

Rickmansworth School

Job Description:	Performing Arts Technician
Salary:	H4 pt 6 to H4 pt 9 £25,989 to £27,254 plus £1,045 fringe allowance Pro-rata - Actual Salary: £15,693.24 to £16,427.57 pa incl. Fringe
Hours:	25 hours per week - Monday - Friday
Line Manager	Head of Department
Notice Period	3 months

Purpose of role: To support the delivery and development of Dance, Drama, Music, and Film across the school by assisting with the setup, operation, and maintenance of technical equipment and performance spaces. The postholder will work with staff to support both curriculum and extra-curricular activities, providing technical input as needed. Using their experience in a theatre or performance environment, they will help maintain high creative and technical standards, contributing to a safe, professional, and inspiring learning environment in the performing arts.

Main Responsibilities

Major Duties and Responsibilities

- Induct students into the use of performance areas, equipment, and programming through demonstrations, ensuring safe working practices at all times
- Maintain and take care of technical equipment and ensure the safe operation of all resources within your area of responsibility
- Hiring of required sound and lighting equipment as and when needed
- Uphold high standards of health and safety, reporting any hazards or concerns and ensuring compliance with school policies
- Communicate effectively with students and staff, maintaining a professional and supportive working environment
- Work both independently and as part of a team, managing time efficiently and responding flexibly to the demands of a busy school setting
- Demonstrate patience and tact when dealing with a wide range of students and colleagues.
- Work effectively under pressure, especially during busy production periods

Key Responsibilities

- Familiarisation with A&H SQ 7 console and ZerOS for lighting and sound
- An understanding of DMX and Qlab
- Provide lighting and sound design, other technical support, direction, and creative input during school events and performances
- Setup and operation of lighting, sound, and projection for academic assessments and theatrical performances
- Film, edit, and archive student work for moderation and assessment purposes
- Deliver workshops for students in lighting, sound, stage management, and safe equipment use
- Enthusiating, instructing and mentoring a student-led technical team for school events and productions

- Assist in planning and delivering school-wide productions in collaboration with the Performing Arts departments.
- Perform repairs and routine maintenance on theatre and technical equipment
- Troubleshoot and resolve issues during rigging, focusing, and plotting sessions
- Supervise the get-in, fit-up, and get-out processes for all productions in the School Hall and Ricky Playhouse
- Maintain and organise storage areas within performance spaces, ensuring all equipment is accounted for and in good working order
- Ensure visiting production companies and external users are informed of, and comply with, Health & Safety requirements and school procedures
- Support the safe operation of all staging, lighting, and audio systems in school performance areas, and provide training to external hirers as needed
- Work with local drama associations and amateur theatre groups to ensure external technicians are suitably skilled, offering training where appropriate

General Duties

- Participate in the School's appraisal process
- Ensure that principles of equality are upheld in all interactions with staff and students
- Carry out supervisory duties before and after school and at break times as per the published rota
- Adhere to all School policies and procedures
- Contribute towards achieving the School's aims and ambitions as outlined in the Strategic Plan, School Development Plan, and Department Development Plan
- Undertake any reasonable duties related to the job purpose and within the scope of the conditions of service outlined in the School Teacher's Pay and Conditions document
- Play an active role in the School's self-evaluation process
- Work within the School's Health and Safety policy, Safeguarding Policy, and Code of Conduct to help create a safe working environment for staff, students, and visitors
- Ensure compliance with the Teachers' Standards, actively engaging with ongoing learning and professional development

Alterations

- The Headteacher may alter this job description, after discussing any alterations with you and giving you reasonable notice of the alterations

Other Duties:

You may be required to perform duties, appropriate to the post, other than those given in the job specification. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed. Such variations are a common occurrence and would not themselves justify reconsideration of the grading. As a result of such variations, it will be necessary to update this job specification from time to time.

This job description allocates duties and responsibilities but does not direct the amount of time to be spent on carrying them out and no part of it may be so construed.

This job description is not necessarily a comprehensive description of the duties required but outlines the main responsibilities of the post. It will be reviewed annually and can be added to at the discretion of the Headteacher.

An enhanced DBS check will be required for this post.

The job description is current at the date shown, but, in consultation with you, may be changed by the Headteacher to reflect or anticipate changes in the job commensurate with the grade and job title. The successful candidate must have a commitment to safeguarding, promoting the welfare of children and young people and uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination.

Applicants must declare any criminal convictions and submit to a check with the Disclosing and Barring Service as the post is exempt from the Rehabilitation of Offenders Act 1974.

Person Specification - Performing Arts Technician

E - Essential
A - Application process

D - Desirable
I - Interview process

	Essential / Desirable	Assessed via?
Experience:		
Previous experience of working with Children or young adults	D	A/I
An understanding of how a secondary School works	D	A/I
Experience of working as a member of a Team and on their own initiative	D	I
Experience of working with students to support learning	D	A/I
Technical Theatre – programming sound and lighting	E	A/I
Experience in stage management	E	A/I
Running and providing technical support for shows and events	E	A/I
Editing software (film and music)	D	A/I
Recording technology (film and music)	D	A/I
Knowledge:		
5 GCSEs including maths and English	E	A/I
Degree or equivalent in a relevant subject	D	A/I
Excellent written and verbal communication skills	E	A/I
Excellent and up to date ICT skills	E	A/I
Aptitudes:		
Reliable, honest and trustworthy	E	I
A willingness to commit to the School's vision and to 'go the extra mile' in order to achieve it	E	A/I
A commitment to equal opportunities	E	I
Excellent written and verbal communication skills	E	I
An understanding of data protection and confidentiality	E	I
Understanding and appreciation of working in a School context and how the role contributes to safeguarding and positive outcomes for students	E	I
Good communication skills with children, young people and parents	E	A/I
Problem solving skills: diagnosing problems, evaluating alternative options, making accurate judgements	E	A
Administrative skills: able to keep good records, adopt good administrative practice/systems, use data	E	A
Ability to work independently	E	A
Values:		
The belief that every student can and will achieve their very best	E	A/I
A clear educational vision and passion for Theatre in an educational setting	E	A/I
Good organisational skills	E	I
Highly motivated and willing to go beyond the confines of the classroom to "give more" to the students	E	A/I
Ability to work to deadlines and manage pressure	E	A
Record of good attendance and punctuality	E	
Safeguarding and welfare of the School community:		
The ability to maintain appropriate relationships with all members of the School community	E	A/I
The ability to manage student and colleagues behaviours in a positive way	E	A/I
Be clear on their motivation to work with young people	E	I

Uphold the values as set out in the School's Equality Policy through promoting equality of opportunity and the elimination of unlawful discrimination	E	A/I
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