



**REED'S**  
School

## Candidate Information Sound & Stage Technician

*Reed's School*

Sandy Lane | Cobham | Surrey | KT11 2ES

[www.reeds.surrey.sch.uk](http://www.reeds.surrey.sch.uk)

Registered Charity Number: 312008

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Reed's School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

# An Introduction to Reed's School

Reed's School is a leading HMC independent day and boarding school, providing an education for around 850 pupils. We accept boys between the ages of 11 and 18 years, with girls joining in the Sixth Form. Reed's is predominantly a day school with approximately 10% of pupils boarding, spread throughout the year groups.

Although primarily day, the School benefits from all the facilities of a boarding school which provide the welcoming community feel that embodies our ethos and character.

Reed's is well-known for its innovative approach to learning, outstanding Arts and Music provision, and national and world-class Sports teams.

Our staff are recognised for their inspirational and dynamic approach to learning. The vast majority of pupils go on to attend their first-choice universities, with Russell Group universities being the most popular destinations. The ISI awarded the School "excellent" in all categories during its most recent inspection.

Situated in over forty acres of countryside in Cobham, Surrey, Reed's benefits from excellent transport links by rail, road and air. The School is a ten-minute walk to Oxshott Station, with a forty-minute journey into Central London while the A3 is a four-minute drive away with excellent links to Gatwick and Heathrow airport and the M25.



# The History of Reed's School

Reed's School was established in 1813 by the prominent philanthropist and social reformer Reverend Dr Andrew Reed as a school for orphaned children. His belief that philanthropy and education have the power to transform the lives of children remains central to the ethos of Reed's. Through our Foundation the School continues to offer bursaries to approximately 10% of the pupils who have lost the support of one or both parents, be in need of pastoral care and financial assistance.

Although much has changed since the School was founded, our values-driven approach to education has remained the same. Through our core values of Integrity, Compassion, Curiosity, Resilience, Responsibility and Independence we are able to create a dynamic, exciting, and friendly environment where our pupils and staff thrive.

# Support Staff Benefits

Reed's School enjoys notable demand for places and is backed by strong financial planning that enables all departments to be very well resourced.

## SALARY

- A competitive, bench-marked salary commensurate with experience will be offered for this role.

## PROFESSIONAL DEVELOPMENT

- The School commits to support on-going training and professional development for all of its employees.
- In addition to this, the School offers INSET days delivering a range of further training such as highly-practical First Aid qualifications.
- There is an annual cycle of appraisal as well as myriad opportunities to reflect on professional practice and development opportunities.

## PENSION SCHEME

- The School pays an employer's contribution to its selected Pension Scheme.

## EMPLOYEE ASSISTANCE PROGRAMME

- Health Assured provides expert free and confidential support with personal and professional difficulties, 24/7.

## MEALS & REFRESHMENTS

- Lunches and other refreshments are provided free of charge during the school day (breakfast and dinner available should staff work earlier or later than normal).

## PARKING

- Free, onsite parking is available for all staff.

## REED'S SCHOOL SPORTS CENTRE

- Free membership of the School's Sports Centre, with access to squash courts, gym, swimming pool and other sports facilities at agreed times.

## COMMON ROOM

- All members of staff belong to the Common Room. There are opportunities to participate in a number of Common Room activities such as social events, sports teams etc.

## CYCLE TO WORK SCHEME

- Employees can apply to the Cycle to Work Scheme, linked with Evans Cycles

## HOLIDAY CAMPS DISCOUNTS

- Discounts are available to all permanent staff on some holiday camps and activities hosted at Reed's School.

Reed's School is strongly committed to inclusion and is an equal opportunities employer. We aim to create a welcoming, respectful and safe environment for all members of our community from every ethnicity, gender, sexual orientation, age, ability/disability, religion and background. We want our pupils to understand the importance of a diverse community by recruiting from the widest possible pool of talent, removing barriers that can prevent people from showing their full potential, and fostering a fully-inclusive environment.

To enable us to make any reasonable adjustments, please let us know when you submit your application whether you have any special requirements.



# The Role & Department

Music and Drama play a central role within the life of Reed's School. The School also runs multiple events each year that require technical expertise, such as open mornings and Speech Day.

The performance calendar is extensive, with events scheduled throughout the year including plays, concerts, recitals, productions, competitions, and performances both within and beyond the School. The School runs a full weekly programme of rehearsals for ensembles, including orchestras, choirs, jazz ensembles and chamber groups of all varieties and for drama productions.

Music and Drama are both popular options at GCSE and A Level and results are very strong. The School seeks to increase the use of technology across the curriculum and to develop further opportunities, for example in Music Technology.

The Sound and Stage Technician is a full-time post at Reed's School. The role-holder will support the technical, academic and co-curricular life of the Music and Drama Departments and wider School, contributing significantly to school events, music technology provision, drama productions and the delivery of the curriculum.

The role-holder will report into the Senior Deputy Head (who is responsible for whole-school events). The Senior Deputy Head will work with the Directors of Drama and Music to co-ordinate the role-holders priorities.



# Main Duties and Responsibilities

## Technical and Audio Provision

- Provide audio support for Open Mornings and major whole-school events, including A Level and GCSE options events, admissions events, Speech Day and other school functions.
- Act as audio technician for music and drama department led events in the Assembly Hall, the Music School, and external venues.

## Technical Infrastructure

- Maintain and support the Music Department's technical infrastructure, including Mac suites, music software, hardware and recording studio facilities.
- Support the upkeep, development and effective use of recording and production equipment.
- Procure equipment as necessary.
- Lead the recording of GCSE and A Level Music coursework submissions, which form a substantial component of public examination qualifications.
- Order/hire supplies and equipment for Drama and Music productions.
- Take responsibility during rigging, focussing, plotting and de-rigging sessions.
- Contribute to the development and relaunch of the recording studio as a functional teaching and learning space.
- Ensure implementation of all Health and Safety relevant Health and Safety policies (guided by the line manager)
- Maintain a booking system for the school Assembly Hal

## Curriculum Support and Development

- Assist in the delivery of the music and drama curriculum across Lower School, GCSE and A Level, particularly in composition and music technology.
- Support the increased use of technology within the Lower School curriculum.
- Support the identification and development of potential A Level candidates, helping to promote academic excellence and enable access for pupils of varied backgrounds.
- Assist with the design and operation of technical requirements for academic Drama assessments, including lighting, sound, projection and set elements as required.
- Filming, editing and archiving student assessments to the Drama Vimeo account.





# Main Duties and Responsibilities contd.

## **Pupil Enrichment**

- Coordinate and lead a Music Technology Club.
- Promote creative and innovative use of music technology among pupils.
- Support pupils in developing skills in recording, production and digital composition.
- Organise and run workshops to educate pupils in lighting, sound, stage management and the proper use of all equipment.

## **Resources and Administration**

- Manage and maintain the departmental music library and digital resources.
- Assist with the organisation of departmental resources and materials.

## **General Duties**

- Support music ensembles and drama rehearsals as required.
- Attend relevant meetings and INSET as directed by the Senior Deputy Head
- Assist in marketing and promoting the School, including support at admissions and public events.
- Promote and safeguard the welfare of children and young persons with whom you come into contact.
- Carry out other reasonable duties as instructed by the Senior Deputy Head and commensurate with the role.

# Person Specification

## QUALIFICATIONS

### Desirable

- A recognised qualification in sound and/or stage management.

## EXPERIENCE

### Essential

- Experience of working co-operatively as part of a team.
- Experience of technical work within a theatre, entertainment or school environment.

### Desirable

- Experience of rigging and operating sound and lighting equipment.
- Knowledge and experience of contemporary music theatre practice and working creatively within the production process.
- Experience working with young people in a busy school environment.

## SKILLS & KNOWLEDGE

### Essential

- Excellent planning and organising skills.
- Instrumental and/or vocal ability to contribute widely to the co-curricular programme.
- Excellent communication skills (with a variety of audiences: pupils, parents, and colleagues), both oral and written.
- Demonstrate IT competencies for music teaching and administration.
- A strong working knowledge of music technology including live and recorded sound and to create musical arrangements (we use Logic Pro and Sibelius).
- Knowledge of ETC Lighting Controls, digital sound desks, Film Editing (e.g. Final Cut), QLab.
- Knowledge of the operation of technical equipment

within a theatre, management of a stage crew and planning and executing the technical aspects of a production.

- Knowledge of the care and maintenance of lighting, sound and stage equipment.

### Desirable

- Knowledge of music software (DAWs, notation etc.)
- Knowledge of sound technology including mixing desks, microphones, recorded and live sound.

## PERSONAL COMPETENCIES AND QUALITIES

### Essential

- Motivation and enthusiasm to work with children and young people.
- Initiative, energy, and drive to support a range of performance activities.
- Full commitment to the co-curricular life of the department, including concerts, services, and trips.
- Collaborative team player with the ability to build effective working relationships.
- Enthusiastic, empathetic, and approachable with a passion for music and drama.
- Ability to act as a role model for pupils and staff through demonstrating high standards of personal and professional conduct.
- Ability to form and maintain appropriate relationships and personal boundaries with children and young people.
- Ability to maintain consistency and fairness.

### Desirable

- Commitment to reflective practice and an ability to respond and adapt to feedback.
- Ability to adapt to changing circumstances and new ideas with flexibility.



# Application Process

If you would like to find out further information regarding the role, please contact the HR department by email at [hr@reeds.surrey.sch.uk](mailto:hr@reeds.surrey.sch.uk) or by telephone on 01932 869044.

Applicants should apply online via the link in the Vacancies page on our website: [www.reeds.surrey.sch.uk/4401/vacancies](http://www.reeds.surrey.sch.uk/4401/vacancies)

## Safeguarding & Child Protection

Reed's School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

This post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions & cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

## ISI INSPECTION REPORT

### JANUARY 2025

*In our latest ISI Inspection (Jan 2025) Reed's were judged to have met all required standards. We were also delighted that the inspectors acknowledged a 'significant strength' (a rare plaudit reserved for an aspect of a school that is unique on a national basis) for our use of feedback to raise academic standards.*

*"Effective leadership ensures that the school provides a nurturing, inclusive environment where pupils thrive academically, socially and personally."*

*"Pupils are supported by a rich curriculum, dedicated pastoral care and extensive extra-curricular opportunities."*

*"Pupils are motivated learners who are eager to succeed"*

*"Pupils enjoy positive relationships with their teachers and articulate thoughtfully their opinions and views."*

*"Teachers plan challenging and meaningful lessons which engage pupils and spark their curiosity."*