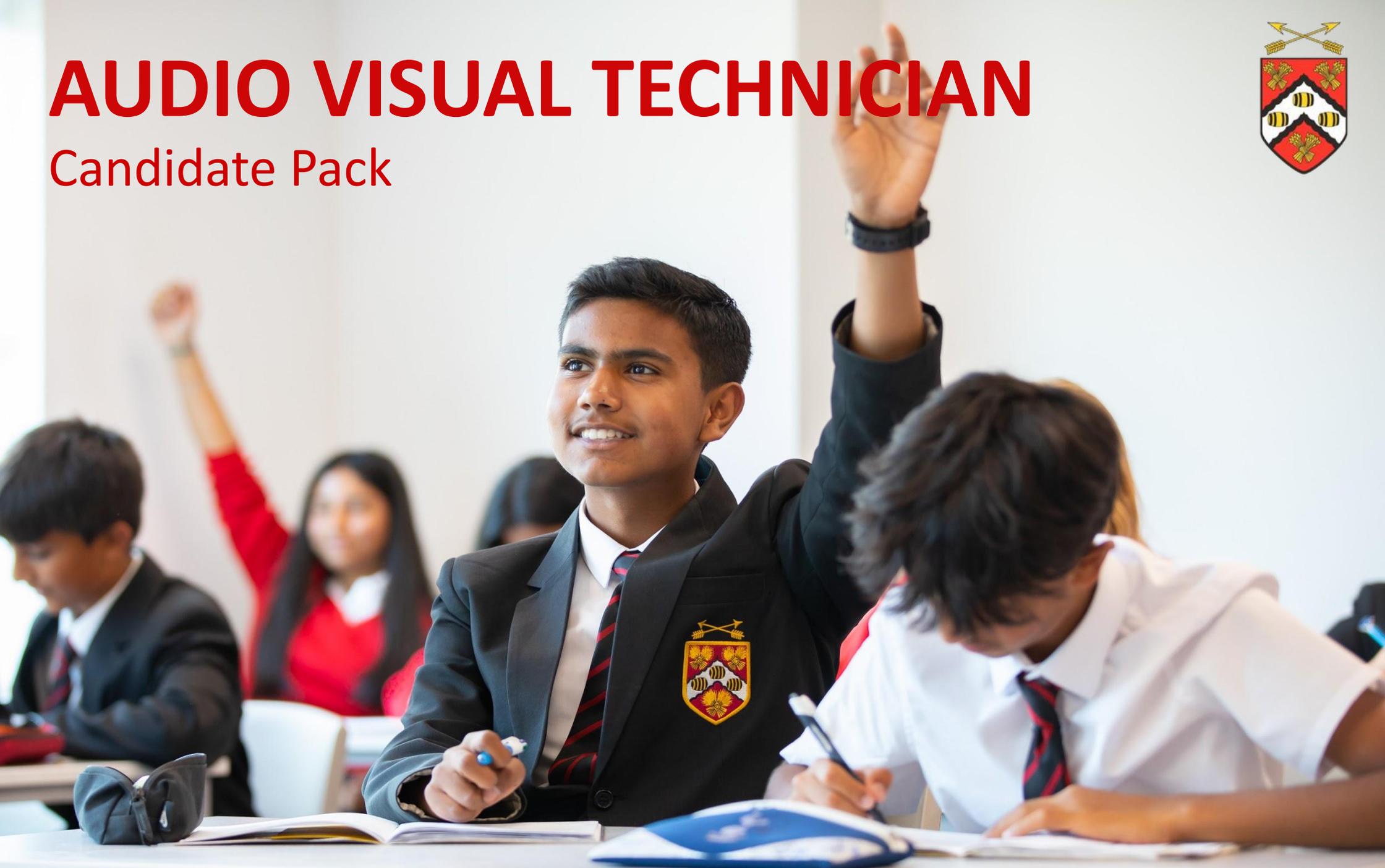


# AUDIO VISUAL TECHNICIAN

## Candidate Pack



# HEADTEACHER'S WELCOME



Thank you for your interest in applying to Dame Alice Owen's School. Though much of the information we have about our school is available on our website, we know you are busy, so have put some key information in this pack to help you understand who we are and what we do.

Our school was founded over 400 years ago by Dame Alice Owen, a remarkable philanthropist with an unusually modern vision for education. She established the first school in Islington and, as demand outstripped space, it moved to its current setting, in the Hertfordshire countryside, in 1976.

Today, Owen's is an exciting place to work where *'staff overwhelmingly feel well cared for'* and behaviour is *'exemplary'*. [Ofsted December 2023] Ours is a school where teachers love talking about teaching and learning, where relationships between students and staff are positive and strong, and where we do what we can to keep workload manageable. We are never complacent; we are always looking for marginal gains in order to keep what we do reasonable, but exciting. It is the combination of interested students, dedicated staff, supportive parents, a rigorous and empathetic Governing Body, and a stable, experienced and supportive school leadership team, which makes our school such a special place to be.

Dame Alice Owen's School is a mixed, partially selective secondary school with approximately 1,470 students including over 450 in our vibrant and highly successful sixth form. Our school benefits from some of the most able students in the country. In the 2025 A level examinations, 66% of all A level grades were A\*-A with 89% of grades being awarded A\*-B. In GCSE examinations, students achieved an average Attainment 8 score of 73.6 with 29% of all grades awarded at level 9 and 95% of students achieving 5 or more grades 9 – 4 including English and Maths (there is no Progress 8 score for 2025 due to Covid but in 2024 it was +0.92). Many of our school leavers from Year 13 secure places at the universities, including an average of 15 students taking up offers at Oxbridge each year.

We were delighted to be recognised as 'The Sunday Times Regional School of the Decade' in 2020 and the country's highest ranking non-fully selective **state school of the year** many times over. Add awards from The Telegraph: **State Sixth Form of the Year** this September, The Sunday Times: **Comprehensive School of the Year for Academic Excellence 2026** and **Comprehensive School of the Year (Southeast) 2025 and 2026** and you start to see why our annual survey showed that 100% of staff are proud to be part of the school. Securing a place at Owen's has been described as *'winning the lottery'* in the Good School Guide and Ofsted judged us *'outstanding'* in all categories in December 2023, with no areas for improvement.

If you would like to come and join us, we would love to meet you and talk to you more. Please call to arrange a chat, if you would like to, or just send us your completed application pack. I look forward to meeting you.

*Hannah Jenkins*



# AUDIO VISUAL TECHNICIAN

**Permanent, part-time contract**  
**Required as soon as possible**

Working days and hours per week will be flexible based around the needs of the school, and will include some evenings and weekends. It is expected that the successful candidate will work approximately 400 hours over the year, during term time plus inset days. The school calendar which details all scheduled events will be provided at the start of each academic year to help plan working days and hours for the year ahead.

Salary: H5/9, actual annual salary approx. £6,300 based on working an average of 10 hours per week, term time plus inset days (FTE £27,254)

Closing date: 9am, Monday 13 April 2026

Interview date: w/c Monday 20 April 2026

*We reserve the right to make an appointment before the closing date, so early applications are encouraged.*

The Governing Body of this highly successful, partially selective, mixed school invites applications for the post of Audio Visual (AV) Technician to manage, operate and maintain audio visual equipment to support drama and music performances in school, GCSE and A level drama exams and other school events. In addition, the role will involve running a weekly lunchtime club for students interested in learning how to use audio visual equipment safely and effectively.



# WHY WORK AT OWEN'S

At Dame Alice Owen's, we appreciate that when staff are well looked after, and conditions are right for learning, students and staff thrive.

Owen's has a relaxed, supportive environment, the atmosphere is friendly and collegial and staff are nurtured and supported. Students at Owen's are engaged, well-motivated and behavioural issues are rare and well managed. The Senior Leadership team are fully aware of the importance of a good work life balance and are mindful of this when supporting the teams they line manage. Meetings are kept to a minimum. There are regular, whole staff and departmental social events throughout the year, and, with a nod to our 400 year old traditions, Owen's is often a fun and interesting place to be.

Working at Owen's is not just a job; it's a fulfilling and rewarding experience that goes beyond the classroom, positively shaping both students' futures and the careers of all those who work with them. If you would like to work in a school where your passion for supporting young people and contributing to their future success can truly flourish, Owen's is the perfect place for you.

In addition to this we also offer a variety of benefits including:

- Access to an Employee Assistance Package, which provides staff with a wide range of health and wellbeing services including 24 hour access to a GP;
- Excellent facilities and resources including a Fitness Suite which is open to all staff for certain hours outside of the school day;
- Free on school site parking;
- Staff child places, in line with our admissions procedures;
- A great location - the school is situated on an attractive 35-acre site in the Green Belt. Central London is easily reached, in 15 minutes, by rail from Potters Bar and the school is close to motorway links.

Hear from members of our Staff in the [video here](#) about why they enjoy working at Dame Alice Owen's School.



# JOB DESCRIPTION

**Post Title:** AV Technician

**Responsible to:** Member of Senior Leadership Team

## Job Purpose

- To teach students how to safely use the school's equipment for the diverse array of events and academic requirements of Dame Alice Owen's School through a lunchtime club or similar as well as through mentoring during live performances and when supporting examinations;
- Beyond direct student instruction, the role involves managing the technical infrastructure of the school's two drama studios, a multi-purpose hall and a 350 seat raked concert hall.

## Main Duties and Responsibilities

- Ensuring excellent, predominantly student led, technical delivery for day-to-day activities and major school events including plays, musicals, the Gym & Dance Display, music concerts, Oktoberfest, OwensFest, The Great Gig and the prestigious end-of-year "Visitation" ceremonies;
- Working closely with the Drama department during GCSE and A-Level exam periods (specifically November and March) to facilitate lighting, sound and visual realisations. There may also be the opportunity to support the teaching of "Design Elements" within the syllabi;
- Support the Drama programme before, during and after examined performances, operating light and sound, if required, to ensure students achieve the best possible results;
- Overseeing student rigging of sound, lighting and multimedia equipment;
- Manage and train the school's student technical crew, fostering their development in professional technical theatre practices;
- Ensure technical and creative support is ready and available for all hall and drama space users, including assemblies, presentations, lectures and concerts. Whilst much of this will be student led, some will require your oversight including some evenings/weekends as per the school calendar;
- Managing the ongoing maintenance and organisation of all lighting and sound equipment to ensure this remains in good, safe, working order and that every space is tidy and ready for immediate use;
- Helping to construct comprehensive risk assessments for theatrical performances/events, specifically ensuring the safe supervision of students within technical environments, including at heights and feeding into budgetary conversations regarding equipment maintenance, long-term needs and hire requirements for specific productions;
- Collaborating with the Director of Drama and a creative team of staff and students;
- Conduct regular stock takes and maintain a detailed equipment inventory; and
- Any other reasonable requests from the Director of Drama or the Headteacher to support the school's objectives.

# PERSONAL CRITERIA

| Technical & Safety Knowledge   | Desirable/ Essential |
|--|----------------------|
| Knowledge of current Health and Safety requirements and legislation regarding theatre        | E                    |
| Knowledge of basic electrical principles and electrical safety                               | E                    |
| Ability to design, rig, and operate lighting systems, control apparatus, and equipment       | E                    |
| Ability to operate audio ie sound desk/audio-visual equipment (live, recorded, and playback) | E                    |
| Good IT skills and good working knowledge of theatre design software                         | E                    |
| Qualified to Work at Heights (or willing to gain qualification at school's expense)          | E                    |
| First aid qualification  | D                    |
| Experience & Maintenance   |                      |
| Theatre industry experience across all aspects of live performance and events                | E                    |
| Basic knowledge of maintenance and refurbishment of lighting and sound systems               | E                    |
| Ability to perform manual handling, rigging and ability to stay active during shows          | E                    |
| Ability to mentor and teach students aged 11-18  | E                    |
| Ability to feed into discussions on maintenance and hire costs                               | E                    |
| Design, building and crewing experience in all aspects of Performing Arts                    | D                    |
| Ability to PAT test equipment  | D                    |
| Professional Attributes  |                      |
| Well-developed problem-solving skills and a high level of accuracy/attention to detail       | E                    |
| Excellent interpersonal and communication skills   | E                    |
| Self-motivated with the ability to work alone without direction when required                | E                    |
| Adaptable and flexible with working hours (evenings/weekends) when required                  | E                    |
| Enthusiastic with an eagerness to be part of a hard-working team                             | E                    |
| A willingness to undertake any reasonable tasks outside specific technical duties            | E                    |
| Commitment to the welfare and protection of children   | E                    |

# HOW TO APPLY

Applications will be accepted by completion of an application form via MyNewTerm on our vacancies page - <https://damealiceowens.herts.sch.uk/introduction/vacancies/>. We are not able to accept CVs for any posts based in school.

To arrange a tour or informal discussion about this position, please contact Rebecca Khan, Teacher of Drama/Tech Crew Lead via email on [khanr@damealiceowens.herts.sch.uk](mailto:khanr@damealiceowens.herts.sch.uk)

The school is committed to safeguarding children, young people and vulnerable adults and promoting the welfare of children and expects all staff to share this commitment. Please take time to read our [Safer Recruitment](#) and [Safeguarding and Child Protection](#) policies.

The post you are applying for is exempt from the Rehabilitation of Offenders Act 1974 and applicants will be required to declare any convictions, cautions, reprimands and warnings that are not “protected” (as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (as amended in 2013 and 2020)). Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers, scrutiny of the information provided in your application form and an enhanced Disclosure and Barring Service disclosure check.

We fully appreciate the time and consideration which go into applying for a new job. If there is anything we can do to help you through this process or if you have any general enquiries, please do not hesitate to ask via [recruitment@damealiceowens.herts.sch.uk](mailto:recruitment@damealiceowens.herts.sch.uk)

