

Creative Arts Technician (Fashion)

Candidate Information



Principal's Welcome



(left to right)

- Kate Parsons, Assistant Principal
- Dan Hards, Principal
- Sagar Patel, Deputy Head
- Anna Mawson, Assistant Principal

- We firmly believe that Esher Sixth Form College offers an ideal environment in which students can embark on the next stage of their educational career and one in which they can be able to thrive academically and grow as an individual.
- We are committed not just to their academic success, but also in ensuring that they can develop the skills and qualities that will help them to prepare for the future. We have a strong track record in providing the appropriate support to allow our students to successfully progress to the next stage in their careers, whether that be higher education, an apprenticeship or employment.
- When you join us, you will become part of a community with over 2000 full-time students from more than 100 different schools, each following an individual study programme relevant to their needs and ambitions. You will find a friendly and vibrant atmosphere where positive relationships are always promoted.
- We enjoy excellent accommodation and facilities, including a highly sophisticated IT system and an attractive campus environment. Our teaching staff are specialists in post-16 education, both in their subject areas and in the support they provide through our tutorial system. We pride ourselves on a successful record in enabling students from all types of backgrounds to reach their full potential.

Our School



- Based in Thames Ditton, Surrey, we are specialists in educating 16-19 years olds and deliver outstanding results in 40+ A Level and vocational courses.
 - As well as being committed to academic success; we also believe our College community offers the ideal environment to help develop the life skills and qualities that individuals need to prepare for university, apprenticeships and employment.
 - “The students have exceptionally positive attitudes towards their education and that as a result learners are highly motivated, committed to their studies and thoroughly enjoy their time at Esher Sixth Form College.”
- Ofsted, September 2022





Esher
Sixth Form College

Entrance

CCTV in Operation



Role and Opportunity

The Role

- Fashion and Textiles is a creative and dynamic department with approximately 110 students taking A Level Fashion and Textiles. The technician will be an integral part of the team providing support to students and staff and helping with setting up and clearing practical lessons. The successful candidate might also be required to take on occasional duties in other areas of the Division if required. The College regards all staff as part of a larger team working together to achieve the general aim of providing high quality education.
- The Candidate will need to be practical, organised, PC literate and have excellent communication skills. They will also need to be happy working in a busy, creative environment, clearing up sewing, painting and screen printing materials as part of the role. An interest in fashion and textiles and a creative eye for detail are also desirable qualities.
- There is another technician within the department who works three days per week and will provide support and training. Close liaison and effective communication between the two technicians is essential to ensure continuity and the smooth running of the department.

Job Title: Creative Arts Technician
(Fashion)

Reports to: Head of Department

Salary

The salary will be £27,733 per annum pro rata, inclusive of fringe area allowance

Working Hours

This post is 13 hours x 39 weeks per year, term time only, on a Wednesday and Thursday. *The College year runs for a period of twelve months from 1st September to August 31st with the Autumn term often starting in the last week of August. Term time is 39 weeks. This role requires that the candidate works from 10-5pm on a Wednesday and 10-5pm on a Thursday. This will include a 30 minute unpaid lunch break on each day worked.*



Job Description (page 1 of 5)

Main Purpose

Our technicians play a vital role in supporting the delivery of high-quality teaching and learning across the Creative Arts Division. The role encompasses the preparation, organisation, and maintenance of specialist equipment, materials, and spaces; the provision of technical and practical support to staff and students; and the completion of administrative, safety, and operational duties. Technicians also contribute to department displays, events, and enrichment activities and play a key role in ensuring health and safety, inclusivity, and high standards of practice.



Job Description (page 2 of 5)

Equipment, Resources, and Work Space Management

- Prepare materials, equipment and set-ups for practical lessons, studio activities, demonstrations, assessments, and examinations as appropriate.
- Set up and carry out demonstrations of specialist processes to support teaching and learning.
- Organise, store, clean, and maintain all specialist equipment, materials and subject specific chemicals/batteries etc.in accordance with health and safety protocols.
- Carry out minor repairs, liaise with external suppliers or other technicians for more complex repairs and obtain repair quotes when needed.
- Maintain accurate inventories of equipment, tools and consumables.
- Ensure in the organisation and storage of equipment and materials across the workspaces including storage areas, studios, workshops and classrooms as appropriate.
- Ensure workspaces, including studios, workshops, classrooms, are tidy and organised as fitting a professional environment.
- Be responsible for equipment loans, chasing up of returns and studio/workspace bookings.
- Assist students/staff with software (where appropriate) and liaise with IT to resolve any software/hardware/networking issues.

Job Description (page 3 of 5)

Practical and Technical Support

- Demonstrate safe use of equipment, materials, spaces and software (as appropriate).
- Support students with technical processes, specialist processes and equipment use, which may include one-to-one or in small groups, including induction of students to new equipment and protocols.
- Provide technical support during internal assessments, coursework submissions, practical exams, and exam board set controlled assessments as required.
- In the absence of teaching staff, register and distribute pre-set work to students.
- On occasion, (as appropriate and fitting to skillset), provide support across the Division e.g. if a technician in another subject is absent during a pressured period.

Health, Safety, and Compliance

- In liaison with the Head of Department, ensure all activities comply with relevant health, safety, and safeguarding protocols.
- Carry out and maintain records of routine safety checks, and contribute to risk assessments and keep maintenance logs as appropriate to the subject.
- Manage safe and responsible disposal of items, liquids and electrical equipment (liaising with the Estates Team as required).
- Ensure classroom, studio and workshop spaces are safe, clean, and orderly (liaising with the Estates Manager and Health and Safety Officer as required). This might require the sourcing/creation of signage around safety protocols.
- Remove and replace electrical items for PAT testing and support required documentation.

Job Description (page 4 of 5)

Administrative and Clerical Support

- Maintain stock levels; report shortages and place orders in consultation with the Head of Department, ensuring good value for money. Liaise with Finance as required.
- Check in deliveries as required and arrange for any returns.
- Support uploads to MS Teams and help with resource organisation of student work e.g. scans for the Exam Board, portfolios, recordings of performances etc.
- Contribute information to aid HoD/s on any calendars/timetables for managing practical assessments, and use of shared workspaces, during the year
- Create technical guidance materials i.e. 'how to guides', organise systems and document processes to help staff and students use equipment

Displays, Promotion, and Events

- Set up and maintain departmental displays, noticeboards, and exhibitions.
- Assist with departmental and whole college events, offering technical help with set-ups, recordings, exhibits, displays, performances etc. e.g. promotional events

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Additional Specific Duties

- Support the research and admin around trips, but not take responsibility for trips.
- Technicians may be asked if they can assist in events/trips that fall out of their usual/contracted hours. In these circumstances, arrangements for time off in lieu or overtime need to be agreed in advance in consultation with and with the agreement of the technician/department/division concerned.

General Responsibilities

- Attend staff meetings, departmental planning sessions, and training/INSET as required.
- Undertake professional development relevant to the post.
- Demonstrate strong commitment to equality, diversity, inclusion, health, safety, and safeguarding.
- Carry out other technician duties as reasonably requested by the Head of Department, Divisional Director, or Principal, remaining flexible to changing department and college needs.
- This job description may be varied according to the needs of the College from time to time.

Application Process

**Closing Date:**

9am Wednesday 16 September 2026

Interviews:

Tuesday 22 September 2026

Start Date:

5 October 2026 or as soon as possible thereafter,
depending on the successful candidate's notice period

Person Specification

The ideal candidate will be practical, organised and proactive, with strong communication and IT skills and the ability to work effectively in a busy, creative environment.

They will have good attention to detail and be confident supporting students and staff with practical activities, equipment and materials. Experience of working in a creative arts, technical or educational environment would be advantageous.

Experience and Skills
Fluency in written and spoken English
Strong organisational skills with good attention to detail
Practical skills and confidence working with a range of materials, tools and equipment
Ability to prepare, organise and maintain materials and equipment for practical activities
Ability to manage multiple tasks and work effectively in a busy, creative environment
Good administrative skills and ability to maintain accurate records, inventories and stock levels
Confidence in dealing with young people in a calm, professional and supportive manner
Ability to work effectively both independently and as part of a team
Technical confidence or experience using reprographics, photocopying, and finishing equipment

Education and Qualifications
GCSEs or equivalent qualifications, including English and Maths.
Good general standard of education
Art, Design, Fashion, Textiles or other relevant creative/technical qualification would be advantageous but is not essential

Personal Qualities
Excellent interpersonal and communication skills
Friendly, approachable and professional manner
Reliable, flexible and well organised
Practical, proactive and willing to take a hands-on approach
Creative with a good eye for detail and an interest in the subject of Fashion and Textiles
Ability to remain calm and organised in a busy practical environment
Commitment to supporting students and contributing positively to teaching and learning

Desirable
Previous experience working in Fashion and Textiles, Art and Design, or another creative/practical environment
Previous experience working in Fashion and Textiles, Art and Design, or another creative/practical environment
Familiarity with library management systems or learning resource technologies.
Experience or knowledge of techniques such as screen printing, painting or other textile/design processes
Experience or knowledge of techniques such as screen printing, painting or other textile/design processes
Previous experience working in a school, college or other educational environment

Staff Benefits

Secure Your Future

Enjoy one of the best pension schemes in the UK, the Local Government Pension Scheme, with generous employer contributions and long-term peace of mind.

Balance Your Work and Life

Benefit from a flexible and self-directed working pattern that supports a positive work-life balance, with working arrangements structured around the governance calendar and key annual commitments.



Grow Your Career

Develop your confidence and professional expertise through an induction programme aligned to your experience and background, alongside access to training and continuing professional development opportunities relevant to the role and wider sector.

Feel Your Best

Stay healthy with free access to our on-site gym, weekly yoga classes, annual flu jabs, and discounted memberships at local fitness clubs.

Get Support When You Need It

Access free, confidential support for mental health, finances, and personal challenge any time, any day via the Employee Assistance Programme.

Commute with Ease

Save time and money with free on-site parking, great train connections just 5 minutes away, and a tax-free Cycle to Work scheme.

Safeguarding and Child Protection

- Esher Sixth Form College is committed to safeguarding and promoting the welfare of all students. We aim to provide a safe, supportive and inclusive environment where every student feels respected, valued and able to thrive.
- All staff receive regular safeguarding training, and our dedicated safeguarding team works closely with students, families and external agencies to support wellbeing and safety. Safeguarding includes protecting students from abuse, neglect, exploitation, online harm and radicalisation.
- The College follows safer recruitment practices, including enhanced DBS checks for all appropriate staff.
- Further information is available on the College safeguarding webpage [here](#)



Esher Sixth Form College

Single Academy Trust

- Esher Sixth Form College Academy Trust is the governing body of the College and consists of volunteers drawn from the local community. Trustees or Governors include staff, student and parent members.
- The trustees (or Governors) bring a wide range of expertise to Academy affairs, including business, finance, human resources and local government. External members are appointed by the members of the Academy Trust, while staff, student and parent trustees are elected by their peers.
- The Academy Trust has ultimate responsibility for the strategic direction for the College and its overall performance.

Mission Statement

“We are specialists in sixth form education who are committed to creating a culture of high expectations and outstanding achievement.”



Values

- Inclusivity: We actively embrace diversity, ensuring every community member is valued, respected, and provided with equal opportunities for growth and participation.
- Community: We cultivate a vibrant community characterised by collaboration and mutual support where everyone contributes to our collective and individual successes, fostering a strong sense of belonging and shared purpose.
- Empowerment: We champion autonomy and aspiration, empowering every individual to actively shape their educational and professional paths to achieve their full potential.

How to find us

Address

Esher Sixth Form College
Weston Green Road
Thames Ditton
Surrey KT7 0JB

Tel: 020 8398 0291

Please note

The main College car park is accessed from the Weston Green Road entrance. If you are using Sat Nav – please be aware that the College postcode (**KT7 0JB**) takes you to the back of the College and you will not be able to enter the car park via this route.

- The College is just a few minutes' walk from Thames Ditton and Esher train stations, as well as being served by several bus routes.
- Set in a leafy residential neighbourhood close to Hampton Court Palace, Bushy Park and Kingston, we are within easy reach of the M25, M3 and A3
- Esher Sixth Form College can be reached on the SWT Line from Waterloo to Hampton Court (Waterloo, Vauxhall, Clapham Junction, Earlsfield, Wimbledon, Raynes Park, New Malden, Berrylands, Surbiton, Thames Ditton, Hampton Court). Trains run every half-hour and the College is less than a **5 minute walk** from Thames Ditton Station.

Alternatively, a fast service is run by SWT between Waterloo and Guildford. Trains run every half-hour and the College is a 15 minute walk from Esher Station.

- We actively encourage cycling to and from College and have on-site parking for 300 bikes, 240 of which are covered– a large area of covered cycle racks in the staff car park near the main student entrance is available for use by cyclists. We strongly advise the use of cycle helmets.

