

Performing Arts Technician



Welcome

Thank you for your interest in Haileybury. This is an exciting opportunity to join a highly successful school which is moving forward with confidence and a real sense of purpose. Haileybury was last year chosen as the 'Boarding School of the Year' by TES and, in 2023, was announced as the UK's best fully co- educational IB school.

Haileybury is a dynamic, outward-looking and future oriented school. We want our pupils to leave school with the values, skills and credentials they will need to thrive. We want our provision to be 21st Century relevant. We have recently completed a world class STEM facility, which allows our pupils to take part in research projects no other UK school can offer, and only a handful of other schools around the world can provide. Our attention is now turning to our next set of ambitious ventures.

We are ambitious and we pursue excellence, but Haileybury's success is built on the strength of each person's commitment to doing the very best they can for our school. If you feel excited by the prospect of being a member of a dynamic and successful team, then we would welcome your application.

Eugene du Toit
The Master



The School

Haileybury is a co-educational boarding and day school for pupils aged 11-18. There are currently over 900 pupils at the School. Demand for places and pupil numbers has increased dramatically in recent years.

The Haileybury of today enjoys an excellent worldwide and national reputation. This reputation is primarily based on the very high standard of education that is provided at the School. This was reflected in the report written by the ISI Inspection team who visited the School in October 2022. The report gives a clear picture of a progressive, ambitious school which offers its pupils the very best all-round education. A copy of the report can be viewed [here](#).

Haileybury is a dynamic, outward-looking and future-oriented school. It aims to provide high academic achievement, outstanding pastoral care and a rich and varied co-curricular programme; we want our pupils to leave school as confident, rounded and ambitious individuals. As a large, diverse community, the fundamental values of service, empathy and respect are essential. Pupil voice is important and there are many opportunities for pupils to express their opinions, including an active Pupil Senate. The team of teaching and operations staff are dedicated and highly professional.

Haileybury comprises a dedicated Lower School (Years 7 and 8), a Middle School for Years 9-11 and a Sixth Form of around 360 pupils. All senior pupils are boarders or day pupils in one of the 12 senior Houses. There is also a junior boarding House and a junior day House. The Houses are set within the extensive campus grounds, and most of the teachers are also accommodated within 5 minutes walk of the School. The sense of community at the School is especially strong.

Haileybury has a vibrant academic culture. Its curriculum model is distinct and in the Sixth Form pupils have the choice of following the International Baccalaureate Diploma Programme (IBDP) or A levels. The most popular UK university destinations include Oxbridge and the Russell Group; Haileybury's pupils also achieve places at top North American and European universities.

Haileybury has a strong international dimension with two partner schools operating in Kazakhstan, and one each in Bangladesh and Malta. Haileybury is the sponsor of Haileybury Turnford, a nearby academy, and enjoys a well-established partnership with the school.



The role

The objective of the Performing Art Technician is to facilitate the smooth running and success of the Drama Department and associated theatre productions through technical and production support.

The secondary objective is to support the Technical Production Manager in the production needs of all other school events and activities. The duties of this post will include some lifting and manual handling.

The Performing Arts Technician will be required to work flexible hours as required and agreed with the Director of Drama, through the Technical Production Manager. This will include early mornings, late evenings and weekends, as required by production schedules.

The role will require the post-holder to work an average of 40 hours per week, during school term-time, plus up to an additional ten weeks outside of school term-time; 43 weeks. Timing of the ten additional weeks will be allocated at the discretion of the Director of Drama through the Technical Production Manager.

The Performing Arts Technician will be responsible to the Director of Drama and Technical Production Manager.

The purpose of this job description is to set out the current principal duties of the post. It does not detail every individual task, and employees are required to undertake such tasks and duties as are allocated to them from time to time in accordance with the role.

This job description will be reviewed annually as part of the School's annual performance review process.



Responsibilities

- Production technician for all plays and performances in the Drama Department, supporting or co-ordinating set, sound, costume, lighting and props needs and meeting scheduled deadlines.
- To act as Stage Manager or technical operator for plays and events in the Drama Department, taking responsibility for the supervision of pupils in the cast during a show.
- To help manage the budget for every play or event and make requisitions and purchases.
- To assist in the rigging of lighting and sound for all Drama productions.
- To run the sound and/or lighting desks for all Drama productions.
- To assist in the running of the TTU (Theatre Technical Unit) instructing students in the safe use and correct running of technical equipment.
- To assist the teaching of technical aspects of academic Drama, including GCSE and A Level Drama.
- To maintain backstage areas such as the Green Room, workshop, props and paint areas.
- To assist with the general administration and other such other duties as required to ensure the smooth running of the Drama Department.
- To coordinate the filming of drama productions and academic exams.
- To manage and maintain film kit and help with filming projects.
- To remain up to date with all appropriate practices and regulatory requirements within your allocated areas of responsibility and to undertake appropriate training to ensure that skills remain up-to-date.
- In conjunction with the Technical Production Manager, to design and implement efficient and effective working systems and to review and improve such systems over time, as required.
- To establish and maintain effective communication channels and efficient/effective working relationships with other members of the Drama Department, other School personnel, and customers.



Other requirements

Safeguarding and Child Protection

All employees must be aware of their responsibilities for promoting and safeguarding the welfare of children and young persons with whom they may come into contact whilst at Haileybury. Employees must comply with the School's Safeguarding and Child Protection Policy and must be familiar with how to raise any safeguarding or child protection concerns.

Health and Safety

In accordance with the Health and Safety at Work etc. Act 1974 and associated legislation, all employees must comply with relevant health and safety procedures and guidance at all times. They must be familiar with, and assist the School in the implementation of, its Health and Safety Policy which is available on the School Portal.

Employees must also adhere to any requirements arising from, or relating to, any relevant risk assessments, Control of Substances Hazardous to Health (COSHH), PPE, and manual handling. Specifically, employees must carry out all duties in a manner which does not endanger themselves or others.

Equality and Diversity

Employees must comply with the School's equality, diversity and inclusion policies and practices in force from time to time and must carry out their duties in a manner which does not discriminate against any person on the grounds of any protected characteristic.

Code of Conduct

Employees at Haileybury are expected to work together cooperatively showing respect, courtesy and helpfulness to others at all times. Employees should work to actively support and promote the School's positive ethos and culture, and must act in accordance with the School's Staff Code of Conduct.

Data Protection

All employees must comply with the School's Data Protection Policy, and must carry out their duties in a manner which is consistent with this policy and data protection legislation generally.

Person specification

Qualifications

Desirable

- A degree or other such equivalent training from an accredited theatre school

Knowledge, Skills and Experience

Relevant and recent experience of theatrical production, or performance, including but not necessarily all of the following:

- design
 - stage management
 - lighting design & operation
 - sound design and operation
 - prop making
 - set design and construction
 - scenic painting
 - stage makeup
 - costume design and alteration
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- Administrative skills, such as, keeping records of costs in show files, basic poster design, word processing etc.
 - Microsoft Office and/or G-suite experience
 - Please note that the duties of this post will include some lifting and manual handling

Personal Attributes

Essential

- Ability to understand and operate in a school environment
- Excellent communication and interpersonal skills at all levels
- Ability to work well as part of a team
- Ability to work unsupervised and use own initiative
- Self-motivated and proactive
- Enthusiastic with the ability to learn
- Willingness to work flexibly to support the department when required
- Conscientious, honest, reliable and committed



Benefits

Staff have the opportunity to utilise the School's wonderful facilities including fitness suite, swimming pool, and tennis centre, at certain times, and participate in the Cycle to Work scheme.

Staff are also provided with lunch within our magnificent dining hall.

Other benefits include pension, and group life assurance.

Professional development and learning sit at the heart of the School, and the successful post-holder will be joining a vibrant intellectual community.

Our staff body is collegiate and supportive, and staff wellbeing is prioritised. The School has a full-time Health and Wellbeing Centre and Chaplain.



Application process

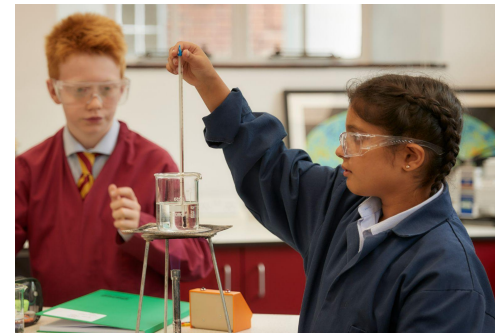
To apply for this position, please complete the application form in full, with reference to the candidate brief, and return it to hr@haileybury.com by **midday on Tuesday 22 April 2025**.

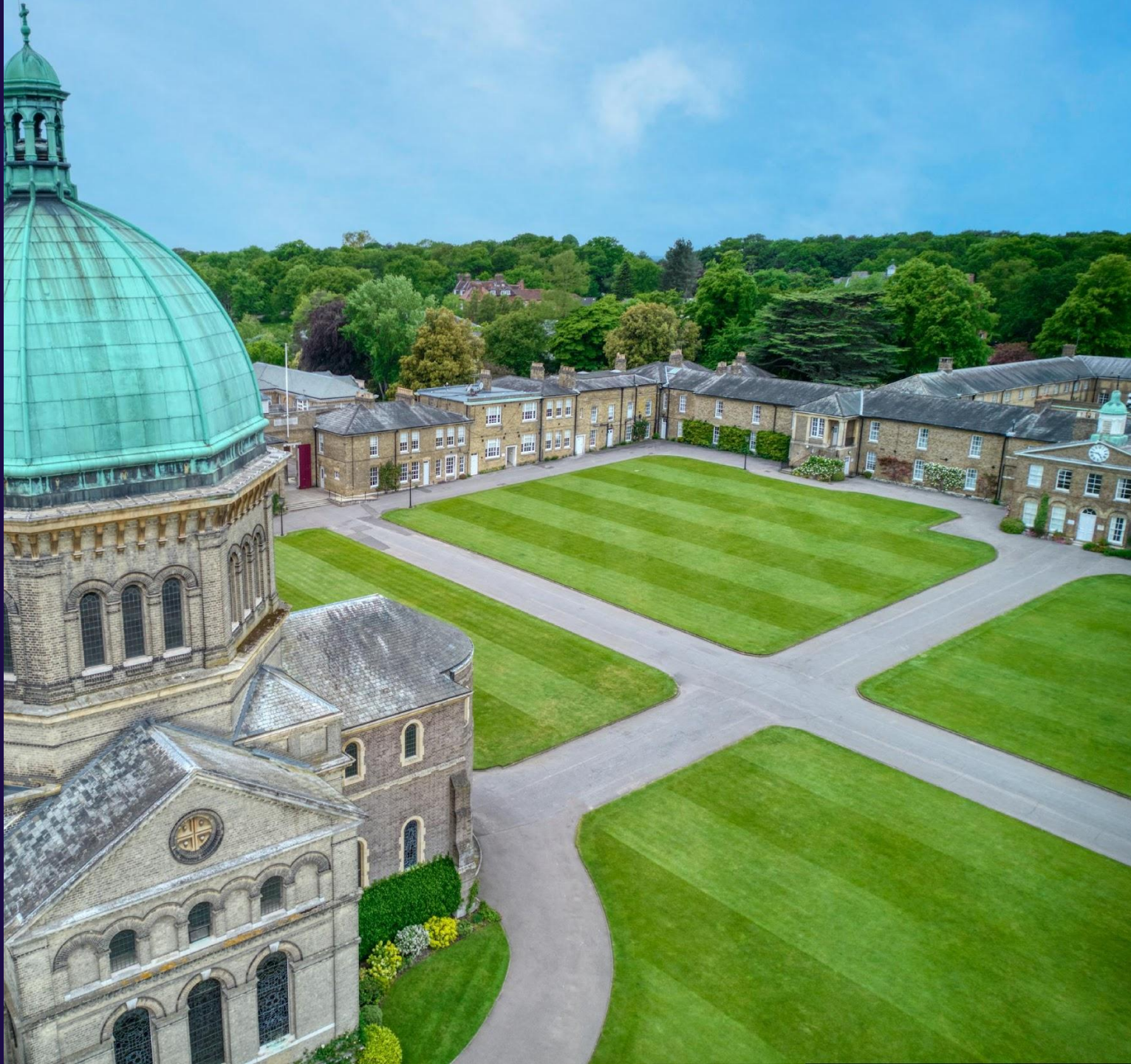
Please be aware that we cannot consider an application unless the application form has been filled in completely, including details of your full employment history.

The School reserves the right to make an appointment before the closing date; candidates are therefore encouraged to apply as soon as possible.

The School has a diverse pupil body and is committed to its strategy of equal opportunity, diversity and inclusion. We encourage applications from candidates with a wide range of backgrounds to enrich our collective knowledge and experience. Appointments will be made on merit.

Haileybury is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. Applicants for the above post must be willing to undergo child protection vetting, including reference checks with previous employers, prohibition checks and a criminal record check via the Disclosure and Barring Service.





Haileybury

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