

ROEDEAN

Join the Roedean Team

THEATRE AND EVENT TECHNICIAN

Girls First: Empowered, Encouraged, Engaged

ON SITE FARM

FOUNDED 1885

48% BOARDING

5 OFFERS FOR OXBRIDGE

OVER 1/3 OF ALL GCSES WERE GRADED 9 IN THE LAST 2 YEARS

ACADEMIC MENTORING PROJECTS

45 ACRES

FLOOD-LIT ALL-WEATHER PITCH ON SITE

100 CO-CURRICULAR ACTIVITIES

355-SEAT THEATRE

GIRLS FROM OVER 40+ COUNTRIES

£11m BOARDING REFURBISHMENT

128 YEARS ON CURRENT SITE

58% OF 2026 COHORT PURSUED STEAM AT UNIVERSITY

ON THE CLIFFS OVERLOOKING THE ENGLISH CHANNEL

400 STUDENTS ON ROLL

www.roedean.co.uk | vacancies@roedean.co.uk | 01273 667531

Welcome to Roedean



Roedean is an extraordinary school on an extraordinary site – the girls play cricket and hockey with the sea's blue in front of them and the green of the South Downs behind them, the Maths and Humanities classrooms have perhaps the best views of any in the country, and which other boarding houses have been likened to a boutique hotel? But it is not just the location, but the strong academic focus with a genuine belief in the importance of creativity and an all-round education that makes Roedean unique.

This is an exciting time for Roedean which is marking the 141th anniversary of the foundation of the School, although it moved to its current site in 1898. Ever since its foundation, Roedean has been renowned for providing girls with an exceptional holistic education, and this certainly remains the case today: the girls excel in many fields, achieving excellent academic results, while also playing music beyond diploma level, debating in the Oxford Union finals, playing Netball in Sri Lanka, and throwing themselves into partnership work in the community and beyond. Students achieve Advanced 1 in Ballet, design and race their F24 electric car, exceptional artists can finish A Level Art in a year and then complete a certificated foundation year before applying for direct-entry Art degrees, and over the last two years, two students have successfully solo swimming across the Channel to France.

The School numbers around 400 students, and about half of that number are day girls, joined by boarders from over 40 countries.

Roedean is clearly thriving and, in addition to the evident success in the Arts and particularly STEM subjects, as well as in many areas of school life beyond the curriculum, it is wonderful that the findings of our last three ISI Inspection reports in 2016, 2021, and 2025 all highlighted the excellence in Roedean provision and outcomes for students. Despite current pressures, it is clear that the School is in fine fettle, and where it will be in the coming years is an exciting prospect.

Roedean really is a great place to work – we hope that you would like to join us.

Niamh Green
Head

The Role

The Theatre and Events Technician is responsible for providing technical support across all aspects of the School's theatre, performance and events programme. The role supports curricular and co-curricular activities, school productions, concerts, examinations, assemblies and commercial lettings, ensuring a safe, professional and high-quality experience for performers, staff, students and visitors.

The Theatre and Events Technician will report to the Theatre Manager, working closely with the Technical Manager and Performing Arts department in all aspects of curriculum delivery, performances and events. They will be required to support the teacher in the delivery of the requirements for technical candidates for GCSE and A Level courses in the Performing Arts.

An enthusiastic, creative and flexible individual is required to provide high quality design, technical and practical support for a busy Performance Arts Faculty and Theatre complex. The postholder will have a strong skill set in Stage, Sound, Lighting, AV Design and Operation, but will also be comfortable assisting with Duty Management when required.

Main Duties

Candidates should have a background in theatre or music, strong communication and organisational skills and enjoy working within a creative team as well being able to work independently and to take initiatives.

Specific Duties

Curriculum Support & School Events

- To design the sound, plot and operate the sound desk for productions, and provide sound support for visiting theatre companies and theatre lets.
- To design the lighting, program and operate for productions, and provide lighting support for visiting theatre companies and theatre lets.
- To provide sound reinforcement for events around the school such as Sports Day and visiting speakers.
- To support the Drama, Dance and Music Departments with exam recordings and performances.
- To assist in delivering a Technical Theatre club for the school pupils.
- To support teaching staff and pupils during lessons when requested.
- The Theatre Technician shall attend departmental and Production meetings hosted by the Performing Arts Department and the Theatre Manager.

Maintenance of the Building & Equipment

- To assist in the general maintenance of the teaching areas of the performing arts department with regards to technical equipment.
- Keep consistently high standards in housekeeping in all areas of the Theatre building and in other technical working environments within the School.
- To partecipate in the theatre development plans

Technical Skills

- Be confident in setting up microphones for both performance and recording purposes.
- Operate and maintain the sound equipment within the theatre and throughout the Performing Arts Faculty.
- Support the Theatre Manager in the managing of the visiting companies during the lettings period.
- Keep abreast of local, national and international developments in theatre production, technical practices and initiatives and ensure that the Theatre is at the forefront of development in such areas.
- To provide technical support for assemblies, INSET, school performances and events, recognising that some work will take place in the evening.

Health & Safety

- Maintain a good working practice of Health & Safety issues, including a working knowledge of related legislation.
- Ensure that all Health & Safety requirements are met for daily use of the equipment and the building.
- To undertake any training commensurate with the post.

Person Specification

Essential

- Professional experience in theatre, live events or a related technical production environment
- Working knowledge of Music Technology and Software e.g. Logic & Qlab
- Ability to work as a member of a creative team.
- Strong IT skills.
- Ability to work flexibly and unsociable hours.
- Ability to remain calm under pressure.
- Strong communications and organisational skills.
- Ability to work safely and confidently at height.
- Knowledge of health and safety regulation and practice a theatre/performance environment.

Experience in, or willingness to undertake training in

- Experience using a digital sound console., particularly Digico.
- Experience of rigging, adjusting and operation of theatrical lighting equipment, power distribution and control systems.
- Experience of setting up and rigging stage decking systems and scenery.
- Experience of routine maintenance inspection and testing of theatre technical equipment.
- Experience using the ETC Gio @5 or other ETC EOS lighting console

Desirable

- A professional qualification or degree in a relevant subject.
- Knowledge of/interest in developing theatre networking and cyber security
- Experience of rigging, adjusting and operation of special effects and video equipment.
- Experience of setting up, adjustment and operation of theatrical rigging and flying systems.
- Ability to use portable power tools and hand tools safely.
- Experience of working in the education sector or working with young people.
- Experience of portable electrical appliance testing.
- Clean Driving License

The School does not have a licence to sponsor migrants under the worker or temporary worker routes. Individuals who wish to work at the School will therefore need to hold or establish immigration status that allows them to work in the UK. The School is legally required to check that all successful job applicants hold the right to work in the UK before work can commence.

The Package

Salary: NTS point 24, £31,211 per annum.

Hours: 37 hours per week, worked flexibly according to operational requirements. The postholder will be required to work some events and occasional weekends to support productions, concerts and school events.

Holidays: 22 days per annum rising to 27 days after 5 years' service.

Other Benefits include:

- **Pension** – Contributory pension scheme
- **Remission of fees** for a daughter attending the school, in line with the current policy of the School Council, subject to the usual standards and procedures for admission (currently 40% - pro rata for part time staff)
- **Death in service benefit**
- **Dining and refreshment facilities** throughout the school day whilst on duty
- **Sports and Leisure** – use of the swimming pool, fitness suite and tennis courts (subject to availability). Weekly yoga classes are available after work
- **Wellbeing** – Staff have access to a confidential advice and telephone support service. Regular staff social events
- **'Cycle to Work' scheme**
- **Free parking on site**

Safeguarding

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Head and relevant agencies.

Roedean is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants will be required to undergo child protection screening appropriate to the post, including a Prohibition Order Check, checks with past employers and the Disclosure and Barring Service (DBS) and a safeguarding interview.

Roedean is an equal opportunity employer and we welcome the unique contributions that everyone can bring to Roedean. At Roedean School we are committed to building a diverse and inclusive workplace, so we encourage you to apply even if your past experience does not align perfectly with every qualification or experience in the information provided.

How to Apply

Applications should be made via the My New Term Application Form. This can be found by clicking the 'Apply Now' button on our website (www.roedean.co.uk/Vacancies). Please note we do not accept CVs.

If you have any questions about the role, please contact Maria Fabozzi, HR & Recruitment Officer - vacancies@roedean.co.uk

Closing date for applications is 9am, 16 November 2026. Interviews will be held w/b 23 November 2026.

Due to the need to appoint quickly, we reserve the right to interview and appoint at any stage of the process.

This job description is intended to provide an outline of the principal responsibilities of the role. It is not exhaustive and may be reviewed and amended in response to the changing needs of the school and its pupils.

Why Work at Roedean?



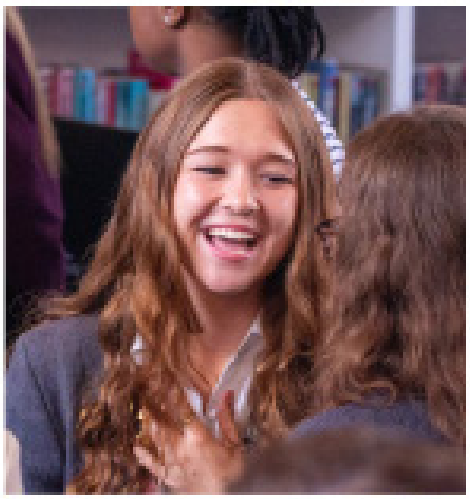
At Roedean, we are seeking dedicated and enthusiastic members of staff, who are keen to prioritise the girls' well-being and happiness at all times. We are looking for those who enjoy working as part of a team, and who appreciate the importance of the girls' all-round experience at school. We are hoping that the girls will become life-long learners, always keen to undertake new challenges and learn from their experiences, and

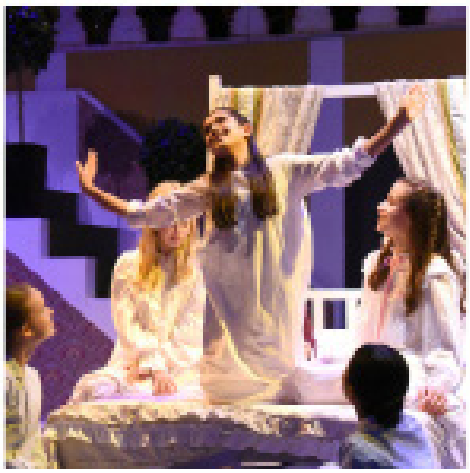
Roedean has the same wish for its staff; the school is happy to proivde support and training to facilitate the professional development if needed. All members of staff at Roedean enjoy strong and meaningful relationships with the girls, characterised by mutual trust and respect, and this was highlighted in our oustanding ISI Inspection report.








The School Today

Roedean numbers around 400 girls, bringing together students from over thirty-five countries around the world and those who live very locally; these different cultures and experiences add a great deal to the girls' experience, particularly in our increasingly globalised society, and ISI Inspectors remarked that 'the cultural development of pupils is excellent', and commented on the 'mutual tolerance and respect' which came from the integration between pupils from different countries, and between the day girls and those who board.

Founded in 1885 by three sisters to provide 'a thorough, physical, intellectual and moral' education with 'as much liberty as is consistent with safety', the School has always broken the mould. Today, Roedean is determined to empower the girls to challenge themselves to realise their considerable potential; they are given the opportunity to grow up at their own pace, not constrained by finite expectations, and they have the freedom to develop their talents and passions.

Roedean's ethos is clearly focused on the remarkable benefits of a holistic approach to education, in which academic pursuits are complemented by a wide range of co-curricular activities, and the founding Lawrence sisters would be delighted with their legacy today. With over 100 activities on offer every week, the girls enjoy international travel opportunities, a Farm on the school site, the annual House Drama Festival, and our flood-lit all-weather pitch at the heart of the School. Roedean girls excel in a range of sports, and many musicians and dancers perform beyond Grade 8 level – all such activities have their own intrinsic value, but they also have huge benefits for the girls' academic endeavours. Our 'Wild Fridays' programme sees all of Year 7 and 8 spending every Friday afternoon outside, learning bushcraft skills and orienteering, looking after the animals on the Farm, and outdoor adventure – and they love it! All girls in Years 9 and 10 undertake Bronze and Silver Duke of Edinburgh's Awards, and some also have the opportunity to join the CCF contingent at Lancing College.

Our partnership with St Mark's Primary, in the Whitehawk estate, is hugely rewarding for the pupils at both schools – there are a range of joint weekly activities, we fund-raised and built a Library on their site from scratch, and one year-group comes to Roedean each week for a morning of academic and sporting enrichment. Furthermore, the Roedean Academy, a programme of academic enrichment for Year 10 students, brings together academically gifted and engaged students from six local schools in the maintained sector with those at Roedean, to challenge their academic expectations and broaden their horizons.

Philanthropy is also central to what we do. 100 hot meals are sent each week into the community to feed the homeless in Brighton, 12 girls travel to Moldova each year to teach English to Ukrainian refugees and Moldovan orphans, and the community raised over £48,000 for a range of charities last year.







ROEDEAN'S ETHOS

At Roedean, there can be no doubt that the girls' rounded education 'makes a considerable contribution to their personal development' (ISI Inspection), and it is precisely this which produces independent and creative young women who will make their mark in the world. In the same way that Roedean encourages the girls to pursue a variety of interests, we expect the staff to be committed to the busy life of this boarding school; it is wonderful when staff join the orchestra or play in the staff-student sports fixtures, and the girls love it when members of staff congratulate them on their role in the previous night's play or the goal they scored in the fixture at the weekend.

ROEDEAN'S CAMPUS AND FACILITIES

Roedean is located on a beautiful 45-acre campus, and owns a further 75 acres of land adjacent to the site. It is the only school in the UK to be set within a National Park and on a coastline, as well as being in the boundaries of a vibrant city. The Grade II listed main building and Keswick House were designed by the leading Victorian architect and Roedean parent, Sir John Simpson, who also designed the original Wembley stadium. The main building incorporates the four main boarding houses, the dining rooms, the Library, and the teaching and administration spaces. Later additions include the Chapel, Science Laboratories, the Theatre and dance studios, the Music wing, Keswick House, and Lawrence House. We also have an indoor swimming pool, a Sports Hall, which includes a multi-gym, and numerous playing fields to the front and side of the school. With a £1½ million refurbishment of the Sixth Form facilities in 2019, a small Farm on site with sheep and pygmy goats, a refurbishment of our 355-seat Theatre in 2021, and an all-weather flood-lit pitch at the heart of the School, Roedean certainly has wonderful facilities and buildings. A transformation of the Library was completed in April 2024 and delivers an outstanding study, research, and exhibition space within the School's original school hall, further enhancing Roedean's academic provision.














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