



*Where young  
people are*  
**known,  
valued &  
treasured**

# Sound & Lighting Technician Application Pack

Co-educational Independent Catholic Day School for ages 4-18 in St Albans





## Welcome to St Columba's College

St Columba's College is located 25 miles from Central London in the cathedral city of St Albans in Hertfordshire. The College is a thriving 4-18 independent co-educational day school, comprising a Prep School of approximately 200 pupils and a Senior School of 600 students, of whom 160 are in the Sixth Form.

St Columba's is an academic and aspirational school devoted to academic excellence and the holistic development of each individual child. It was established in 1955 by the Brothers of the Sacred Heart and is a Roman Catholic foundation based on the educational philosophy developed by its founder, Father André Coindre: to ensure a provision of education rooted in religious values, structured through friendly discipline, nurtured by personal attention, and committed to academic excellence. We are an integral part of a dynamic group of 12 schools located primarily across the United States.

### Expressive Arts Faculty

The Expressive Arts faculty is a new and growing faculty within the Senior School and comprises the Drama, Music and Art departments. The departments collectively, and separately, host a vast number of exciting forward-facing events throughout the College year, including the Whole School Show, the Eisteddfod, music concerts and open mornings.

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Exemplary pastoral care + great teaching +  
emphasis on extracurricular = happy children  
reaching their potential.

The Good Schools Guide



**Job Title:** Sound and Lighting Technician

**Reports To:** Head of Expressive Arts

**Key Contacts:**

Drama, Music and Art departments (Prep and Senior Schools), IT Services and Assistant Head Student Formation.

**Overall Purpose**

To provide sound, lighting and AV support within the Expressive Arts faculty and across the wider College (both Senior and Prep schools).

**Main duties and responsibilities**

- Support and set-up for both large and smaller scale school events, productions and assemblies in Prep and Senior School using audio equipment and stage lighting.
- Lesson support within the Drama department for GCSE and A-Level students entering examinations.
- Provide an extra-curricular Tech Club for Prep and Senior students interested in lighting and sound.
- Work with Head of Music (both Prep and Senior) to assist with audio-visual requirements during lessons and for events.
- Offer guidance on audio-visual installations and support staff with hardware & software needs where necessary.
- Maintain and update equipment when required.

**Other**

- Provide staff training on AV equipment if required.
- Perform basic administrative support duties, as required, to meet specific operational objectives.
- Provide assistance to the Head of Expressive Arts when required.
- Provide assistance in Drama lessons when required.
- Filming and video editing, when required, to create films for college/department use. This could be college-wide on occasions.



### General responsibilities

- Play a full part in the life of the college community to support its distinctive mission and ethos and to encourage staff and students to follow this example.
- Attend training and staff INSET sessions organised by the College.
- Always adhere to Health & Safety legislation, and all departmental policies and procedures, to ensure the safety of self, colleagues, pupils, staff and visitors.
- Follow College Safeguarding and Child Protection policies.
- Carry out any other reasonable duties as requested by the Head of Department, Heads of Music and Headmaster.

### Physical & Working Environment

- Working at height with ladders.
- Moving, handling, carrying and pushing various AV equipment and loads.
- Bending/lifting/standing where appropriate to fulfil requirements of the role

### Safeguarding Children

The appointee's responsibility for promoting and safeguarding the welfare of children and young persons for whom they come into contact will always adhere to and ensure compliance with the College's Child Protection Policy including attendance at relevant safeguarding update training including off job and on-line courses. If in the course of carrying out the duties of the post the appointee becomes aware of any actual or potential risk to the safety or welfare of children in the College, they must report any concerns to the Designated Safeguarding Lead and record on CPOMS.

It should be noted that a job description is non-contractual and is not an exhaustive list of activities, and employees may be asked to carry out other duties commensurate with the responsibility and seniority of the post. The job description may also be amended to take account of changed circumstances, and employees will be consulted if this is necessary.

## Person Specification

### Skills Required

- Experience of managing stage lighting and using lighting desks (ideally FLX S24).
- Experience of managing Digital/Analogue mixing consoles (ideally a Behringer X32).
- General understanding of signal flow and power distribution.

### Desirable Skills

- Video editing experience.
- Working from height.
- General understanding of Ofcom Licensing and Wireless Microphones.
- Familiar with Capture Software

### Personal Qualities

- Eager to learn with a flexible and proactive approach.
- Self-motivated with the ability to work as part of a team and on own initiative.
- Ability to communicate clearly with confidence.
- Sense of humour.

### The Role

- This position is offered on a fixed term contract for the 2026/27 academic year.
- Full-time, although part-time or flexible hours will be considered for the right candidate. Normal full-time hours will be 35 per week, Monday to Friday, from 8 am to 4 pm, inclusive of a one-hour unpaid lunch break. Flexibility with working hours will be required to accommodate the needs of the College by providing dedicated support to staff outside of the normal school day and/or school week.
- Term Time plus 5 additional days to be worked during the school summer holiday period for preparation and maintenance of equipment. Additionally, a weekend rehearsal for the school show to be agreed in advance with the Head of Expressive Arts (2 days), 5 Inset days, the Open Day and a Prize-Giving (1 day over a weekend in June). Total 185 working days. Attendance is also required at the annual Columban Fayre (November)
- The actual pro rata salary for the above working arrangements will be £28,265 which is based on a full-time equivalent salary of £33,711.16 gross per annum.
- Fee discount for the children of permanent staff members educated at the College in line with the Staff Fee Remission policy in place at the commencement of employment. This will be paid pro rata for term time and part-time working.
- Free lunch, tea/coffee/biscuits/fruit.
- Eye Care Vouchers.
- Access to a benefits hub including discounted gift cards, Cycle to Work and Tech Schemes.
- Free annual flu vaccination.
- Confidential 24-hour free counselling help-line.
- Paid time off to attend relevant technical training as part of Continued Professional Development.
- Contributory pension scheme (6% employer contribution).
- Use of the College Fitness Suite outside of school hours.
- Free on-site car and cycling parking.
- Opportunity to assist on trips in the UK and overseas.

### Work with us

St Columba's is committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including reference checks with past employers and the Disclosure and Barring Service.

If you wish to discuss this vacancy further, please contact Jackie Metcalfe, Head of HR, at [metcalfe.j@stcolumbascollege.org](mailto:metcalfe.j@stcolumbascollege.org) or on 01727 892095. To apply for this position, visit our website [stcolumbascollege.org](http://stcolumbascollege.org)

### Application Process

**Closing date: 10 am on 3rd September 2026.**

Interviews will be held on 7<sup>th</sup> or 8<sup>th</sup> September. Early applications are encouraged as we reserve the right to call suitable candidates to interview and to appoint prior to the closing date.



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St Columba's College is a Catholic Foundation of the Brothers of the Sacred Heart (US Province)