

Queen Margaret's, York

Queen Margaret's is a fully independent boarding and day school for girls aged 11-18, located in 75 acres of parkland, six miles south of the ancient city of York. Established in 1901, the school is proud of its traditions and Anglican foundation, whilst being forward thinking. Strong in the Arts and Sciences, QM ranks amongst the country's elite schools academically but provides an all-round education. Art, dance, drama, music and sport are all strengths and girls are encouraged to be involved in these and many other enrichment activities.

Ethos of the School

Queen Margaret's exists to provide a holistic education, underpinned by warm-hearted pastoral care, inspiring every girl to develop and flourish in a safe and happy boarding environment, empowering her to achieve her life, academic and career aspirations. A Queen Margaret's education is an exciting, challenging and balanced experience. Our girls are part of a community of people who care for each other and grow as individuals. They develop a wealth of skills for use in their own lives and ideals to make a difference in the world. At the heart of a QM education is a love of learning, which is supported by a healthy body and healthy mind. When a girl has completed her education at QM she will be a free thinking, courageous individual, prepared to take her learning to the next level and her place in the modern world.

Aims of the School

Queen Margaret's is a school for girls who aspire to be leaders in every walk of life. QM girls take advantage of the rich and complementary programme of studies and activities available to them. In doing so, we hope that they will:

- achieve excellence inside and outside the classroom
- develop an enthusiasm for independent thought, learning and research
- grow with emotional maturity, social awareness and respect for individuality and difference
- forge special friendships that will stay with them for the rest of their lives
- be interesting, well-informed, happy and confident members of the community

Theatre/Events Technician- Fixed term contract to 31 August 2020

Queen Margaret's seeks to appoint a suitably qualified, enthusiastic individual to join the School on a fixed term contract to 31 August 2020 as our full-time Theatre/Events Technician. The successful candidate will have an excellent working knowledge of all aspects of sound, lighting and set construction, be able to work flexibly to the requirements of the role and will have a keen interest in supporting events at the School in a wider context.

Primarily, under the direction of the Director of Drama, the Theatre/Events Technician will be responsible for the day-to-day running of the Chapman Theatre, our 250 – 300 seat purpose built theatre, which was constructed in the early 2000s. The Technician's role is an all year-round role and duties include setting up and maintaining the theatre facilities and equipment eg lighting grid, control room and stage technical stores, to support both School and external events. The Theatre/Events Technician will also work as requested by the Events Manager to ensure that all events are properly supported and that there are at least two people on site during an external event. A flexible approach to working hours will be essential.

Whilst the Bursar will have oversight of the Theatre/Events Technician, he/she will primarily report to and work under the direction of the Director of Drama during term time. The Technician will work as required by the Events Manager for School/external events.

Main duties and responsibilities

- The day-to-day running of the Chapman Theatre for both School use and external events;
- Offering technical support, supervision and, where required, front of house support to visiting organisations using the theatre;
- Setting up and maintaining the theatre facilities and equipment eg lighting grid, control room, stage technical stores;
- Diagnosing faults and carrying out front-line maintenance;
- Setting up and de-rigging equipment as required;
- Communicating and negotiating with theatre suppliers;
- Lighting and sound design and operation including rigging, focussing and plotting.
- Programming of computerised lighting board and use of Sound Desk
- Training and supervising girls in the use of technical equipment;
- Set design and construction;
- Provision of materials and equipment for curricular lessons;
- Establishing, maintaining and managing a Stage Crew of girls during the rehearsal process and performance nights of each QM-produced production
- Work to the Events Manager to ensure that all events are properly supported and staffed;
- Serve as Fire Warden for the Centenary Building;
- Serve as a First Aider (training will be provided);
- Be a member of the School's Health & Safety Consultative Committee and ensure that Health and Safety rules in the Theatre are followed at all times;
- To participate in the School's system of induction and appraisal;
- To take an active part, with all members of staff, in encouraging good relations with all members of the local and wider community and ensuring that the School is always promoted positively;
- Undertake any reasonable task as required by the Head, Bursar, Director of Drama and Events Manager

Person Specification

The Theatre/Events Technician will be personable with very good oral and written communication skills. He/she will be cooperative, flexible and hardworking, with the ability to work well in a team or independently. He/she will be in sympathy with the aims and ethos of the School and with the concept of a girls' only boarding education. He/she will enjoy the company of young people and have the skills necessary to enable every girl to persevere and achieve her maximum potential.

QUALIFICATIONS AND EXPERIENCE

- Extensive practical technical experience.
- Proven expertise in production managing and financial control
- Experience of scheduling and planning productions.

CURRICULUM

- Experience of working with children and young people is desirable.

PERSONAL SKILLS

- Evidence of the ability to take a project on and lead it to maturity
- An effective and self-motivated planner and manager of her or his time

RELATIONSHIPS

- Able and willing to relate well to individuals and groups of girls
- Able to get on well with colleagues
- A willingness to support all School activities, to be available to listen to girls and to deal promptly with concerns and difficulties
- A sense of humour

Job description

1. Appointment and length of contract

The Theatre/Events Technician is appointed by the Bursar, subject to enhanced DBS clearance, receipt of satisfactory references and completion of a medical questionnaire (and medical examination where applicable), the costs of which will be met by the school. This is a full time, full year round role on a fixed term contract until 31 August 2020.

2. Salary and Pension

Queen Margaret's has its own competitive salary scale. The salary for this post will reflect the experience of the successful candidate and will be paid in monthly instalments in arrears from the agreed date of appointment and is inclusive of holiday pay. The appointee will be eligible to join QM's own staff pension scheme, which is a contributory money purchase scheme (6% employee and 8.4% employer).

3. Line Management

Whilst the Bursar will have oversight of the Theatre/Events Technician, he/she will primarily report to and work under the direction of the Director of Drama during term time. The Technician will work as required by the Events Manager for School/external events.

4. Professional Development and Appraisal

The Theatre/Events Technician shall participate fully in the School's professional review process and seek opportunities to progress their development through training, observation and discussion.

5. Marketing

The Theatre/Events Technician, like all other members of staff, is responsible for the marketing of the School through their contact with girls, parents, visitors and outside organisations and through the conduct and contributions they and any girls in their care make whether in or outside School. It is hoped that the Theatre/Events Technician will offer ideas regarding the marketing of QM.

6. Enrichment & Activities

The Theatre/Events Technician should have an interest in and willingness to support all School activities and events.

7. Working Hours

The normal hours of work will be an average of 40 hours per week (excluding breaks) between 8:15 - 5:30 Monday to Friday. However the nature of the role is such that Theatre/Events Technician will need to be flexible as to when these hours should be worked and weekend and evening working should be expected. Actual hours worked may vary each week and will be agreed with the Director of Drama and/or the Events Manager depending on the needs of the School from time to time.

Details of hours worked will be kept by the Theatre/Events Technician and authorised each month by the Director of Drama during term time and by the Bursar or Events Manager during school holidays. These hours will be reviewed each half term to ensure that the average of 40 hours is being achieved. Overtime will be paid in exceptional circumstances and must be agreed in advance with the Bursar together with the Director of Drama and/or Events Manager. Overtime will remunerated at the underlying hourly rate as agreed.

8. Holiday Entitlement

The appointee will be eligible to take 33 days holiday (including Bank Holidays) per annum. Holidays should be agreed with the Bursar in consultation with the Director of Drama and/or the Events Manager. It is expected that holidays will usually be taken outside term time.

9. Meals

Food and refreshments are provided during term time during the hours of duties.

10. Equality and diversity

Staff at Queen Margaret's are expected to promote equality of opportunity for all girls and staff, both current and prospective, and to support an environment that values diversity.

11. Promoting British Values

Queen Margaret's recognises the importance of placing emphasis on fundamental British values in the curriculum and all other aspects of School life. These values reflect the ethos of the school and all members of the community have a role to play in delivering the values of democracy, the rule of law, individual liberty, mutual respect and tolerance of those with different faiths and beliefs. All subject areas, and all non-teaching staff, are responsible for promoting these values when opportunities arise.

12. Data Protection

All staff at Queen Margaret's have a responsibility to ensure that data they are responsible for is accurate and appropriate to the needs of the School, and that they are responsible for ensuring any personal data processed for any purpose or purposes in connection with their role at the School, shall not be kept for longer than is necessary for that purpose or those purposes in accordance with the Data Protection Act 2018 and the Queen Margaret's Privacy Policy.

13. Policy awareness

All staff are required to be aware of the School's policies and procedures from time to time which are set out in detail in the Red Book on the VLE.

14. Safeguarding & Child Protection

All employees of Queen Margaret's are responsible for promoting and safeguarding the welfare of children and young persons and must adhere to and ensure compliance with the school's Child Protection policy. If in the course of carrying out the duties of this post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, this must be reported to Designated Safeguarding Lead (DSL) or Head.

Terms and Conditions of Employment

The following particulars do not form any part of an offer of employment. Terms and conditions, which will incorporate the Staff Handbook, will be documented in due course.

1. The appointee will receive a salary following the school's own pay structure for their role paid in monthly instalments in arrears from the agreed date of appointment and is inclusive of holiday pay
2. The appointee shall be entitled to holiday as set out in the job description.
3. The appointee is required to give the school 3 months' notice of his/her intention to leave this post
4. The appointment will be subject to a probationary period of one term which may be the subject to review and extension.
5. The School operates a non-contractual sick pay policy full details of which are available in the Red Book
6. Smoking is not allowed in any of the School buildings or on the School site.

Queen Margaret's is committed to safeguarding and promoting the welfare of children and young persons and candidates must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.

Queen Margaret's

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www.queenmargarets.com