



RADLEY

# Production Fabricator and Artist

## September 2026

Radley College, Abingdon, Oxon OX14 2HR

01235 543000 [www.radley.org.uk/employment/working-at-radley](http://www.radley.org.uk/employment/working-at-radley)

# Radley College

An aerial photograph of Radley College, showing a large, multi-story brick building complex surrounded by green lawns and trees. The sky is blue with scattered white clouds.

Radley College is an independent full boarding school for boys aged 13-18 in Oxfordshire. Named Best Public School 2024 by Tatler, we are proud of our position as one of the world's leading schools, but it is our ability to unlock the potential in every boy and the sense of community here that makes us special.

Founded in 1847, Radley is proud of its tradition but is celebrated for academic excellence, innovation, and dynamism. We are fortunate to do all of this on a beautiful 800-acre campus with genuinely worldclass facilities a few miles from the thriving city of Oxford.

We aim to nurture intellectual entrepreneurs; boys who can use their strong academic understanding to solve real-world problems. Exam results matter and our excellent A-Level and GCSE results evidence this. But we know that life doesn't have a syllabus, so we work hard to equip boys with the characteristics, life skills and values that will help them thrive in the workplace and in life.

Beyond the classroom, opportunities are limitless. Our boys excel on the sports field, in the concert hall, on stage and as part of our partnerships programme. Community is the central pillar of our ethos. All our boys meet in Chapel five days a week and we eat centrally, which helps to foster a sense of connection across the College

You can view some of our recent theatre productions here: <https://www.radley.org.uk/live/theatre/>

# The Department

For many boys at Radley, drama plays a significant role in their time here. There are plentiful opportunities for boys to engage with drama, from performing in plays or being part of a technical team and backstage crew, to writing their own plays and studying drama as an academic subject at both GCSE and A Level.

Drama is extremely popular across all year groups, both as an academic subject and a co-curricular activity. There are currently three classes in Years 10 and 11 studying Drama GCSE, and a healthy uptake at A Level. The Drama department delivers a dynamic programme of annual events, including the biennial College Musical/ College Play, year group plays, acting competitions and cups, and termly drama workshops, alongside GCSE and A Level performances. Other new initiatives include the founding of Shakespeare Shorts (an OX14 Partnership programme for Year 9), participation in the National Theatre New Views playwriting programme and hosting a National Youth Theatre audition day. The boys' talent and enthusiasm shines through in all their endeavours, most recently illustrated in 13 places awarded by the NYT, the cast of *Les Misérables* being invited to perform at the National School Theatre Awards, and Radley College being a finalist in the Muddy Stilettos Best School awards for Dynamic Performing Arts.

Radley College's 400 seat theatre is a wonderful and versatile performance space, equipped with modern technical resources, including intelligent lighting and a recently installed digital sound system. In addition to the theatre there is a black-box studio (used for smaller productions, classes and examination performances) and two drama classrooms for teaching.

The Drama department is a busy and dynamic environment; in addition to the Director of Drama there is a supportive team consisting of the Head of Academic Drama, a Drama Teacher, the Technical Theatre Manager, a Costume Designer and Costume Assistant, a Scenic Fabricator and a visiting LAMDA coach. All members of the academic team direct year group plays and are fully supported by the Theatre Team.



# The Role

This is a design and construction-based role: it requires creative fabrication and artistic skills, along with strong time-management and an ability to work to deadlines. The responsibilities of this role range from playing a part in the design and planning process to hands-on fabrication of sets, furniture and props. The job requires self-management and initiative but also to work in collaboration with the Theatre Technical Manager and Costume Designer.

## Main duties and responsibilities

### Co-Curricular Productions and Events

- To be involved in the design process with regard to set construction, set painting and backstage management
- To work with the Theatre Technical Manager to logistically fit the construction to the performance space – initially with a box set prior to marking-up and construction
- To liaise with the Theatre Technical Manager to arrange the resources necessary to create the design (such as paints, timber, screws)
- To realise the set design in collaboration with the Theatre Technical Manager following a brief by the director, including any research necessary to achieve this
- To problem-solve logistical issues in regard to construction and scene changes as and when they happen and modify where necessary
- To manage time effectively, ensuring builds are completed in good time prior to productions
- To create specific paint effects (such as brick work and logos) and detailed backdrops
- To liaise with the Costume Designer to make props as required
- To fabricate furniture as required





### Academic

- The above duties also apply to academic productions (GCSE and A Level) - builds are less complex, but fabrication of set, furniture and props still apply
- To assist the Theatre Technical Manager, to guide and support any pupils offering a 'technical' skill in their A Level (Planning, designing and constructing)

### Other

- Photo editing and Posters
- To be competent in the use of Photoshop in order to:  
Create digital images and projections for use in productions  
To support the Director in poster and programme design, creating final designs for promotional use (hard copy and digital)

In collaboration with the Director of Drama, to keep the foyer display updated with recent production photos

### Backstage

- To oversee and manage backstage crew and train them on scene changes during the rehearsal period

### Workshop

- To keep the workshop safe and tidy (day to day and production periods)
- To keep tools in good working condition and request new tools accordingly, as and when required

### General

- To work alongside the Drama department, maintaining ongoing communication on all fabrication, art and design related matters



## Staff Benefits

- Competitive salaries.
- College sickness scheme.
- Pension (contributory group personal pension scheme).
- Death in service benefit (if a member of the pension scheme).
- Reduced membership of the Sports Centre (£50 a year).
- Reduced membership of our nine-hole golf course.
- Employee Assistance Programme.
- Free school meals during term time.
- Free parking on site.



## How to Apply

Applications should be submitted via our online application form. The deadline for applications is 12 noon Tuesday 7 July, but we reserve the right to consider applications as they arrive.

### Selection Process

If shortlisted, you will be invited for interview. Your interview will include a brief session with our Human Resources department, to undertake a number of identity checks. A list of valid identity documents will be sent to you prior to your interview.

In the event of not being successful, please be assured that all copies of identification will be destroyed.

# Safeguarding

Radley College is committed to safeguarding and promoting the welfare of its pupils and expects all employees to share this commitment. Employees must, at all times, have regard to the need to safeguard and promote the welfare of children in line with the provisions of the Children Act 2004 (as amended) and Keeping Children Safe in Education (as amended) and be fully aware of, and understand, the duties and responsibilities that apply to their role in relation to these requirements.

All employees must attend appropriate training in accordance with College and local Safeguarding Board stipulations. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

A disclosure, at the enhanced level, will be requested from the successful applicant but a criminal record will not necessarily be a bar to obtaining this position. You will also be required to produce original evidence of qualifications as well as evidence of the right to work in the UK.



What strikes you is how kind and nurturing it is... it's the care Radley shows for the boys that is most remarkable.

TATLER SCHOOLS GUIDE 2024



RADLEY