



Creative Arts & Food Technology Support Assistant

Grade: C £26,018 - £27,111 (FTE) / £18,507 - £19,284 (actual salary)
per annum, depending on experience

Hours: 30 hours a week, 40 weeks per year, term time + 1 week
Working pattern 08:10 – 14:40

Required November 2026

A vacancy has arisen within the college for a Creative Arts & Food Technology Support Assistant to join our friendly Creative Arts Department. We are looking to appoint a practical, organised and enthusiastic person who is committed to ensuring that every student reaches their full potential.

As the Creative Arts & Food Technology Support Assistant, you will:

- Prepare ingredients and equipment for practical food lessons.
- Assist with stock ordering, deliveries and inventory management.
- Monitor stock levels and maintain accurate records.
- Ensure food preparation areas, equipment and storage areas are clean, safe and organised.
- Maintain the implementation of food hygiene and health and safety procedures.

Art & Textiles

- Prepare materials, tools and resources for art and textiles lessons.
- Support the organisation and maintenance of art and textiles classrooms and storage areas.
- Assist with the preparation and display of student work.
- Maintain equipment and ensure resources are readily available for teaching staff.
- Support creative projects, exhibitions and departmental events.

General Department Support

- Provide administrative and organisational support to the Creative Arts Department.
- Assist teaching staff in maintaining a safe, stimulating and well-resourced learning environment.
- Help resource ordering where required.
- Undertake general duties that contribute to the effective running of the department.

We are looking for someone who is highly organised, able to manage multiple tasks effectively, and has excellent attention to detail. The successful candidate will be able to work both independently and as part of a team, demonstrating strong communication and interpersonal skills. They will be practical, proactive and willing to take a hands-on approach to supporting the department. Experience of stock control, food preparation, art, textiles or a similar environment would be desirable, although full training will be provided and applications from candidates with transferable skills are welcome.

We offer a supportive and welcoming school community, friendly and dedicated colleagues, opportunities for training and professional development, and the chance to make a real difference to students' creative learning experiences. If you are enthusiastic, reliable and committed to supporting young people in developing their creative skills, we would love to hear from you.

The Henry Cort Community College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

Due to this post having access to children and/or vulnerable adults, candidates will be required to undertake a Disclosure and Barring Service check.

Application Forms and supporting documentation can be found on the college website www.henry-cort.hants.sch.uk under the "Opportunities" tab.

Please send completed applications and covering letters to: recruitment@henrycort.org

Closing date for applications: 5th October 2026 – Noon