



RECRUITMENT INFORMATION PACK

**T H E A T R E   G R A D U A T E**  
**( D r a m a   T e c h n i c i a n )**

**R e s i d e n t i a l**

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Location: Holt, North Norfolk, UK  
Required for: September 2026 – July 2027

*Gresham'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.*

  
**GRESHAM'S**  
ESTD 1555



**A MESSAGE FROM  
DOUGLAS ROBB,  
HEADMASTER**

*I am delighted that you are considering Gresham's as an employer and hope that you will want to apply for this position once you have found out a little more about us.*

*Gresham's is an independent co-educational boarding school based in the beautiful Georgian town of Holt, in North Norfolk. The School occupies a large campus across three sites: Nursery and Pre-Preparatory, Preparatory and Senior Schools, with approximately 800+ pupils ranging from 2 years to 18 years. We currently employ almost 400 staff in positions such as teaching and pastoral care, finance, information technology, administration, site services, maintenance and catering.*

*We take great pride in our reputation and recognise that this is built on the commitment and skills of our staff. The success of the School and the well-being of staff and its pupils depends very largely on co-operation, trust and respect between us.*

*We recognise that much time and thought goes into preparing an application, and we in turn, will give your application serious consideration, should you decide to apply.*

*For those of you who may not be familiar with the outstanding beauty of the North Norfolk Coast, I have a link below which I hope you will find useful:*

*[visitnorthnorfolk.com](http://visitnorthnorfolk.com)*

*With best wishes,*

A handwritten signature in black ink that reads "Douglas Robb". The signature is written in a cursive style and is positioned above a horizontal line.

*Douglas Robb*

## J O B   D E S C R I P T I O N   A N D   P E R S O N   S P E C I F I C A T I O N

*The Job Description contains the main details of the tasks and responsibilities of the post.*

*The Person Specification lists the criteria that applicants are required to demonstrate in order to be successful in undertaking the role. These are listed in terms of qualifications, personal qualities and professional experience and skills, and will be used in the shortlisting process and to form the basis for questions asked at interview.*

### J O B   D E S C R I P T I O N : T H E A T R E   G R A D U A T E ( D r a m a   T e c h n i c i a n ) R e s i d e n t i a l

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Reporting to: Director of Performing Arts (Senior School)

The Role: Theatre Graduate (Drama Technician)

We are seeking a theatrically versatile candidate to work closely with both teaching and technical staff in the Drama Department to support and engage with a diverse range of performances and productions, both academic and co-curricular, with the opportunity to be involved in professional external productions and events.

The Theatre Graduate's prime responsibility is to support the Drama Department in its delivery of academic and co-curricular Drama, sharing production and project management responsibilities with teaching staff and helping to support and facilitate events.

The Auden Theatre is also used by the Pre-Prep and Prep Schools. Technical support is provided for these by both the theatre technician and the graduate, sometimes independently. In addition, the successful candidate will be involved in supporting extracurricular events across the school including house music, chapel and boarding house events. The ability to setup a basic portable lighting and sound system for this type of event would be an advantage.

The duties are varied and cross a wide range of theatrical styles and genres. The ideal candidate will be open and flexible in approach and attuned to the needs of theatre and live performance, the dramatic performance context, and the varied demands on and level of experience of pupils. The role will require the ability to demonstrate initiative, problem-solve and be willing to work independently while being part of a creative team.

The successful candidate will be regularly involved in and engaged with the dramatic endeavours of young actors, designers and technicians. We are looking for someone who will lead by example, inspire and support pupils in their creativity, actively offering opportunities for pupils to get involved in performance and production. The candidate should be prepared to share their enthusiasm for theatre and be a positive role model willing to mentor pupils interested in pursuing technical and design work in theatre. This work takes place across all year groups and again involves independent working with our students who wish to explore technical theatre and design in more depth.

The Theatre Graduate will support the Drama staff in class with the teaching, preparation and running of the performance and production aspects of GCSE Drama and BTEC Performing Arts and IB Courses. The Theatre Graduate will attend rehearsals, keep rehearsal and blocking notes, and have responsibility for the stage-crew, helping them to stage manage shows and events.

The Theatre Graduate works closely with our Theatre Technician setting up and helping to run events in the Auden and our other venues – Theatre in the Woods, Fishmonger’s Hall, Big School, the Sports Hall, and the Prep School Hall. The ideal candidate will have experience in the technical aspects of the theatre. Knowledge of ETC EOS control and Q LAB would be an advantage.

The Theatre Graduate is a collaborative team player with performance and production experience as technician/stage-manager and/or designer with demonstrable skills in two or more aspects of technical theatre - lighting/sound/set/prop/costume design and construction, and a willingness to widen their skills set.

The Theatre Graduate works on both curricular and extra-curricular productions mentoring, offering support and helping to inspire and engage students in all aspects of performance and production. The Theatre Graduate will play a key role in the teaching and learning of the Drama Department enabling students to understand the challenges and potential of incorporating production elements into performance. They will make a relevant contribution to Gresham’s education and learning agenda, and their professional support will help to ensure that all users, internal and external of the theatre have a positive experience of the Auden.

**S P E C I F I C R E S P O N S I B I L I T I E S :**

- To complete daily technical duties in the Auden for both academic and co-curricular events and activities- including rehearsals for GCSE Drama, BTEC Performing Arts and IB Theatre exams, Drama productions and wider school events
- To support, mentor and create opportunities for. pupils interested in stage management and technical theatre to develop practical skills and encourage pupil engagement with production
- To set up and lead/assist small scale termly events such as ‘Page to Stage’ evenings
- To help maintain spaces, equipment and resources including backstage, the costume corridor and workshop
- To be available for occasional Front of House Duties

**A D M I N I S T R A T I O N :**

- Maintaining and communicating the Auden diary to relevant stakeholders in the school, making room bookings and managing teaching spaces during production and exam periods

- To help organise teaching resources including scripts for GCSE, BTEC and IB pupil performances and co-curricular casts and crews
- To learn to use internal systems such as SOCS to help manage co-curricular Drama, and Trybooking - our online events booking system for ticketed events
- To create and maintain displays and promotional material across the department

**WORKING WEEK :**

- Includes weekday evenings for rehearsals/events and occasion Saturdays
- Needs to be flexible - allowing for occasional Sundays when in production- and to understand that days can be long, but this will be managed accordingly within the working pattern
- Includes surge/peak weeks around productions which will be outlined in advance termly.

The position involves extensive work with children and young people in a teaching/support role at Gresham's, which may include 1:1 mentoring and duties and is classed as a regulated activity.

**The role therefore requires:**

- Having read and understood current KCSIE guidance and the School's Safeguarding and Child Protection policy, and a commitment to implementing these.
- Attending all Safeguarding training.
- A commitment to ensuring Gresham's is a safe environment through a sensitive and vigilant approach to working with young people, and to reporting all concerns.

## P E R S O N   S P E C I F I C A T I O N

Q U A L I F I C A T I O N S	E S S E N T I A L	D E S I R A B L E
Technical Theatre Degree or equivalent in the business	✓	
A good standard of education to BTEC level or above	✓	
W O R K   E X P E R I E N C E ,   P E R S O N A L C O M P E T E N C I E S   A N D   S K I L L S	E S S E N T I A L	D E S I R A B L E
Broad knowledge of performance and production with skills in at least one skills area and genuine interest in others-acting, directing, lighting, sound, stage management, scenery, design and construction, costume	✓	
Audio Visual skills-video/ film recording/editing		✓
A willingness and commitment to actively sharing performance and production skills and knowledge to motivate students to learn and grow in confidence	✓	
Previous experience of working in theatre with students or young people		✓
Hands on practical/technical capability and positive, problem solving with can do attitude	✓	
Excellent interpersonal relationships - able to relate to people- at all levels		✓
The ability to work well with others and be an effective, supportive and flexible team player	✓	
Enthusiasm and the ability to sustain long hours during term-time, including evenings and weekends.	✓	
Able to prioritise and work flexibly to tight deadlines	✓	
Be committed to safeguarding the physical, emotional and mental well-being of young people	✓	
Professional appearance and manner	✓	
Appropriate attitudes to the use of authority and maintaining discipline	✓	
Ability to maintain confidentiality appropriate to the setting	✓	
Proactive approach and excellent organisational abilities	✓	
Awareness of health and safety requirements	✓	
An ability to communicate effectively with pupils, parents and staff	✓	
Enthusiasm and willingness to contribute fully to the life of a busy boarding school	✓	
Patience and a sense of humour	✓	

# REMUNERATION AND OTHER BENEFITS

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## WORKING HOURS

Fixed term contract - 1 academic year (this could be extended for the right candidate)

1<sup>st</sup> September 2026 – July 2027

(accommodation 1<sup>st</sup> September 2026 – 4<sup>th</sup> July 2027)

Total 1620 working hours (based on 45 hours per week term time, INSET days and 2 weeks in the holiday periods to be scheduled according to production needs) + 196 hours of paid statutory holiday

36 working weeks – 33 weeks term-time, 2 weeks during holiday periods plus INSET days

Days of work: Monday – Saturday during term-time

## SALARY

£20,000

Accommodation (44 weeks dates as above) and meals during term-time (33 weeks) are provided as part of your role.

**Required for September 2026 – July 2027**

- Gresham's School's Contributory Pension Scheme (after completion of three months' service)
- Statutory paid holiday (included within salary)
- Private Medical Scheme
- Free school meals during term-time
- Car parking on site
- Life Assurance

# PERSONAL DETAILS

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## ELIGIBILITY TO WORK

When you apply for any of our school vacancies, it is important that you are aware of your eligibility status and can meet the criteria set, for you to legally work in the UK. Appointment will be subject to verification of the appointee's valid Right to Work (RTW) in the UK documentation.

For more information, visit the <https://www.gov.uk/legal-right-work-uk>

## EQUALITY & DIVERSITY MONITORING

In order that we can continue to develop and meet our obligations under the Equality Act you will complete this form as part of the application process via MyNewTerm. The information within this form will be used purely for monitoring the effectiveness of the School's Equal Opportunities Policy Statement and will not be used during the selection process or seen by those responsible for shortlisting and interviewing. A copy of the School's Equal Opportunities Policy Statement is available on request.

## RETENTION OF RECORDS

The application forms of unsuccessful candidates will be held confidentially in the HR Department and destroyed after three months.

All documents resulting from the interview process will be retained on file by the HR Department and destroyed after six months. (Privacy Policy is available on our website: [www.greshams.com](http://www.greshams.com).)

## DISCLOSURE AND BARRING SERVICE

Gresham's aims to promote equality of opportunity for all and therefore welcomes applications from a diverse range of candidates. Criminal records will be considered for recruitment purposes only where the conviction is relevant.

As the School meets the requirements in respect of exempted questions under the Rehabilitation of Offenders Act 1974, your offer of employment will be subject to an enhanced disclosure from the Disclosure and Barring Service (DBS) before the appointment is confirmed.

## INTERVIEW PROCESS

If you are invited to attend an interview you will be required to complete a *Suitability to Work With Children Declaration Form* prior to interview and provide evidence of your identity on the day of your interview, from the following examples:

- A UK Birth certificate
- Passport and/or UK driving licence (including a photo-card);
- UK firearms licence;
- Evidence of your Right to Work status

- a utility bill or bank/building society statement showing your name and home address (less than three months old);
- Documentation confirming your National Insurance Number (P45, P60 or National Insurance Card);
- Original documents of educational and professional qualifications referred to in your application form.

If you have changed your name by deed poll or any other mechanism (e.g. marriage, adoption, and statutory declaration), you will be required to provide documentary evidence of the change.

For Teaching Posts: You will be contacted prior to your interview with the details of at least one teaching lesson that you will be expected to take. The interview process will involve a number of interviews with different members of staff and a tour of the School and/or department.

Support Posts: As well as a face to face interview, the selection process may include some other form of assessment e.g. administrative test, demonstration of practical skill, a presentation, etc.

Please note: Should you be successful following interview, you will be asked to provide documentation to assist in the processing of an Enhanced Disclosure (DBS). If you are on the DBS Update Service, you will be required to bring along the certificate that relates to this subscription.

Details of Online Profile: Keeping Children Safe in Education (KCSIE) asks schools to carry out online searches on shortlisted candidates as part of the process of assessing suitability. All candidates are therefore required to provide the following information as part of your application:

- the social media platforms on which you have accounts;
- the account names/handles for all of your social media accounts, including any under a nickname or pseudonym;
- any websites you are involved with, in or featured on or named on; and
- any other publicly available online information about you of which the School should be made aware.

If you are shortlisted for the role, we may carry out an online search based on the information you provide within the application form. If we carry out a search, we will also search more widely for any other online information about you.

You are **not** required to provide account passwords or to grant the School access to private social media accounts.

If you are not shortlisted for the role, online searches will not be carried out on you.

## **CONDITIONAL OFFER OF APPOINTMENT**

Any offer to a successful candidate will be conditional upon the following:

- Valid Right to Work documentation in place
- Receipt of a minimum of two satisfactory references

- Verification of identity and qualifications
- A satisfactory DBS (Disclosure and Barring Service) disclosure
- Verification of professional status such as Qualified Teacher Status (QTS), where required, verification of successful completion of statutory induction period (applies to those who obtained QTS after 7 May 1999)
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance
- Verification of medical fitness. Completion of a medical declaration and satisfactory medical examination in certain circumstances
- Completion of Online Safeguarding Training (details of the provider will be sent by HR)

## **S A F E G U A R D I N G**

All adults working at Gresham's have a responsibility to safeguard and promote the welfare, both physical and emotional, of every pupil, both inside and outside the School. This involves ensuring that pupils are protected from significant harm and having a positive commitment to ensure the satisfactory development and growth of the individual.

Everyone working in the School must be aware of, understand, and follow the School's Safeguarding and Child Protection Policy, which follows Norfolk Safeguarding Children's Partnership (NSCP) practice and procedures, and Keeping Children Safe in Education 2025 statutory guidance. All staff are required to be trained in Safeguarding and Child Protection as part of their terms and conditions of employment, and this is carried out online before employment commences.

## **I M P O R T A N T**

Where information on a candidate is found;

- To be on the DBS Children's Barred List,
- To be on the Protection of Children Act List
- Their DBS disclosure shows they have been disqualified from working with children by a court
- They have been found to have provided false information in their application or in support of their application or are the subject of serious expressions of concerns as to their suitability to work with children

The facts will be reported to the Police and/or the DfES Children's Safeguarding Operation Unit.

## **Q U E R I E S**

If you have any queries at all about your application or the recruitment process, please contact the HR Department on 01263 714623 or email [hr@greshams.com](mailto:hr@greshams.com).

# HOW TO APPLY: THEATRE GRADUATE (Drama Technician) Residential

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If you would like to apply for the position of Theatre Graduate (Drama Technician), you will need to complete an application form via our [website](#). Completing the application form is the first stage of the selection process. The information you provide will be used to decide whether or not you will be shortlisted for further stages/an interview. It is therefore very important that you complete your application form accurately and as fully as possible, including all the information you think is relevant.

## COMPLETING YOUR APPLICATION FORM

- Please read through all information provided before completing your application form
- We require information about all applicants to be presented in a consistent format
- Complete all sections; do not leave any blanks enter N/A if not applicable and provide as much information as possible
- Continue on a separate sheet if you require more space to complete any section

## GUIDANCE FOR THE COMPLETION OF THE SECTION 'SUPPORTING STATEMENT'

This is an important section of the application form as it gives you the opportunity to tell us specifically why you think you should be considered for the job, showing how well your skills, abilities and experience meet our requirements. Please provide clear examples when outlining all your experiences whether relevant or not.

For teaching staff, it is important that you use this section of the application form to also outline how your interests, skills and qualifications may contribute to extra-curricular activities at Gresham's.

## REFERENCES

All offers of employment are subject to the receipt of a minimum of two satisfactory references. One of your references must be from your current or most recent employer. If your current/most recent employment does/did not involve working with children, then the second referee should be from the employer with whom you most recently worked with children (this applies to teaching posts). **Neither referee should be a relative or someone known to you solely as a friend.**

Please note: Shortlisted applicants for all posts (academic and support) are advised that references will be taken up prior to interview, unless you ask us not to, we will assume it is acceptable to contact your referees at any time.

## SUBMISSION OF APPLICATIONS

All application forms should be submitted through our website vacancies page following the job link to MyNewTerm.

**H O W   T O   A P P L Y   ( c o n t i n u e d )**  
**T H E A T R E   G R A D U A T E**  
**( D r a m a   T e c h n i c i a n )**  
**R e s i d e n t i a l**

The recruitment team can be contacted via [hr@greshams.com](mailto:hr@greshams.com) or by calling 01263 714623 / 714589.

Please submit your application by **the closing date of 10<sup>th</sup> May 2026**. If your application is submitted after this time, we will not be able to accept it.

Interviews: 19<sup>th</sup> May 2026

Required for – September 2026 – July 2027

Please note: We reserve the right to interview and appoint during the period up to and including the closing date.

Please be aware that if you have not heard from us within 21 days of the closing date, unfortunately, your application has been unsuccessful. Due to the overwhelming response we receive to our vacancies, we provide feedback only to those applicants who are interviewed



Gresham's School, Cromer Road, Holt, Norfolk, NR25 6EA

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[www.greshams.com](http://www.greshams.com)

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