

Stage Technician Permanent, Full-Time, Full Year Contract

Whitgift is a leading independent day and boarding school for boys, with approximately 1500 pupils including over one hundred boarding pupils and flexi boarding pupils. It is set in an attractive 48-acre parkland site in South Croydon enjoying excellent links to London, Surrey and the south coast.

The Stage Technician will report to the Head of AV & Production and will be required to liaise daily with numerous other individuals in the course of their duties assisting with school productions, room setups and AV maintenance. They will be required to carry out all responsibilities outlined and other similar or related duties as required by the Headmaster, Senior Deputy, COO or Director of Estates & Facilities.

KEY RESPONSIBILITIES

- Setting up spaces/equipment for events
- Rig, focus, plot and operate lighting/sound/AV systems
- Create and construct stage systems and scenic elements to a high technical standard
- Working with the Head of AV & Production to install/maintain equipment in each school location in order to meet requirements
- Maintaining and repairing the school's performance spaces/classrooms/AV inventory and suggesting improvements to the Head of AV & Production
- During productions act as a lighting/sound/follow spot operator, stage manager, camera operator, vision mixer as required
- Provide first-line support for AV systems including visiting speakers/guests
- Testing of electrical equipment in Performance Spaces and Founders House
- Video/photo editing
- Comply with all the school's policies to include health and safety, child protection, equal opportunity, IT/internet policy as per the issued staff handbook

PERSONAL RESPONSIBILITIES

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The John Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff to share this commitment.

To comply with the Whitgift Equal Opportunities policy and to ensure positive relationships are upheld within the school community, through effective communication, in line with professional norms.

PERFORMANCE STANDARDS

To ensure that all services within the areas of responsibility are provided in accordance with the School's commitment to high quality service provision.

This job description will usually be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

PERSON SPECIFICATION

Essential Criteria:

Experience:

- Broad experience in a range of technical theatre disciplines, including lighting, sound, audio-visual and set construction
- Ability to work and problem-solve under pressure
- Good standard of written and spoken English

Desirable Experience:

- ETC EOS
- Digico digital mixers
- Photography
- Video editing
- Scenic Construction
- Technical theatre or other relevant qualification/ experience

Personal Attributes:

- Be willing to learn and develop new skills
- Be able to regularly work evenings, weekends and unsociable hours
- Be capable of undertaking minor repairs and maintenance
- Be capable of moving equipment around the School and carrying out installation
- Have a practical knowledge of health and safety legislation
- Communicate a professional and well-presented image at all times both visually and verbally
- Be personable and patient
- Be able to work unsupervised, using own initiative to problem solve
- Show qualities of responsibility, dependability and trustworthiness as paramount

FURTHER INFORMATION

Holidays are typically taken during less busy periods of the school calendar.

A competitive remuneration package, including:

- A Pension Scheme (with Life Assurance cover)
- Free access to an Employee discount Club
- Access to our onsite gym (available at select hours) and our swimming pool (when available, access is extended to staff)
- Discounted school fees for the Foundation Schools (permanent posts only)
- Membership with BUPA
- Onsite parking, when available
- Lunch is available onsite, during term time only

CONDITIONS OF SERVICE

This position is offered as a permanent, full-time, full year role.

The Stage Technician will work 5 days per week and the hours for this role are 8.00 am – 5.00 pm (40 hours per week) with a one-hour unpaid lunch break. There will be occasional requirement for flexibility with start and finishing times to meet the needs of the school. Any changes will be mutually agreed in advance with your line manager.

The salary range for this post will be Point 20-25 on the John Whitgift Foundation Support Staff Salary Scale. The full-time salary will be between £34,904 gross pay per annum (at Point 20) to £40,397 gross pay per annum (at Point 25), depending on qualifications and relevant experience.

APPLICATION INFORMATION

We welcome applications from all parts of our community as we aspire to attract staff that match the social and cultural diversity of our student intake.

To apply, please visit www.whitgift.co.uk/vacancies. For any queries, please telephone 020 8688 9222 or e-mail the Human Resources Department at SchoolHR@whitgift.co.uk.

We invite interested candidates to apply as soon as possible as applications will be reviewed on a daily basis, and interviews may take place at any time. This vacancy may close earlier than the stated deadline if sufficient applications are received, so early submission is encouraged.

In line with Home Office requirements under the Immigration, Asylum and Nationality Act 2006, all successful applicants will be required to demonstrate their right to work in the UK by presenting original documents evidencing their identity and eligibility to work in person. Right to work checks may also be completed using the Home Office online right to work checking service (share code).

The School also requires sight of original qualification and professional membership documents as detailed in the application.

Whitgift School (part of the John Whitgift Foundation) is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment. Where applicable, applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service, online media checks and overseas checks. It is an offence to apply for a role at the school if you know that you are barred from regulated activity with children.

All roles within the school involve contact with children and are therefore classed as regulated activity. Child protection and safeguarding are the responsibility of everyone who works or volunteers in our school. All staff must be committed to providing a safe environment for children and supporting the school's safeguarding ethos.

The post is exempt from the Rehabilitation of Offenders Act 1974. Applicants are required to declare all convictions and cautions, even those that are "spent" unless they are "protected" under the DBS filtering rules, to assess suitability to work with children. Shortlisted candidates will be asked to disclose information relevant to safeguarding prior to interview.

August 2026