Job Description

Job Title	School Ceremonial Seamstress
Reports To:	RSM

Job Purpose

The successful candidate will be responsible for carrying out a wide range of military and ceremonial tailoring duties, including garment alterations, repairs, fittings and bespoke adjustments, ensuring the highest standards of craftsmanship, precision and attention to detail.

Key Duties and Responsibilities

School Ceremonial Seamstress

- Repair, maintenance and alterations to all pupil and staff ceremonial uniforms.
- Conduct Alterations and Tailoring requirements for the school.
- Additional work may be taken on from outside sources and must be completed after school tailoring and working hours are completed.

Key Experience

Technical Sewing & Machine Skills

- **Machine Operation**
  - Mastery of domestic and industrial sewing machines, sergers (overlockers), and specialised feet (like zipper or hem feet).
- **Stitch & Seam Mastery**
  - Ability to sew straight and curved seams, French seams, felled seams, regular and French darts, and gathering or pleating.
- **Hand Sewing**
  - Proficiency in precision hand-stitching for delicate fabrics, invisible hems, or custom detailing that machines cannot handle.
- **Closures & Finishes**
  - Skill in installing zippers, buttons, buttonholes, elastic, and bias bindings.

Fabric & Material Knowledge

- **Textile Behaviour**
  - Understanding how different materials (woven, stretch/knits, velvet, silk, or fur) drape, stretch, shrink, and react under a needle or iron.

- **Cutting & Grain Lines**
  - Accurate cutting along the grain line, on the bias, or handling directional/nap fabrics (like velvet or plaid matching).
- **Pressing & Finishing**
  - Using professional irons and steam presses to set seams, darts, and pleats cleanly.

Soft Skills & Attention to Detail

- **Dexterity & Hand-Eye Coordination**
  - Steady control for guiding fabric safely and smoothly past fast-moving needles.
- **Patience & Focus**
  - Inspecting finished pieces closely to catch loose threads, uneven tension, or alignment flaws.
- **Client Communication**
  - Discussing design ideas, fitting garments on students, and translating a vision into a real piece of clothing.

Person Specification
• Ability to work to organise workloads. • Willingness and ability to work flexible hours as required. • Ability to work as a team member. • To act with professionalism, integrity, and confidentiality.

Health & Safety
Personally responsible for the health, safety and welfare of all staff and students that may be affected by the postholder's acts and/or omissions.

Equal Opportunities
Personally responsible for equal opportunities awareness and ensuring that the postholder is aware of, and carries out, the provisions contained in the Equal Opportunities policy.

Safeguarding Children
To be responsible for safeguarding and promoting the welfare of children and young people.

The post holder must be aware of and comply with all School policies and procedures.

The School is committed to safeguarding and promoting the welfare of all our students. You are advised that this post is subject to the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (Amendment) (England and Wales) Order 2020 and therefore this post is subject to an Enhanced Disclosure Application to the Disclosure and Barring Service (DBS).

Please be aware that Schools are also required to undertake online recruitment checks on shortlisted candidates under changes to Keeping Children Safe in Education.