will include regulated activity and is exempt from the Rehabilitation of Offenders Act 1974.

Arnold House will conduct online searches for shortlisted candidates. This check will be undertaken based on the requirements set out in Keeping Children Safe in Education 2024. The check will help us to ensure safe and robust checks on the suitability of individuals to work within our School.

