

Expressive Arts Technician



Hawley Hall
High School



RECRUITMENT PACK



THE ROWAN LEARNING TRUST

'Maximising Potential for All'

Welcome



Dear Applicant,

Thank you for your interest in the Expressive Arts Technician position at Hawley Hall High School.

We are seeking to appoint a dedicated and enthusiastic individual who is ambitious and has an excellent work ethic to join our team from September 2026.

Hawley Hall is a school with a very positive outlook and a “can-do” approach amongst staff and students. A strong learning culture is evident because there is an acknowledgement that we are all learners, and we can all improve.

To help you decide if the job would suit you, please find enclosed some details, which we hope will give you a flavour of what Hawley Hall High School and The Rowan Learning Trust are about.

If you feel that you can **maximise potential, celebrate inclusion and inspire a lifelong love of learning**, then we would be delighted to receive an application from you.

Visits to our school are welcome and can be arranged by contacting my PA, Charlotte Harrison on 01942 204640 or email c.harrison@hhhs.net

We are committed to safeguarding all members of our community; therefore, all posts are subject to enhanced disclosure procedures and pre-employment checks.

Yours faithfully,

Mr P McKendrick
Headteacher
Hawley Hall High School



Context

Hawkley Hall is a heavily oversubscribed, mixed comprehensive secondary school based in Wigan, Greater Manchester. The school was graded as good in all areas by Ofsted in November 2024. We see successful education as a partnership between parents, students, and ourselves. Links with parents are of paramount importance, with regular and frequent contact via parents' evenings, reports, newsletters, and the school planner contributing to a continuing dialogue about the curriculum we provide for our children.

Facilities

The school is situated in the southwest of Wigan, close to the M6 motorway, in an area of substantial private development. A wild fowl nature reserve borders the school grounds providing an open attractive outlook to the site. We provide bespoke facilities for students across all subjects. We strategically invest in our ICT and site.

Commitment to CPD

Staff development is also at the heart of our school. All staff engage in regular professional learning in faculty and beyond. Staff in leadership roles are supported internally and are encouraged to engage in additional training through the national programme of NPQs. Indeed, a number of our colleagues who have been Lead Practitioners have gone on to further senior roles in the school.



The Rowan Learning Trust

'MAXIMISING POTENTIAL FOR ALL'

The Rowan Learning Trust was established in 2012 following many years of highly successful school to school based support. The Trust was founded on the philosophy that high expectations and standards, alongside true collaboration, accelerates school improvement.

Therefore, maximising the potential of students and staff within our wider school community; with a clear moral purpose to advance education for the public benefit. Our name refers to the inception of the Trust within the borough of Wigan and the Rowan tree being featured on the borough's coat of arms. The Rowan Learning Trust was formed. We are an education charity with our schools working collaboratively, as one entity, to improve and maintain high educational standards across the whole organisation.

Built on a foundation of strong values that underpins the Rowan Learning Trust' philosophy, these consist of:

Respect  Kindness
Integrity

More information can be found at www.rlt.education



'Our trust is built on the firm belief that everyone can reach their full potential wherever they are within our community. We want our learners to leave us prepared and confident for the next stage of their lives. To achieve this goal, we operate a collaborative approach to staff development and school improvement which is a supportive and aspirational process; we share our best practice internally and externally with practitioners from other schools. We are extremely proud of the achievements made by our students and staff.'

Job description



EXPRESSIVE ARTS TECHNICIAN	
Reports to:	Head of Faculty / Department / KS
Location:	Hawkley Hall High School, Carr Lane, Wigan, WN3 5NY
Salary:	Grade 3 Scale Point 3 £17,216 actual salary
Hours:	30 hours per week, term time plus 1 week

Overall purpose of the post:

Under the instruction/guidance of senior management staff, carry out the professional duties in line with the job profile and in particular to:

- Provide general support in a specific curriculum area, including preparation and maintenance of resources and support to staff and students.
- Support the aims and objectives of the school.

Support for the Teacher

- Provide assistance for the teachers, students and other staff on the basic use and setting up of equipment and/or software.
- Assist with setting up audio/visual/ICT equipment ensuring systems are in proper working order and ready for lesson use.
- Create and maintain a purposeful, orderly and productive working environment.
- Timely and accurate preparation and use of specialist equipment, resources and materials as required for demonstration and practical work lessons.
- To assist with maintenance and repairs reporting faults/breakages to the line manager.
- To arrange the healthy, safe and accessible storage of equipment and materials.
- Provide clerical/admin support as required, for example basic typing, photocopying, printing, display, maintaining department data bases for stock and student assessment results.

- Assist in and adhere to the observance of a healthy and safe working environment.
- To ensure the team is resourced, organised and developed to meet the performance standards required by the Head of Faculty.
- To ensure the safe disposal of obsolete equipment, used consumables and waste materials in line with recognised procedures and legal requirements.
- Provide management information as requested.

Support for Students and the Curriculum

- Under the direction of the line manager, prepare orders for the purchase of relevant consumables. Undertake stock checks, update appropriate records and report any discrepancies.
- To assist, support and ensure the health and safety of students at all times.
- To assist students with practical work when required.
- Organise resources for staff and students in preparation for practical lessons.
- Keep the practical rooms clean and tidy by clearing away equipment and cleaning surfaces.
- To provide cover supervision for teaching staff when required.

Support for the School

- Be aware of and comply with policies and procedures relating to child protection, health and safety, security and confidentiality.
- Be aware of and support difference to ensure all students have equal access to opportunities to learn and develop.
- Contribute to the overall ethos/work/aims of the school and faculty.
- Appreciate and support the role of other professionals.
- Attend and participate in relevant meetings as may be reasonably directed.
- Participate in training and other learning activities and performance management
- To be a designated First Aider.
- The successful candidate must hold a full UK driving license.

Person specification



Essential

Qualifications and training

- GCSE Mathematics and English Language Grade C or equivalent
- Level 2 qualifications in arts related subjects or evidence of the equivalent QCF credit value.

Desirable:

- Basic Health & Safety certificate
- First Aid trained (or willing to undertake the relevant training)

Experience

- Ability to work under pressure and accurately to deadlines as well as to internally and externally set performance indicators.
- The ability to work as a member of a team and to work independently without direct supervision.
- Ability to develop and implement new procedures.

Desirable:

- Previous experience of working in an educational establishment.
- Experience working in the arts industry.

Skills and knowledge

- Knowledge of Health and Safety requirements.
- Working knowledge of IT packages Microsoft Excel and Word.
- Good communication skills that meet our expectations, orally and written.
- Excellent organisational skills with a methodical approach to tasks and a keen eye for detail.

Personal qualities

- An empathy with children.
- A professional approach that meets our expectations.
- Enthusiasm for the work and commitment to complete demanding tasks.

- Flexibility in the day to day working pattern.
- Willingness and ability to undertake further qualifications and training as required.
- An excellent record of attendance and punctuality.
- A sense of humour and a pleasant demeanour.
- Stamina.

How to apply



Please submit the enclosed application form and a supporting statement of no more than two sides of A4 outlining why you are interested in the opportunity and how your application addresses the requirements for the role.

Applications should be returned electronically to jobs@hhs.net

Alternatively, send a hard copy to:

Mr P McKendrick
Headteacher
Hawley Hall High School
Carr Lane
Wigan
WN3 5NY

Closing Date: Wednesday 8th July 2026 at 12:00pm

Interview Date: TBC



The Trust will make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

All appointments are subject to satisfactory references, proof of qualifications and eligibility to work in the UK.

The Trust is committed to safeguarding and promoting the welfare of all children and young people and expects all staff to share this commitment. An enhanced DBS check will be required.

 01942 939 031

 enquiries@rlt.education

 www.rlt.education

The Rowan Learning Trust

Company Number: 8010464 VAT Registration Number: 134 6833 09

18 Beecham Court, Goose Green, Wigan, WN3 6PR



HAWKLEY HALL HIGH SCHOOL

JOB APPLICATION FORM FOR TEACHING STAFF IN SCHOOLS

The School and Governing Body are committed to equal opportunities in employment and welcome applications from all sections of the community.

CARR LANE, WIGAN, WN3 5NY

TELEPHONE: 01942 204640

FACSIMILE: 01942 403570

EMAIL: jobs@hhhs.net

1. POST APPLIED FOR

Post Applied For:			
Establishment:	Hawley Hall High School		
As advertised in:		On date:	

2. PERSONAL DETAILS

SURNAME:		FORENAME:	
TITLE: (Optional)		Date of Birth: (Optional)	
Address:			
POSTCODE:		Email:	
Telephone No:		Mobile No:	

3. CURRENT POST

CURRENT EMPLOYER AND JOB TITLE:	
DATE OF APPOINTMENT:	SALARY:
NOTICE PERIOD:	
MAIN DUTIES AND RESPONSIBILITIES	
Reason for this application	

4. PREVIOUS WORK EXPERIENCE

Name of Employer	Dates of employment		Post(s) held	Reasons for leaving
	From	To		

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5. OTHER RELEVANT WORK EXPERIENCE

Post	Dates		Employer	Grade/Salary	Reason for Leaving
	From	To			

6. GENERAL EDUCATION

School	From	To	Qualifications – Grades, awarding bodies and dates

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7. FURTHER AND HIGHER EDUCATION

Name of College/ University	From	To	Qualifications – Grades, awarding bodies & dates
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8. ANY OTHER RELEVANT QUALIFICATIONS

Please give details of any other relevant qualifications you have for this post.

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9. ADDITIONAL INFORMATION

Are you related to, or a close friend of, any member of the Trust or of the Governing Body of the school? <i>(If yes, please state relationship)</i>	Yes / No
Have you left any previous job for the reason of redundancy or are you in receipt of an occupational pension? <i>(If yes, please give details)</i>	Yes / No
Have you ever been dismissed from any previous employment on the grounds of misconduct or incapability? <i>(If yes, please give details)</i>	Yes / No
Do you hold a current and valid driving licence? <i>(if yes, please state the category)</i>	Yes / No
The Rowan Learning Trust is committed to providing equal opportunities and supporting all applicants. If you require any reasonable adjustments to allow you to participate in the application process, please let us know. Do you require any reasonable adjustments?	Yes / No

10. CRIMINAL CONVICTIONS OR CAUTIONS

<p>You should note that the disclosure of any offence will not necessarily prevent the Rowan Learning Trust from employing you, but we reserve the right to consider its significance in relation to working with children.</p> <p>Work at the school is exempt under the Rehabilitation of Offender Act 1974. Any offer of appointment will be dependent upon the successful completion of the Disclosure and Barring Service (DBS) check at the Enhanced level.</p> <p>Where serious concerns as to an individual's suitability to work with children are expressed, the facts will be reported to the relevant authorities.</p>	
<p>Do you have any unspent criminal convictions, cautions or bind-overs?</p> <p>If yes, please forward details (date, offence and sentence) with a covering letter, in a sealed envelope marked "Addressee Only – CEO".</p>	Yes / No
Do you have any adult cautions (simple or conditional) or spent convictions that are not protected as defined by the Rehabilitation of Offenders Act 1974 (Exceptions)	Yes / No

Order 1975 (Amendment) (England and Wales) Order 2020?	
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In line with Keeping Children Safe in Education, The Rowan Learning Trust will undertake general online searches for all shortlisted candidates which may include social media and video platforms. Online searches will only examine data which is publicly available, and the aim is to identify any incidents or issues. Any areas of concern will be discussed during the interview process.

The information provided by you will be used for pre-employment recruitment monitoring and checks only and will supplement or form part of your application.

To enable the check to be undertaken, it would assist if you could detail your username for the relevant social media platforms below:

- Facebook
- Instagram
- X
- LinkedIn
- TikTok
- YouTube

11. REFERENCES

Please state the names and addresses and telephone numbers of two persons from whom references may be obtained. **One must be your current or most recent employer.** In the absence of previous employment experience, a reference from your last place of full-time education will be a suitable alternative.

REFEREE 1	REFEREE 2

TELEPHONE NO:				TELEPHONE NO:			
EMAIL:				EMAIL:			
Reference Type: (Please circle)	Employe r	Educatio n	Charact er	Reference Type: (Please circle)	Employe r	Educatio n	Character
Please note that we will contact these referees if you are short-listed for this post and seek reference before interview.							

12. FURTHER INFORMATION FOR CANDIDATES

- You will receive no further communication unless selected for interview. If you have therefore not been contacted within three weeks of the closing date for applications, you should conclude that, unfortunately, you have been unsuccessful on this occasion.
- Under the Data Protection Act, the Trust and the Governing Body will use the information given for the purpose of recruitment and selection. Strict confidentiality will be observed and if you become an employee, the information will be used for personnel, pay and pensions administrative purposes only.
- To comply with the Asylum and Immigration Act 1996 (as amended by S.147 of the Nationality, Immigration and Asylum Act 2002), all prospective employees will be required to supply evidence of eligibility to work in the UK. If you are appointed to the post, you will be provided with further information detailing what documents will be required.

THANK YOU FOR YOUR INTEREST SHOWN IN THIS APPOINTMENT

13. DECLARATION

To the best of my knowledge and belief all the particulars I have given are true. I understand that any false statements may disqualify me from employment or render me liable for dismissal. I also understand that no offer of employment made to me will be binding unless confirmed in writing.

I also understand that this post is subject to a satisfactory enhanced Disclosure and Barring Service (DBS) check and to satisfactory medical clearance and the provision of documentary evidence (e.g. NI Number) that shows I am entitled to work in the U.K.

Signature:.....

Date:.....