



---

Recruitment Information Pack

---

## School Theatre Technical Manager

Full Time (term-time + 6)

Location - Holt, North Norfolk, UK

Required for: September 2022

*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.*

# 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 and 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:

<https://www.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 that extends to the right.

# JOB DESCRIPTION AND PERSON SPECIFICATION

---

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.

## JOB DESCRIPTION: School Theatre Technical Manager

---

**REPORTING TO:** Director of Drama

**The Role:** School Theatre Technical Manager

**Required for:** September 2022

### **Overview of Theatre team and The Auden Theatre**

Opened in 1998, the Auden Theatre is a busy venue both as a school theatre, with a varied programme of our own in-house school drama and music performances, and a mid-scale touring venue. We have until COVID always welcomed professional theatre companies and international musicians during term-time and outside of term hosted The Holt Festival. Out of term-time the Auden was used extensively by amateur dramatic and operatic groups, dance festivals and other outside organisations, its enviable facilities making it a very attractive and welcoming venue. This is beginning to build again all lets and hires are now organised through GSEL in discussion with the Auden Theatre staff.

The Auden Theatre is a versatile 300 seat performance venue incorporating a large foyer with bar and box-office, theatre office, backstage dressing rooms, workshop and scene dock. Within the theatre, the seating is tiered and can be retracted to make a larger, flat space for receptions, conferences, meetings etc. Whilst there is no proscenium arch, the stage area can be configured in a number of ways, including 'in the round' and provision can be made for an orchestra pit. There is a dedicated lighting and sound box linked to lighting, sound and audio-visual facilities.

We have students studying for GCSE Drama, A Level and the International Baccalaureate and The Auden is used as a teaching and learning space for all years. Students as part of their work create original drama and text-based performances with the option to specialise in technical and design skills.

The Drama department stages a major production each term and a programme of smaller events and performances throughout the year. The Music department has a number of major concerts in the venue and down in the Theatre in the Woods where the annual Pop Concert takes place and we have Pre and Prep School performances twice a year. The Auden also plays host to a range of talks, lectures and touring productions for the benefit of students and the wider school community.

### **The Theatre Department**

The theatre is currently staffed by the Director of Drama and the Assistant Director of Drama, a Technical Manager and a Drama Assistant.

The Theatre Technical Manager and Drama Assistant work closely together to support the work of the Drama team. The prime responsibility of the School Technical Manager is the provision of professional support to the Drama Department and the wider school community of Gresham's staff and pupils, parents and visitors, who use the Auden throughout the term for a busy programme of curricular and extra-curricular events. They also provide support when required in other venues – Chapel, Theatre in the Woods, Big School and the Sports Hall. A calendar of the major events which require technical support are outlined below. In addition, the Technical Manager will provide technical support services for events booked into the venue by external organisations both amateur and professional.

## **Calendar of Major Events**

These form the basis of the school requirement for technical support - this is not an exclusive list and is dependent on the needs of the department and School.

### **Autumn Term**

Drama Evening  
House Music  
Fright-Night  
Lower School Production  
Jingle All The Way  
Messiah  
Prep and Pre-Prep Concerts  
Assemblies

### **Spring Term**

GCSE and A level Practical Exams  
Musical  
House entertainment evening  
Songs from the Shows  
Prep and Pre-Prep Concerts  
Assemblies

### **Summer Term**

Ten Minute Play Competition  
GCSE and A Level Devising Performances  
Prep and Pre-Prep Concerts  
Pop Concert  
Speech Day and associated events  
Assemblies

## **STATEMENT OF OVERALL PURPOSE**

As the senior professional, responsible for the safe, effective and efficient operation of the Auden Theatre and related spaces the post holder is expected to work to support the productions in the school calendar both academic and co-curricular;

- Support the Drama Department in producing academic and co-curricular productions
- work with a range of internal and external theatre users to optimal effect
- undertake a personal case-load of operational tasks and activities

Their aim is to ensure that they;

- Significantly contribute to the positive teaching and learning experience of all pupils and staff involved in performance and production
- Provide a professional, positive and welcoming environment for all users in terms of professional advice and practical support

## **SPECIFIC TASKS AND DUTIES**

The following examples indicate the possible range of duties performed and/or managed by the job holder, some aspects of which will rely on work done by others and some on own caseload activity. More often than not, individual outcomes will be achieved as a result of a mixture of delegated work, teamwork, own work and a seamless process linking the three. The calendar of events outlined above indicate the major annual events the school year works round but this is not an exclusive list;

- Ensure that all users of the Theatre and other spaces clearly define their needs and expectations and deliver agreed activities on which a successful outcome depends (this includes Drama and Music Departments of the Senior School, the Prep and the Pre-Prep Schools, Boarding Houses and external users).

- Ensure that external contractors fulfil their tasks in accordance with price, time scale and specification requirements.
- Work closely with the Director and Assistant Director of Drama and students to support/teach and advise on all technical aspects of GCSE, AS and A2 curricula.
- Work with other Gresham's staff and pupils and other users of the Auden in order to plan and organise activities in the Theatre and other spaces.
- Meet weekly with the Director of Drama to review progress and discuss future activities and plans.
- Liaise with support service staff on matters relating to accounts, maintenance, IT and health and safety
- Oversee all administrative, production, technical and theatre management activities, including reporting, budgetary management and health and safety.
- Train and supervise pupil backstage teams on the design, rigging and stage management of productions.
- Ensure that Theatre facilities and equipment are maintained in good order.
- Develop, maintain and implement effective and compliant Health and Safety Policies.
- Prepare performance spaces for productions.
- Ensure the safe and secure storage of scenery and properties.
- Construct scenery and stage properties.
- Set up and operate sound and lighting facilities.
- Ensure the maintenance of PRS, live music and bar licences.
- Maintain own knowledge and expertise in all aspects of theatre production, administration and technical management.
- Maintain appropriate awareness of curriculum requirements and changes.
- Maintain awareness of relevant Health & Safety regulations.
- Maintain a broad awareness of what is taking place in the wider world of Gresham's.

The position involves extensive work with young people in a support role which is 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.

## PERSON SPECIFICATION

Qualifications	Essential	Desirable
NVQ3 level or equivalent in IT	✓	
Degree level or equivalent Technical Theatre/Stage Management qualification		✓
Professional Experience	Essential	Desirable
Broad knowledge of theatre management and technical skills – lighting, sound, stage management, scenery design/construction, administration, marketing/publicity	✓	
Experience of running and managing productions	✓	
Personally, committed to continuing professional development	✓	
Personal Competencies and Skills	Essential	Desirable
Be committed to safeguarding the physical, emotional and mental well-being of young people	✓	
Assured skills as a lighting and sound technician ideally with set construction	✓	
Good verbal communication skills	✓	
Good working knowledge of budget management	✓	
Ability to work on own initiative	✓	
Reliable with an excellent record of attendance, punctuality and flexibility	✓	
Possess strong 'hands on' practical/mechanical capability	✓	
Flexible/creative 'can do' problem solving attitude	✓	
Awareness of health and safety requirements	✓	
An ability to communicate effectively with pupils and staff.	✓	
Cost conscious	✓	
Enthusiasm and willingness to contribute to the life of a busy boarding school	✓	
Good organiser and complete finisher	✓	
Patience and a sense of humour	✓	
Driving licence		✓

### Remuneration/Benefits

**Hours of work:** 1560 annualised working hours based on an average of 40 per week (TT + 6 Weeks). The expectation would be for the job holder to flex their hours to meet the needs of the department with regard to events/productions taking place during the academic year, to ensure the best use of technical support during term time.

**Salary:** Up To £26,000 dependent on experience and in respect of 44.6 weeks (39 working + 5.6 paid holiday)

**Benefits:** Car Parking, Free school lunch during term-time, PMI, Gresham's Pension, Life Assurance, 5.6 weeks of paid holiday.

# PERSONAL DETAILS

---

## Eligibility to work

There have been a number of significant changes made to the Right to Work process since 1<sup>st</sup> January 2021, which we are legally obliged to meet.

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, in order for you to legally work in the UK.

Appointment will be subject to verification of the appointee's valid Right to Work in the UK documentation.

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

## Equal Opportunities Monitoring Form

In order that we can continue to develop our commitment to equal opportunities you are asked to complete the Monitoring Form. This will be detached from your application on receipt and kept securely within the HR Department. It is used purely for monitoring the effectiveness of the School's Equal Opportunities Policy Statement and will not be 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 taken into account 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).

### **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

### **Safeguarding**

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 2021 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.

### **Warning**

Where the below 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.

### **Queries**

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

---

## School Theatre Technical Manager

If you would like to apply for the position of School Theatre Technical Manager, you will need to complete an application form. 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. Please include a CV if you wish; **however**, this must not be submitted in place of the application form;
- 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 'Statement of Qualities/Attributes'

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 outline how you will 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.**

- Shortlisted applicants for teaching posts are advised that references will be taken up **prior to interview**.
- Shortlisted applicants for support posts are advised that references will be taken up **prior to interview**.

**Please note**, 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 returned to, [applications@greshams.com](mailto:applications@greshams.com) or by post to:

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

Please submit your application by **12 noon on the closing date of Friday 24<sup>th</sup> June 2022 (12 noon)**. If your application is submitted after this time, we will not be able to accept it. **Interviews to be held week commencing 27<sup>th</sup> June 2022.**

**Required for:** September 2022

**Please note:** We reserve the right to interview and appoint during the period up to and including 27<sup>th</sup> June 2022.

---

*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  
01263 714500  
[www.greshams.com](http://www.greshams.com)

Registered Charity No: 1105500