

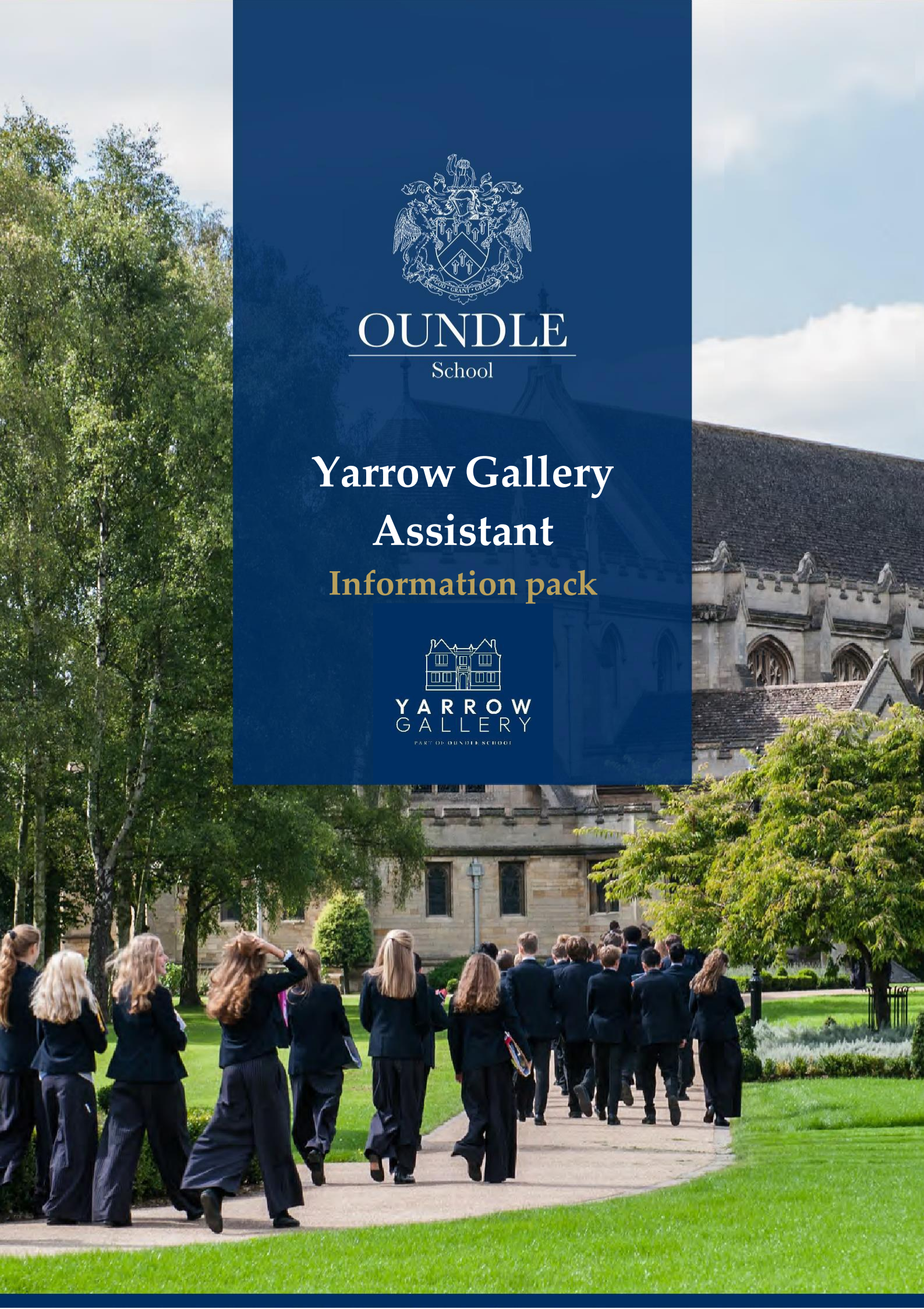


OUNDLE
School

Yarrow Gallery
Assistant
Information pack



YARROW
GALLERY
PART OF OUNDE SCHOOL



Introduction

Thank you for your interest in Oundle School. The School has long been associated with the very best of modern independent education, especially boarding education. The individual child is central to our vision.

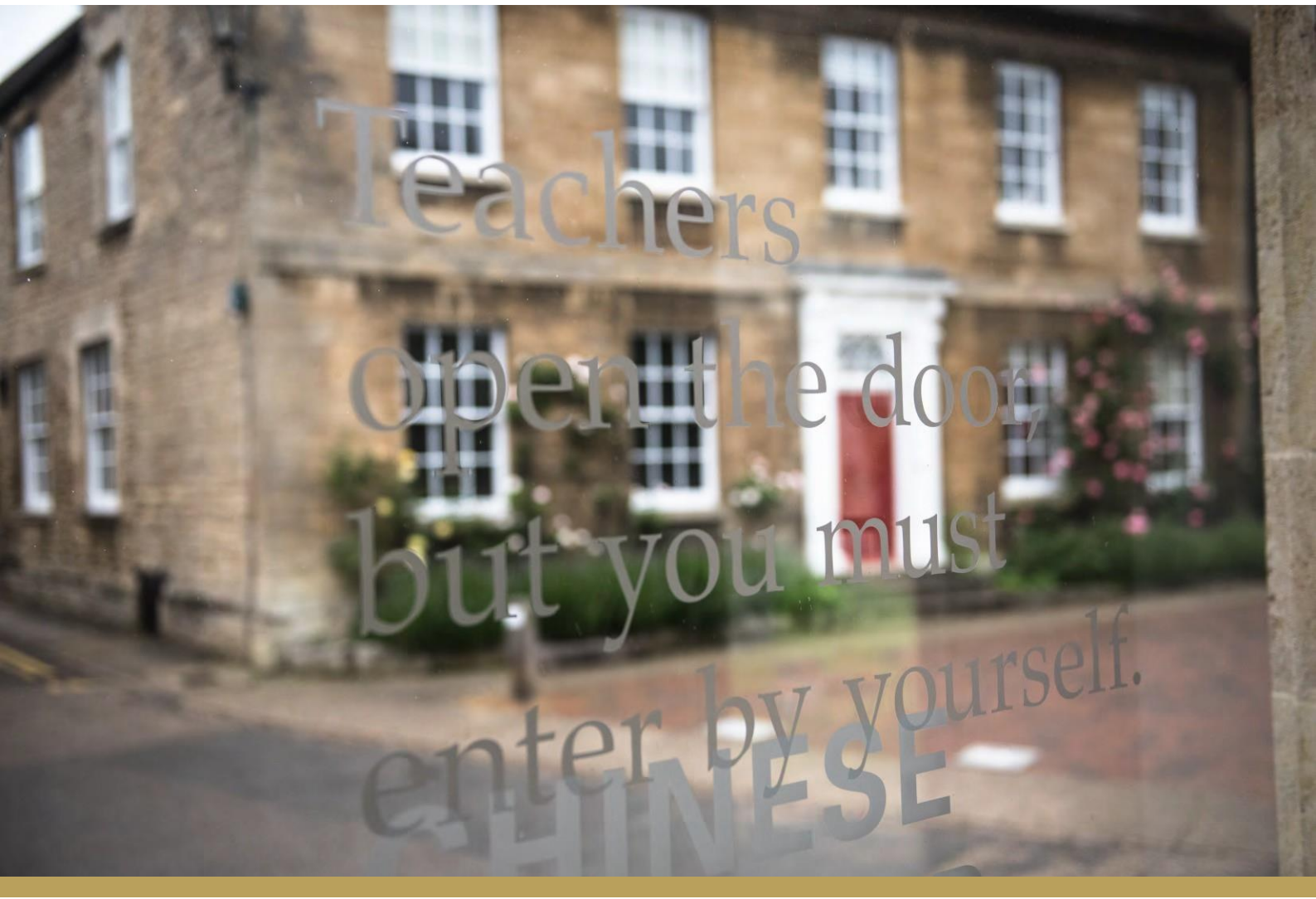
We are fortunate in our location at the heart of a beautiful market town: School and town are part of the same community and our pupils take their place within this community, not isolated from it.


At the heart of the School's education philosophy is the life of the mind, and an understanding of how the individual pupil learns best. The social, intellectual, spiritual and emotional needs of the pupils drive our educational agenda.

Our curriculum equips our pupils to think. We believe in providing a curriculum that is organised by learning rather than by assessment. The curriculum is sufficiently flexible to give all pupils the opportunity to excel.

The curriculum is structured into two distinct but complementary and mutually reinforcing strands. Throughout the curriculum we wish to promote excellence and achievement.

At Oundle, success in public examinations is deemed important as a worthy educational aim. However, non-examined courses and voluntaries form an important part of the curriculum. We aim to teach beyond the prescribed curriculum thereby broadening the intellectual horizons of our pupils.





Oundle School is one of the country's leading co-educational boarding and day schools, with 860 boarding and 250 day pupils. A further 250 day pupils attend Laxton Junior School.

Oundle School enjoys a strong reputation for academic excellence as the core of an all-round education and supported by outstanding pastoral care. Developments over recent years have sought among other things to support the love of learning in all pupils by developing the non-examined curriculum.

Departments follow GCSE, IGCSE, A level or Pre-U courses. In the past five years, 60% of all Upper Sixth results have been graded at A*/A or equivalent; at GCSE, 86% of all grades have been graded A*/A. The School has a strong tradition of pupils' securing places at Cambridge or Oxford, with over 20 leavers on average going on to study at one of the universities each year.



Job Title: Yarrow Gallery Assistant

To start in September 2024,

we are seeking to appoint a Gallery Assistant to become part of the Art Department, and the co-curricular life of the school, and to help facilitate and run the Yarrow Gallery exhibition program.

We are looking for a dynamic, quick-learning individual to take on responsibility for the centralised administration and key processes for the Yarrow Gallery team. In this role you will coordinate Yarrow external and internal events and oversee the events schedule and approvals process; you will provide administrative support to the Head of Art including assistance with diary and budget management, exhibition-related research and special projects. You will also be the first point of contact for general internal and external enquiries. The successful candidate will have good communication and writing skills; will be IT literate; and will have the ability to create and maintain effective administrative procedures and systems. In addition to possessing excellent interpersonal skills and the capacity to establish good working relationships with a wide range of colleagues and external customers, they will also be proactive, efficient, well-organised and experienced in managing multiple priorities.

Oundle School is keen to receive applications from graduates and [??], and particularly those with expertise in Art and/or History of Art

The Yarrow Gallery is a prominent regional gallery showcasing pupils' work at GCSE and A level stages, as well as hosting exhibitions by international, national, and regional professional artists.

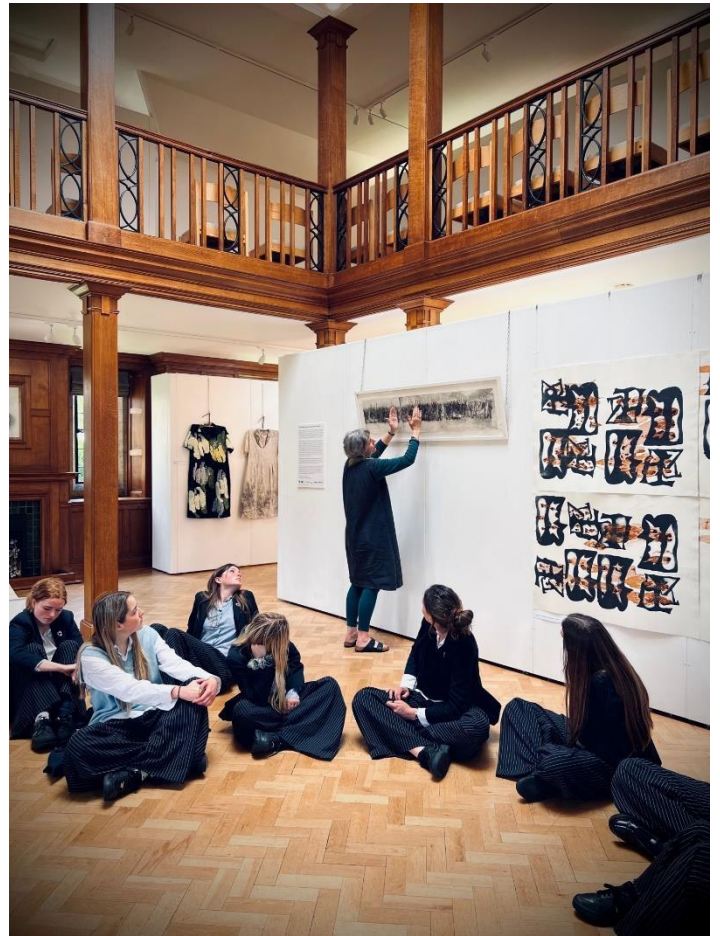
Established in 1970, the Yarrow Gallery is nationally recognised and holds major contemporary art exhibitions, which are open to the general public. It aims to support young, aspiring artists and bring high-calibre, international art to the region.

A BRIEF HISTORY

The Yarrow Gallery was funded by Sir Arthur Yarrow in memory of his son Eric F Yarrow (G 1913) who was killed at Ypres in 1915. Opened in 1918, the building was designed to serve as a museum for both the arts and sciences by Headmaster, F.W. Sanderson who wanted the methods of research and experiment to be extended to all areas of the curriculum.

The museum housed a collection of pictures, specimens and models to illustrate "the history, development and beauty of the various branches of knowledge". In 1970, the building was adapted to create a permanent exhibition space and the tradition of staging exhibitions of professional artists began.

During recent major restoration work, the building's interior was stripped to reveal the original oak panels. The display area was redesigned on the ground floor and the gallery upstairs was opened up to provide further exhibition space.



How to apply

To apply for this position, you will need to complete an application and supplement form, which can be downloaded by following this link.

Completed applications should be sent to opportunities@oundleschool.org.uk.

Please note that only fully completed application forms with supplements will be considered. CVs and covering letters will not be included in the short-listing process.

Short-listing

Applications will be assessed based on the information provided on the application form; only those best fulfilling the criteria for the role and the person specification will be short-listed.

Subject to the number of applications, short-listing may take place before the deadline for applications has passed. If you have not heard from us within two weeks of the closing date, you can assume that your application is not being progressed on this occasion.

Interview

Short-listed candidates will be interviewed by the Deputy Head Academic, Head of Art and other member of the School HR team. There will be a chance to meet members of the department if schedules/conditions permit.



Job purpose

You will become a member of the Art Department at Oundle, fulfilling the Yarrow Gallery aims of Oundle School. You will be required to carry out the general professional duties of a gallery coordinator under the reasonable direction of the Head of Art, performing such duties that which may reasonably be assigned you by the Head of Art.

Duties and responsibilities

Department:	Art Department
Section/Department/Team:	Yarrow Gallery, Art Department, Bursary
Responsible to:	The Head of Art
Responsible for (staff):	Nil

Job Purpose:

The Gallery Assistant will collaborate with the HOD of Art to support planning for upcoming exhibition programs. The assistant will participate in research, planning, administration, development and delivery of the exhibition and art activities.

Main Duties & Responsibilities:

- Responsibility for the centralised administration and processes for the Yarrow Gallery team.
- To coordinate the Yarrow external and internal Exhibition program and oversee the events schedule and approvals process. Publicise exhibitions and promote the gallery.
- To be the first point of contact for general internal and external enquiries and to liaise with Artists
- To provide Yarrow administrative support to the HOD of Art, including assistance with the Yarrow calendar administration, invoices, and budget management.
- To coordinate and/or assist with Yarrow Gallery research and special projects as assigned by the HOD of Art
- Ensure the Yarrow Gallery web page and the Instagram site is kept up to date. Liaise with the Marketing and Communication teams with regards to postings on the school Twitter account and the Oundle School What's On guide. Monitor all Yarrow Gallery related content on the School website to ensure accuracy.
- In collaboration with the Yarrow Team, lead on arrangements and budget management for Yarrow Gallery private views, and other reputational events, liaising with Artists, Marketing, Catering, the Enterprise Team and Health and Safety as necessary
- Maintain an active visual arts contact and invitation list for the Yarrow using the CRM system.

- To ensure the security and smooth operation of the exhibitions. Maintain the internal fabric of the Gallery and secure the Gallery at lunch times and at the end of the day during the exhibitions schedule.
- To assist with financial processes relating to the Yarrow, including invoices, the checking of transaction listings with regards to sold work.
- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- To carry out any other duties commensurate with the post as may be reasonably required by the line manager.

These key tasks are not intended to be exhaustive, but they highlight a number of major tasks that the post- holder may be reasonably expected to undertake.

This job description describes the practical purpose and main elements of the job. It is a guide to the nature and main duties of the job as they exist currently but is not intended as a wholly comprehensive schedule.

Queries relating to the specifics of the role should be directed to:

Ashley Tame, PA to the Deputy Head Academic: adtame@oundleschool.org.uk

Tel: 01832 277112

Person specification

All employees are expected to demonstrate consistently high standards of professional and personal conduct, maintaining high standards of ethics and behaviours both in and outside Oundle School, having proper and professional regard for the ethos, policies and practices of the School. All employees are required to act within the statutory frameworks which set out their professional duties and responsibilities.

Short-listing will be based on the following specification, which candidates should bear in mind when preparing their application and completing the application form.

Note:

Every job description in the organisation will be subject to a review either:

- on an annual basis at the time of the annual appraisal meeting, or
- as a result of a change in strategic direction, or
- as a result of a team/ operational requirements, or
- as a result of agreed performance appraisal needs and objectives, or
- within six months of appointment

Qualifications	Essential	Desirable
GCSE or equivalent qualification or experience in Maths and English	✓	
Specialist skills & experience	Essential	Desirable
Excellent communication and interpersonal skills, with the ability to support professional credibility across the School	✓	
Ability to communicate complex ideas in a friendly and engaging manner		✓
Experience of giving talks or presentations in a learning context Skills requirements		✓
Hold or are studying toward a degree in fine art or a related arts discipline		✓
Previous experience in an organisational role		✓
Organisation and planning skills	✓	
Well-developed communication, writing and presentation skills	✓	
Demonstrates an interest and understanding of Contemporary Art An understanding of the value and significance of a cultural Arts Centre		✓
Competent in the use of relevant ICT skills	✓	

Personal qualities	Essential	Desirable
Ability to build positive professional relationships at all levels, to work well independently and as part of a team	✓	
Excellent judgement and decision-making skills	✓	
Organised, punctual and efficient in organising workload and managing time effectively	✓	
Willingness to play a full part in the life of the Yarrow Gallery	✓	
Awareness of Safeguarding/Child Protection regulations and practices	✓	
Appreciation and reinforcement of the need for diversity; respect for British values (as defined under Prevent Duty)	✓	
Flexible and positive approach to work	✓	
Proactive, self-motivated, and experienced in managing multiple priorities	✓	
Team worker and the ability to establish good working relationships with a wide range of colleagues and external customers	✓	



THE SCHOOL IS AN EQUAL OPPORTUNITIES EMPLOYER

This post is subject to a six-month probationary period. On completion, you will be expected to participate in the School's appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related teaching and/or duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The 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 successful applicant will be subject to appropriate safeguarding checks including an enhanced disclosure check by the Disclosure and Barring Service.

All staff are required to provide evidence of identity, entitlement to work in the United Kingdom, and of qualifications declared on the application form.

Salary:	Salary £12,656 pro rata (£25,230 FTE).
Employment:	The contract (subject to probation), from September 2024. There will be induction/ training which is part of the contractual requirements. During Term time, you are expected to work the hours required to fulfil the requirements of the role – this will involve Saturdays and Sundays during exhibition time.
Hours of Work:	Based on an average of 25.7 hours per week, worked flexibly according to the needs of the Gallery. The expectation is that during exhibitions, hours of work will be between 10:00-4pm, for the duration of the event, including weekends. During non-exhibition time, 12 hours per week, to be worked flexibly, in agreement with the Head of Art.
Working Weeks:	35 working weeks (paid for 40.6 weeks, to include 5.6 weeks holiday), including some work during School holiday periods to support the Oundle Enterprise team, overseeing the holiday exhibitions. These days will be agreed with the Head of Art, in advance.
Holidays:	21 days plus 7 Bank Holidays (There is a requirement to work any Bank Holiday when the School is in operation (currently the first May day). Any official School closure period (currently during part of the Christmas holiday) is classed as non-working days and this is in addition to the holiday entitlement.

This role will be formally advertised in, with interviews in early June 2024.

Completed application forms should be returned to:
Recruitment Officer, The Bursary, Church Street, Oundle PE8 4EE e-mail:
opportunities@oundleschool.org.uk tel: 01832 277193



The town

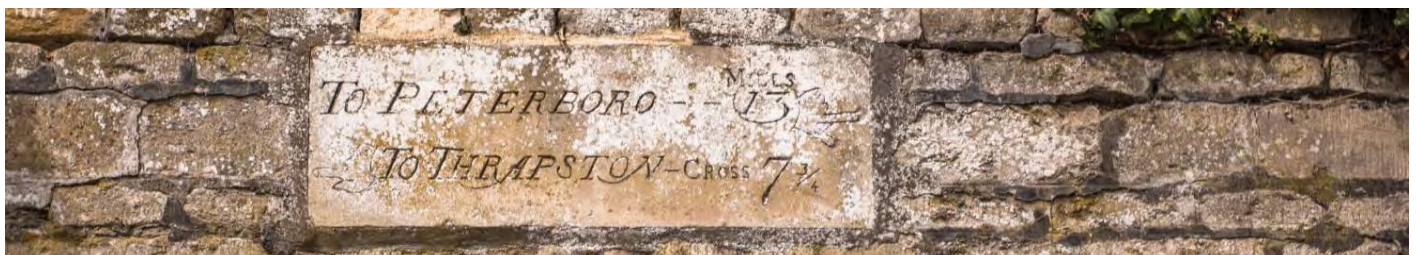
Oundle is a historic market town in Northamptonshire, famous for its beautiful Georgian streets and impressive limestone buildings. The town has a spirited cultural life, with an annual international festival, literature festival, and frequent performances of nationally touring shows at the School's Stahl theatre. The town has a range of independent shops, coffee houses, pubs and eateries. Encircled by the river Nene, the town is also blessed to be surrounded by beautiful countryside with many picturesque villages nearby.

Location

Oundle lies fifteen miles south-west of Peterborough, where there is a direct 45-minute rail service to London King's Cross. The station also has frequent services to York (1h15), Newcastle (2h15) and Edinburgh (3h45).

The town is only eight miles from the A1 and five miles from the A14, making it easily accessible from all of the UK road networks.

All the major UK airports are within easy reach of Oundle, with most journey times lying within 80 to 120 minutes.





www.oundleschool.org.uk