

**Graduate Art
Technician**
(Fixed Term)
JOB
INFORMATION



RGS
NEWCASTLE

Graduate Art Technician

Newcastle upon Tyne Royal Grammar School

Fixed Term for 1 year from 01st September 2026 until 31st August 2027



THE POSITION

We have an exciting and unique opportunity for a creative individual to join our Art Department at RGS. The role of Graduate Art technician at our Senior School's Art Department offers an exciting opportunity to immerse oneself in a dynamic educational environment dedicated to nurturing creative talent. As a recent art graduate, someone considering art education as a career, or an individual with experience in art education seeking to facilitate another career, this will give you a chance to put yourself to the test and work in a high-performing academic environment.

The Art Department welcomes students from every year group and offers an inspiring range of facilities and resources, all designed to deliver a truly comprehensive artistic experience. With a focus on Fine Art as a gateway to various visual disciplines, including architecture, design, and fashion, the department equips students with diverse skills and techniques essential for future pursuits in creative professions.



Job Description: Graduate Art Technician
Closing Date: 9.00am Monday 20th April 2026
Contact: Graham Mason (Head of Art) g.mason@rgs.newcastle.sch.uk



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As a Graduate Art Technician, you'll play a pivotal role in supporting the department's five-member staff by facilitating the setup of studios, tools, and equipment, ensuring resources are readily available, and offering one-to-one demonstrations of equipment and techniques. Your involvement in classroom activities will not only enhance the learning experience for students but also contribute to the smooth functioning of art lessons.

Moreover, the opportunity to work in our inspiring studio spaces, equipped with cutting-edge technologies ranging from traditional printing techniques to digital design software, provides an enriching environment for personal and professional growth.

While prior experience in a similar environment is advantageous, the only prerequisite is a clear dedication to working with young people in an educational setting is paramount. Proficiency in IT, including essential applications like Photoshop and Excel, coupled with a strong understanding of health and safety protocols, particularly concerning young learners, are essential attributes for success in this role.

In essence, joining our Art Department as a Graduate Art Technician offers a rewarding opportunity to contribute to the development of aspiring artists and academic students while gaining valuable experience in a vibrant educational setting. If you are passionate about fostering creativity and supporting the next generation of artistic talent, we encourage you to apply and become an integral part of our dynamic team.



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THE SCHOOL

In 1525, the Mayor of Newcastle, Thomas Horsley, wrote his will, in which he generously gifted his estate to fund a grammar school. Five centuries later, Horsley's vision lives on in the Royal Grammar School, Newcastle's corridors and classrooms, and his philanthropic spirit drives the RGS's commitment to education.

Few schools can claim a 500-year history. Over the years, the RGS, has continued to flourish as the premier independent school in the North East of England and as one of the country's leading schools - consistently topping the regional table for academic excellence.

Today, RGS is a fully co-educational school with over 1,300 students aged 7-18 (Years 3 to 13). Its academically selective places are highly sought after. The school has more than 250 students in the Junior School, which shares the same outstanding site as the Senior School. Its Sixth Form is one of the largest in the independent sector, with more than 340 students.

While RGS prides itself on academic excellence, the school is also known for its emphasis on a holistic education. The school's 'There's More to Life' approach informs its holistic education, which is central to students' success, health and happiness.

RGS is based in the heart of Newcastle, immediately opposite Jesmond Metro station. The school occupies over 30 acres of land and has state-of-the-art facilities, including five brand new art studios, a new library, a modern Sixth Form Centre, a 25m swimming pool, two Sports Halls, a Performing Arts Centre, outdoor football/rugby pitches at Mooracres, an artificial turf pitch for hockey and the former County Cricket Ground.



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Academic Success

RGS is a special place, known and respected throughout the whole country as well as the North East. It's a place where aspirations are high, results are outstanding, and opportunities are endless. Our students go on to study highly selective courses at the most sought-after universities but also leave the school realising that life outside the classroom has been equally beneficial.

In 2023, RGS was named 'Independent School of the Year' overall in The Telegraph Group's national awards. Most recently, the school was again named North East Independent Secondary School of the Year for Academic Excellence 2025 by The Sunday Times' Parent Power Schools Guide.

Academically, the school is highly selective. Students are assessed for entry at the key entry points (Y3, Y5, Y7, and a handful at Y9, plus Sixth Form). The biggest entry points are Y3 (60 students), Y7 (c.75 students) and Y12 (c.45 students). Beyond the academics, in Junior School (Y3-6), entry is assessed through activity days, whilst at Y7, students are assessed through online tests and an interaction day. Sixth Form entry is through interview only.

Students sit baseline tests in Y7, Y10, and Y12 – the average GLA CAT score for both the current Y7 and Y12 is 117. We have several students who have the assistance of our dedicated Learning Support Team, which works across Junior and Senior School.





Co-curricular Activities

At RGS, students can choose from over 170 co-curricular activities, ranging from music, drama, and sports to unique options like e-sports and knitting. All students are encouraged to discover what excites and inspires them.

Sport is also a central part of life at RGS, with students actively participating in a variety of activities including hockey, cricket, and basketball, from early morning until late afternoon. RGS views sport as a fundamental vehicle for students to develop lifelong skills, character, resilience – and, above all, a love for daily movement.

While it may seem tricky to balance schoolwork with so many exciting co-curricular and sporting activities, RGS has found that students actively engaged outside the classroom often perform even better academically. Both programs are designed to help students develop essential life skills, from self-awareness to decision-making and self-organisation.



Pastoral Care

We understand that all of our students are unique and different, and we strive to treat them as individuals, aiming to tailor our care to meet their needs.

That is why pastoral care is another critical cornerstone of RGS's holistic approach. Student well-being is embedded throughout school life, from a dedicated Form Teacher and an allocated Tutor to easy access to the school Medical Team and counsellors who work together to help students reach their full potential.



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THE ART DEPARTMENT

The people are the success of this department; this is a social yet demanding professional environment. With a team of 4 enthusiastic and exceptional staff all with diverse specialisms and areas of experience and expertise. The art@rgs department is busy, collaborative, exciting and inspirational as a place to work for a creative teaching professional. The department is housed in an impressive collection of spaces, these comprise 5 adaptable studio spaces, a darkroom, a wet print and processes studio and varied gallery spaces around the school building.



Join our dynamic and aspirational learning and teaching environment and a thriving, supportive community, where teachers are encouraged to innovate, and students strive to push boundaries and achieve their personal best. Students at RGS are respectful, highly motivated and rightly ambitious. Whilst we are proud of our excellent academic reputation, it is our pastoral care, broad range of enrichment opportunities (many led by students) service and community links, which set us apart. Visitors to art@rgs regularly comment on the friendly atmosphere and positive energy of all who learn and work here.

Our approach to teaching and learning is appealing to our community – encouraging imagination, sensitivity, conceptual thinking, powers of observation and analytical abilities in practical contexts leading to a fuller understanding of the part played by the Arts in the history of human development.

In all cases we direct and support student work in accordance with personal motivations and enthusiasms. The learning is not dictated. Deadlines are generous and ambitious work is encouraged within a Sixth Form studio. An enviable range of techniques and processes are available, and it is possible to offer a bespoke programme for each pupil. Imagination, creativity, lateral thinking and expressive activities are all prized assets of the artist. These skills are developed and encouraged through an intellectually demanding programme.

As a department we offer complementary studies to the Sixth Form curriculum in anatomy and photography with the potential for further contributions open to new perspectives. These complimentary course sessions underpin our ambitions to make great art.

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MAIN DUTIES AND RESPONSIBILITIES

- Lead in management and maintenance of all studios and their equipment.
- Lead in adapting studio spaces to suit lessons.
- Lead in clearing studios with teachers at end of lessons when requested.
- Lead in demonstrations / practicals / workshops.
- Lead on laser cutting / screen printing / 3D printing workflow requests.
- Manage all loans of technical digital equipment.
- Maintain storerooms across studio spaces:
 - Keep studios and specialist areas clean and tidy.
 - Implement + resource effective health and safety protocols for use of spaces + hazardous materials within it.
 - Lead in the distribution of studio materials dependent on student requirement.





- Organise stocks of 3D materials + equipment (including clay, glaze, resin, plaster and wood) and replenish if required.
- Manage and maintain storage of digital photography and film files and folders.
- Induct students into the safe use of the practical spaces and hazardous materials within them.
- Manage and organise use of the Dark Room including practical demonstrations of technical processes and maintenance of chemicals, photographic paper, silk screens and emulsions.
- Supporting teachers / exam staff in the preparation and setting up of practical examinations / assessments: maintaining confidentiality as required.
- Support for the department during events. This will include basic construction for exhibitions and displays for events, our Open Evening, and end-of-year exhibition.
- Helping students outside of their class time with technical processes and equipment, as directed by staff.
- Undertaking in-house training, as required, to help support technical provision.
- Actively participating in upholding high standards of health and safety in the department in accordance with school policy. Work with the other technicians to maintain records of health and safety checks and measures.





PERSON SPECIFICATION

The following person specification indicates those areas of skill and personal characteristics, qualifications, training and experience that we are looking for.

Qualifications and Training

- A degree in a subject relevant to the post.
- Courses of further study relevant to the post.

Experience

- Some experience of working with children and young people in a training, coaching or teaching capacity would be a significant advantage.

Skills

- Ability to inspire young people to develop a love of art.
- Ability to think originally and creatively and show initiative
- Commitment to high standards of teaching and learning
- Excellent organisational abilities
- High levels of IDT competency.

Personal Characteristics

- Ability to work in a fast-paced environment.
- Ability to communicate effectively with colleagues, students, and parents in a variety of ways
- Understanding of, and commitment to, equality, diversity and inclusion
- Understanding of, and commitment to, the ethos of the school as a community
- Tact, discretion and diplomacy
- A genuine liking of people and the ability to show warmth, good-humour, empathy and sensitivity.





LIVING IN THE NORTH EAST

Whilst the North East is beloved and popular with so many, we know that not everyone will have had first-hand experience of it, so this is a short introduction to a city and region which we love, and believe you will too. Newcastle is a medium-sized city with an historic centre and a vibrant life of its own. There's culture and arts in the form of the award-winning BALTIC Art Gallery and The Glass House, alongside several theatres that attract national touring productions. There's music from classical to club and we are home to the Royal Northern Sinfonia. There's also a growing food culture with some fantastic restaurants.

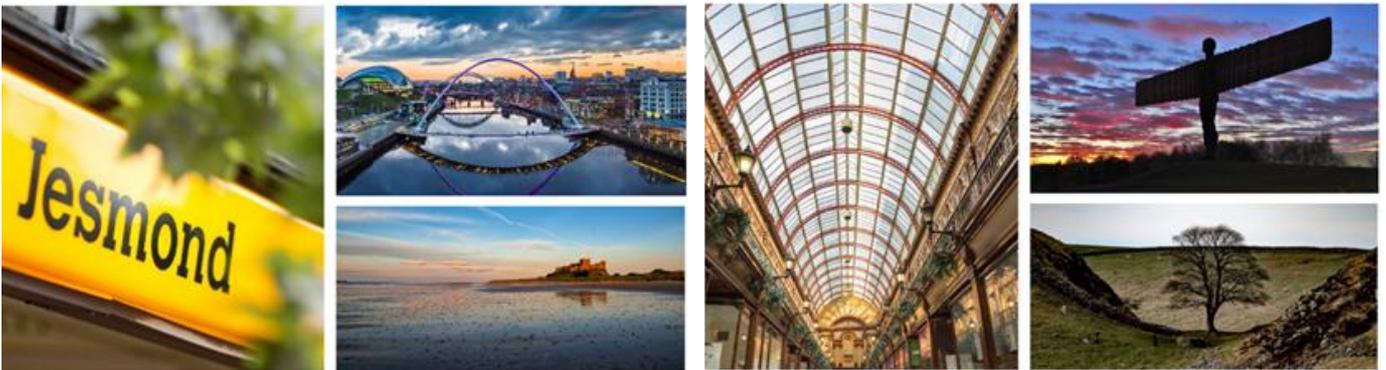
If you like sport then there's certainly no shortage of top-class entertainment: from Premier League football being played at St James' Park and EFL at the Stadium of Light to first class cricket at Durham (a mere half hour away), and great rugby at the Falcons, not to mention basketball and even ice hockey, and then there is the annual Great North Run. The North East has also produced some of the country's finest athletes in track and field and there are plenty of clubs to get involved with, most famously in Gateshead.

The coast and the hills are minutes away from the city centre. By car you can be in the middle of nowhere in 45 minutes, the Scottish Borders is only an hour away and the Lake District an hour and a half. The coast is served by the Metro (our version of the Tube), but some of the country's best beaches are up the road in Northumberland, less than 40 minutes by car. There's mountain biking, road cycling, climbing, and endless hill walks in stunning countryside. There are green spaces all over the city too, with plenty of parks for children and dogs alike to run around.

There are three local teaching hospitals, two universities in the city with another three close by. Some pioneering medical work goes on at the RVI, Great North Children's Hospital and the Freeman Hospital.

History abounds with more castles than you could count and sites of interest for almost every period of English (and border) history. Add that to a proud, independently minded, and very friendly local population and we have most things you could want.

There are excellent primary schools in the region and city as well as some good secondary schools too, but staff do get a discount at the RGS. There are also a number of good competitor independent schools as well.





MAIN TERMS AND CONDITIONS

- The role will start on 01st September 2026 pending completion of the candidate's safeguarding checks.
- The post will report to Graham Mason (Head of Art) and support colleagues across the Art Department.
- This is a full time, term time only and 1-year fixed term contract with the school until 31st August 2027.
- The Graduate Art Technician will also work an additional 5 days outside of term time to support the ongoing function of the Art Department. We anticipate that these additional 5 days will be worked as follows: 1 day per RGS school holiday in October half term, Christmas break, February half term, Easter break and May half term and exact dates will be agreed with the Head of Art.
- The successful candidate will also be expected to work on the annual safeguarding training day in September each year, which is compulsory for all staff (date varies each year).
- Other than the days outlined above, the Graduate Art Technician will not normally be required to work any additional staff training days. On occasion, the Head of Art may request the employee to attend, for example, if they consider the training to be relevant to their role in school.
- The successful candidate may also be required to work limited special events e.g., RGS Day/RGS Festival and Open Day, with advance notice being given by the school.
- The normal working hours will be 37.5 hours per week, Monday to Friday, 8.30am until 4.30pm (7.5 hours per day) with a 30-minute unpaid lunch break.
- The salary is expected to be c26k gross per annum (FTE), and c.21k pro rata for term time only + 5 additional working days.
- The employee will be entitled to normal school holidays (with the exception of the 5 additional days) and payment for pro rata holidays will be incorporated into the annual salary.
- RGS staff salaries are reviewed on 1st August each year.
- The employee will be required to comply with a range of RGS policies, in particular, those regarding Data protection, use of ICT facilities, Child Protection, Staff Code and Health and Safety, a copy of which will be made available.



WHAT WE OFFER



Working Environment

- A warm, ambitious and supportive staff community, unified by shared values and a passion for helping young people thrive.
- Opportunities to engage in rich co-curricular life of the school including 170 clubs, societies and creative opportunities.



Food & Facilities

- Outstanding facilities across 30 acres, including state-of-the-art art studios, a modern Sixth Form Centre, Performing Arts Centre and extensive sports facilities including a 25m pool.
- Free use of the gym, fitness suite and swimming pool at permitted times.
- Complimentary lunch during term time
- Access to our modern school library and extensive reading materials.



Health & Wellbeing

- Optional healthcare plan, including optical, dental, physio cover and telephone GP access.
- Onsite confidential counselling service.
- Access to the school medical team, including triage advice and free flu vaccinations.



Pension & Financial Benefits

- Support staff pension scheme (APTIS):
 - 6% employee contribution with a 10% employer contribution, or
 - 3% employee contribution with a 5% employer contribution.
 - Salary Exchange available (optional).
- Life assurance scheme (Aviva): 5× annual salary.
- Eligibility for the RGS Support Staff Sick Pay Scheme (after a qualifying period).
- Interest-free loan for corporate Metro travel pass (T&Cs apply).
- Bike to Work scheme (T&Cs apply).
- Enhanced maternity pay.



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Professional Development

- Opportunity for middle leaders and aspiring middle leaders to participate in a focused training programme.
- Access to 100+ free online training courses
- Regular safeguarding training
- Ongoing training and development opportunities, including internal/external training



Additional Benefits

- Concessionary school fees for eligible staff children (subject to entry requirements and availability)
- Free entry to school productions in the Miller Theatre (Performing Arts Centre)
- Easy city-centre access, directly opposite Jesmond Metro station—ideal for commuting.





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HOW TO APPLY

Candidates are strongly encouraged to read the Information for Applicants carefully before submitting an application.

If you have any questions about the role, please contact Graham Mason (Head of Art) in the first instance. For an informal conversation about the position, please call on 0191 281 5711 or via email at g.mason@rgs.newcastle.sch.uk.

Please visit www.rgs.newcastle.sch.uk/join-us/work-with-us to access our application form and further information.

To apply, please submit the following to jobs@rgs.newcastle.sch.uk by the closing date:

1. A covering letter
2. A fully completed RGS application form

Please note: The RGS application form must be completed in full, even if you also choose to attach a CV.

The closing date for this role is 9.00am Monday 20th April 2026

We will hope to make the appointment as soon as possible following interview, offering the post and gaining acceptance, so applicants should arrive for interview with a clear idea of what would be involved in moving to the area (if necessary) and working at the RGS.

Reasonable travel expenses will be considered to attend an interview if candidates live outside the local area. This is normally up to a maximum contribution of £100 on provision of receipts. If your expenses are significantly higher than £100 and an overnight stay is required, please note all expenses will need to be booked and approved in advance. If you plan to claim expenses, please contact the Head's Secretary, Sandra Ellis S.Ellis@rgs.newcastle.sch.uk in advance of your interview, who will talk you through the policy and advise on eligibility for reimbursement.

Safeguarding and Safer Recruitment

RGS Newcastle is committed to safeguarding children and promoting the welfare of children and young people and expects all staff, volunteers and those working in school to share this commitment. The school applies the Government's Keeping Children Safe in Education Safer Recruitment procedures to all candidates including appropriate pre-interview checks on shortlisted candidates and pre-employment checks pending any offer. More information regarding the checks can be found in our Information for Applicants [here](#), and '[Keeping Children Safe in Education](#)' (September 2025)

Equal Opportunities

We are looking to appoint staff from a wide variety of backgrounds. Not just because it is the right thing to do but because at the RGS we recognise that those different experiences provide fresh perspectives, opportunities to challenge existing beliefs and provide opportunities to act as excellent role models for our diverse student body. We are committed to creating an inclusive and diverse school culture and our staff are at the heart of this. We are proud to be an equal opportunities employer, and all qualified applicants will receive consideration for employment regardless of neurodivergence, age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

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We strive to achieve a diverse workforce, fully representative of our pluralistic society and the ethnic make-up of the student population in the UK. People of colour are under-represented on our staff team. We are keen to attract applicants from a diverse pool of candidates and determined to be a fully inclusive employer, and a great workplace for people of Black, Asian, and ethnic minority heritage as well as White heritage.

We encourage all candidates to complete an 'equal opportunities' form with your application. This will be sent directly to the HR team for monitoring purposes.

CONTACT DETAILS

Royal Grammar School, Eskdale Terrace, Newcastle upon Tyne, NE2 4DX

Tel: 0191 281 5711

General enquiries: communications@rgs.newcastle.sch.uk

www.rgs.newcastle.sch.uk



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