



JOB DESCRIPTION

JOB TITLE	Junior Theatre Technician
DEPARTMENT	Events
SECTION	Non-Teaching
LINE MANAGER	Head of Events and Theatre Technical Manager

SAFEGUARDING

Forest School is committed to safeguarding and promoting the welfare of children.

Safeguarding checks will be undertaken on all successful candidates in accordance with School policy. The safeguarding responsibilities of the post can be found in this job description and person specification.

NB The post is exempt from the Rehabilitation of Offenders Act 1974.

The postholder will be required to;

- Complete an Enhanced Disclosure and Barring Check (DBS).
- Complete Child Protection Training.
- Promote and safeguard the welfare of all children and young persons they are responsible for, or with whom they come into contact.
- Two satisfactory employment references

JOB SUMMARY:

We are seeking to appoint a Junior Theatre Technician to support the technical delivery of events and curriculum activities across multiple venues at Forest School.

The successful candidate will assist in the smooth running of all technical aspects of productions, Drama lessons and assemblies, as well as a wide range of events, including conferences and private functions. Duties will include rigging and operating sound and lighting systems, along with other stage equipment, to meet the School's requirements.

This is a developmental role, ideally suited to a recent graduate of a Technical Theatre or related degree programme. It has been specifically designed to provide practical, hands-on experience and to support professional growth. External training opportunities, including the ABTT Bronze or Silver Awards, will be incorporated into a tailored two-year development programme aligned with the post-holder's interests and career aspirations.

Applicants should have completed, or be due to complete before September 2026, a relevant degree in Technical Theatre or a closely related discipline. You should have specialist experience in at least one of the following areas, together with some experience in at least one other:

- Sound
- Lighting
- Video
- Stage Management
- Set Design and/or Scenic Painting

As the role is intended to develop skills across all key duty areas, applicants are not expected to meet every criterion at the point of application. However, a willingness to learn, grow and develop beyond your existing competencies is essential.

KEY RESPONSIBILITIES:

Venue Management

- Assist for all bookings for the Deaton Theatre, both internal and external
- Support short notice bookings
- Keep the venues in good working order
- Assist in the daily opening up and shutting down of the theatre
- Ensure that during busy periods, for example School plays, that the theatre is still useable for other events such as assemblies and talks
- Work as Duty Tech

Curriculum support

- To support with Drama, Music, and the Activities programme where appropriate
- To help pupils with the technical aspects of their Drama lessons

Health and Safety

- Assist with maintaining the Health and Safety of all in-house and external productions.
- Act as Fire Warden

Lighting

- Provide lighting as required for shows, events, lectures, and assemblies, mainly in the Deaton Theatre but also in other venues around the School
- Facilitate lighting for incoming shows and hires, this may include lighting shows on the fly or working with amateur companies as lighting designer
- Supply temporary event power when needed

Sound

- Provide sound as required for academic & non-academic events across the School site
- Work with digital mixers and rack mounted mixers
- Programme and operate QLab Audio

Scenery

- To assist building any set pieces and props as needed with the support of the Events Team and Estates Team
- Paint stage and basic scenic elements
- Draw scale drawings in CAD software (Vectorworks or Autodesk)

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- Work with IT department to ensure performance venues are prepared for presentations
- Record events were required
- Operate DSLR and PTZ cameras for live event streaming
- Operate vision mixing hardware and software
- Be in-venue contact during curriculum hours when the theatre is used as a teaching space

General

- Must be comfortable working at height (training provided)
- Support the maintenance and general upkeep of the theatre and technical infrastructure on site.
- A flexible approach to working hours is essential. Shift working, together with occasional evening and weekend working, will be required during busy event periods to support the successful delivery of School events.

GENERIC DUTIES AND RESPONSIBILITIES

Below sets out the generic main duties and responsibilities of any non-teaching staff member at Forest School. Those holding positions of responsibility have specific job descriptions in addition to the duties described below. Above all, Forest School staff are professionals who carry out their duties responsibly and with regard for the best interests of the pupils and the school.

Pastoral Responsibilities

Every staff member at Forest has collective responsibility for our pastoral processes and policies. Forest staff contribute to the development of the whole child and demonstrate consistent competence, build outstanding relationships alongside the highest expectations.

Our pastoral foundations are as follows:

- Ensure every pupil is known, liked and valued.
- Ensure every pupil feels safe and secure.
- Ensure earliest intervention and a responsibility for personal development.
- Ensure you are incorporating pupil voice into daily decision-making.
- Ensure you have proactive communication with all stakeholders.

Safeguarding

Safeguarding and promoting the welfare of children is everyone's responsibility. Everyone who comes into contact with children and their families has a role to play. In order to fulfil this responsibility effectively, all practitioners should make sure their approach is child centred. This means that they should consider, at all times, what is in the best interests of the child.

No single practitioner can have a full picture of a child's needs and circumstances. If children and families are to receive the right help at the right time, everyone who comes into contact with them has a role to play in identifying concerns, sharing information and taking prompt action.

- Ensure that all key policies have been read and understood, including KCSIE Part 1
- Attend Safeguarding and Child Protection training, including updates and Prevent
- Complete an annual declaration regarding the status of DBS

Health and Safety

- Be familiar with and implement all School Policies and Procedures.

Other Professional Duties

- Support and foster the aims of the school.
- Make themselves familiar with the contents of the Staff Handbook, the Staff Code of Conduct, the School's aims and policies and endeavour to follow these closely.
- Notify the Line Manager and HR as early as possible if they are going to be absent from School.
- Attend relevant training each year, after obtaining the consent of their Head of Department and the CPD Budget holder.
- Take part in the school's performance management scheme and appraisal.

This generic description should be read alongside the Staff Code of Conduct.

FOREST SCHOOL'S POLICY AND PROCEDURE

The postholder is required to actively follow and abide by all Forest policies and procedures including Equal Opportunities, Staff Code of Conduct, [Safer Recruitment and Child Protection](#), and will maintain an awareness and observation of Fire and Health & Safety Regulations

If during the course of time the duties and responsibilities should change, the job description will be reviewed and amended in consultation with the postholder.

The postholder will carry out any other duties as are within the scope, spirit and purpose of this job description as requested the line manager or Head of Department/Section.

TERMS OF EMPLOYMENT

Category	Details
Contract Type	Fixed until 31 August 2027 (with the option of a 1-year extension at the School's discretion), full-time
Working Hours	Term-time Hours: 8:00am – 5:00pm, Monday to Friday. Holiday Hours: 8:00am – 5:00pm, Monday to Friday.

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	Hours worked outside the normal contractual hours of 8.00am–5.00pm may be accrued as Time Off in Lieu (TOIL), subject to the School's TOIL policy. TOIL should normally be taken during Forest School holiday periods. A flexible approach to working hours is essential. Shift working, together with evening and weekend working, will be required to support the successful delivery of School events.
Holiday Entitlement	30 days annual leave.
Additional Details	In addition, and as part of your contracted hours, you will be required to attend Open Day and all relevant staff InSET days.