



Sydenham
High School

G D S T
GIRLS' DAY SCHOOL TRUST

Brief for the position of

Theatre Technician

Sydenham High School GDST





Dear Candidate,

Thank you for your interest in the position of Theatre Technician at Sydenham High School. The Performing Arts play an integral part in our delivery of outstanding enrichment and super-curricular programmes for our pupils. The Theatre Technician will assist the Technical and Production Manager through the delivery of elements of stage lighting, live sound reinforcement, special effects and video projections, providing a high level of technical support for school events and productions.

Sydenham High is a selective school with a mission to ensure that every girl reaches her full academic potential. We offer a rich and diverse curriculum, alongside outstanding enrichment opportunities outside of lessons, enabling our students to develop the skills and personal attributes to prepare them for the challenges and opportunities of an ever-changing society.

We are ambitious and forward thinking, looking to ensure our school continues to offer an outstanding education to our young people as well as the very best in pastoral care. Tolerance and mutual respect are a cornerstone of our ethos alongside an education which delivers a contemporary, innovative understanding of what it means to educate the 'whole child'.

Applicants should have a qualification (HND or degree) in Theatre Production or equivalent relevant experience. This is an ideal role for a recent graduate. Above all, they will be a passionate individual, strongly motivated to make themselves an active part of our thriving community.

I very much look forward to meeting you,

Ms Antonia Geldeard
Head



Our school

Sydenham High School, was founded in 1887 by four pioneering women, becoming one of the last schools to be opened by the Girls' Public Day School Trust. In 1934 the school transferred to its current site in the leafy suburbs of South East London. Sydenham High prides itself on enriching young minds in a way that will endure a lifetime. The School's original Anglo Saxon motto, 'Nyle ye drede', means 'fear nothing' and girls are continually encouraged to have a 'can do' approach to all they do. Sydenham High is selective but diverse, welcoming girls with wide-ranging abilities, talents and backgrounds into a close community that is large enough to offer choice and flexibility but compact enough to ensure that no girl is overlooked.

The Girls' Day School Trust

The Girls' Day School Trust (GDST) is a leading family of independent girls' schools in the UK, with 23 fee-paying schools and two academies. A registered charity, it has 19,000 students, 4,000 staff and a network of 70,000 alumnae.

GDST schools share an ethos and heritage of girls-only education and are members of a unique network which adds value to each school, student and member of staff. Networking opportunities across the Trust enable staff to share best practice and develop initiatives that benefit all our schools and students. In addition to supporting the work of individual schools in supplying excellent induction and development opportunities for staff, the GDST network provides access to an extensive training programme. This includes development opportunities (including a Middle Leaders' Development Programme and Aspiring Leaders Programme) and grants for individual courses of study.



Site and facilities

Ongoing investment by the GDST has seen the school's facilities continue to expand. A Performing Arts Centre was opened in 2006, comprising a 90-seat Recital Hall and the 152-seat Westwood Theatre, and the assembly hall was renamed Longton Hall and refitted to provide concert and performance facilities. There are specialist features for the teaching of Science, IT, Music, Art and Design and Technology. Sports facilities include an indoor sports centre, gym, large all-weather pitch and a 7.5 acre sports ground in Lower Sydenham. The Sixth Form centre has been refurbished to include a generous common room, study rooms and classrooms. In 2014 the historic dining hall was refurbished and extended to include a glass orangery, new serving area and new state-of-the-art kitchens.

The Prep School is home to 240 pupils from the age of 4 to 11. It is based in an attractive large Edwardian family house with light and spacious purpose-built modern additions. The school is set within its own attractive grounds, five minutes' walk from the Senior School and takes full advantage of the Senior School facilities. The personalised approach allows each girl to develop at her own pace. Most girls in the Prep School move into the Senior School.

The Senior School has over 480 pupils and our aim is to develop girls as independent learners, who take responsibility for their own learning. The curriculum offered at each stage allows the exploration of personal learning and thinking skills that underpin not just academic but lifelong success.

For more information about Sydenham High School please visit:
www.sydenhamhighschool.gdst.net



Our values

We want every girl to feel happy, secure and confident so that she benefits fully from the first-class education offered. Our approach to pastoral care focuses upon strong and positive relationships between pupils and staff as well as an open partnership with parents. Sydenham High School prides itself on understanding girls and knowing the individual needs of every girl helps us to personalise her educational journey.

Our pupils are accepting of themselves and of others and tolerance and mutual respect are nurtured. Relationships and friendships are built on kindness and respect and girls here have the space to be themselves but also to be fearless in their pursuit of their dreams and ambitions, building invaluable connections along the way.

We combine academic and pastoral excellence to ensure girls are equipped to deal with both school life and the world beyond. The co-curricular offering brims with a wide variety of activities and opportunities, and with a strong emphasis on charitable giving, every girl can enjoy being part of a vibrant and inspirational community where she can express her passion for learning, and for everything she does in life.

The curriculum is not just what happens in the classroom. Every department organises trips and events that make connections between different subjects and bring areas of study alive. The school encourages girls to have high expectations of academic success, based on their individual potential. Sydenham High personalises girls' GCSE and A Level choices, so our girls can learn without limits.

"Pupils develop high levels of self-confidence and the inner strength needed to succeed, as a result of an understanding not to fear failure" - ISI, 2020

The Role **Theatre Technician**

Accountable to: Theatre and Production Manager

Job purpose

To provide a high level of technical support for events for the whole school including productions, performances, concerts, rehearsals and lessons in relation to Production, Lighting, Sound, AV, Staging and Seating.

This role is term time plus 6 weeks, full or part-time with start date as soon as possible.

Accountabilities:

To assist the Technical and Production Manager, Drama and Music Departments in the following areas:

- Plan, rig, focus, plot and program stage lighting for school events and productions.
- Plan, set up, patch and configure live sound equipment.
- Provide support for school events and productions by delivering elements of stage lighting, live sound reinforcement, special effects and video projections.
- Participate in the fit up process for events and productions with staging and sets, booking and dealing with hires and loans where appropriate.
- Support the Technical and Production Manager in organising technical teams for productions.
- Support the Technical and Production Manager in production for online streamed and live events, including setting up and operating cameras, microphones and lighting equipment for live streamed events.
- Help organise trips, support with administrative tasks required (risk assessments/ letters/ ticket purchasing for shows, etc.) and upload to EVOLVE (trips platform.)
- Keep SOCS (co-curricular platform) up to date for the Drama and Music Departments.
- Look after, tidy and undertake day to day maintenance of equipment in the Westwood Theatre. Arrange repairs and replacements where necessary.
- Undertake general administrative tasks for the Drama Department when required.

General requirements - all school staff are expected to:

- Work towards and support the direction of the school and the current school objectives outlined in the School Development Plan.
- Contribute to the school's programme of co-curricular activities.
- Support and contribute to the school's responsibility for safeguarding students.
- Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors
- Work within the GDST's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.
- Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.
- Engage actively in the performance review process.
- Adhere to policies as set out in the GDST Council Regulations, Notes of Guidance and GDST circulars. Undertake other reasonable duties related to the job purpose required from time to time.

This job description should be seen as enabling rather than restrictive and will be subject to regular review.

Person Specification **Theatre Technician**

	Essential
Education and qualifications	<ul style="list-style-type: none">• Technical theatre / production skills qualification (from Drama school or the equivalent or relevant experience) HND or above.• First Aid at Work and Ladder Training Certificate or a willingness to undertake training in these areas.
Knowledge base	<ul style="list-style-type: none">• Good background knowledge of Technical Theatre.• A detailed knowledge of lighting consoles.• Experience with programming lighting states on various lighting desks.• Able to put together a basic lighting design. good knowledge of sound consoles.• Able to work and operate radio microphone systems.• A basic knowledge of how to use common ICT applications including the ability to produce and edit documents and use spreadsheets.• Ability to use e-mail and access information from the internet.
Personal skills	<ul style="list-style-type: none">• Well organised, able to approach work methodically, prioritise and meet deadlines.• Ability to work as part of a team and independently, using own initiative.• Able to work at height.• Good manipulative/manual handling skills.• Calm whilst working under pressure.• Good written and verbal communication skills.• Competent at reading and following verbal and written instructions.• Willingness to provide support out of hours.
Experience	<ul style="list-style-type: none">• Experience of working with stage lighting, live sound, projection systems, stage effects, rigging, electrical systems, set and props.• Experience of setting sound and lighting levels for event spaces.• Experience of setting up and producing online and live-streamed events.



How to Apply **Theatre Technician**

To apply, please go to

https://my.corehr.com/pls/gdstrecruit/erq_jobspec_version_4.jobspec?p_id=033907

to submit your application form and cover letter.

Starting salary will depend on the experience and qualifications of the successful candidate. We offer a competitive salary and benefits package and a strong professional development programme.

These benefits include:

- Competitive salaries and pay progression
- Access to extensive professional development opportunities
- Training grants for qualifications
- Generous pension schemes
- Free life assurance benefit
- Free school lunches
- Financial guidance and support
- Retail and lifestyle discounts
- A discount of up to 50% on fees for children at GDST schools

Interviews will take place at Sydenham High School GDST and we reserve the right to call candidates for interview and to appoint candidates to the role at any point during the recruitment period.

For more details please contact hr@syd.gdst.net or the School Office on 0208 557 7000.

Sydenham High School and the GDST (Charity Registration No. 1026057) are 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.

