



SURBITON

HIGH SCHOOL

Job Description

Job Title:	Audio Visual Technician (Apprentice)
Job Purpose:	To assist with the delivery of technical support within the Drama and Dance Department, and for presentations and events across the school.
Reporting Line:	AV Technician
Start Date:	April 2025
Tenure:	24 month apprenticeship programme Full-Time, Monday to Friday, 37.5 hours per week (1 day of study leave) A flexible schedule and some evening and weekend work will be required
Salary:	Apprenticeship pay scale

Key Responsibilities:

- To support the AV Technician in maintaining the audio-visual equipment used for presentations across the School
- To support the AV Technician in maintaining the Drama Department's technical equipment
- To provide technical support of practical exams, events and presentations held across the School
- To design sound and lighting solutions for presentations, events and exams as requested
- To program lighting and sound equipment for presentations and events as requested
- To support routine maintenance of all Audio-visual and Performing Arts equipment, including regular Portable Appliance Testing
- To monitor and maintain stock items (lamps, gels, gobos, tape, screws, timber, etc.) and all stores and general day-to-day equipment as needed
- To support the AV Technician in ensuring all Health & Safety requirements are met with regards to the performance spaces, which are in daily use
- To support the AV Technician in ensuring that the theatre is a secure environment for pupils, staff and equipment, and that the theatre venue itself is adequately protected
- To support other School events, including (but not limited to) the annual Fashion Show and Prep School Productions, as agreed with the Director of Drama and Dance and the Head of IT
- To assist with painting and building sets, source and build props and support in organising spaces for events and productions
- To maintain awareness of developments within technical theatre and undertake training as deemed necessary
- To assist the Drama and Dance Department as appropriate
- To be available for some evening and weekend work when required
- To attend meetings and rehearsals for upcoming productions
- To carry out any other duties within the employee's skills and abilities whenever reasonably instructed
- To have the ability to work at heights with the necessary training



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Person Specification

Qualifications

- GCSE in English and Maths (Grade C/4 or above) or Functional Skills Level 2 (will be included in the apprenticeship if required)

Experience and knowledge - advantageous but not essential

- Theatre industry experience in relevant aspects of live performance and events
- Working knowledge of IT including: projector set-up, PowerPoint presentations, computer system set-up, and specific theatre industry design programmes
- Design, building and crewing experience in all aspects of Performing Arts
- Knowledge of lighting systems, lighting control apparatus, lighting equipment and its maintenance, refurbishment and use.
- Experience of rigging lanterns, scrollers and fixtures
- Knowledge of audio and audio-visual equipment and its use relating to live, recorded and playback techniques, maintenance and refurbishment
- Some level of knowledge of set building, painting and design techniques and their application
- Knowledge of theatre scenery, safe rigging and staging equipment
- Knowledge of electrical principals and electrical safety
- Conversant in theatrical operation and conventions
- A working knowledge of current Health and Safety Law and how it applies to a theatrical environment

Skills

- Excellent interpersonal and communication skills
- Excellent organisational, administrative and ICT skills
- Ability to work under pressure and meet deadlines, effective time management and self-motivation
- The ability to work in a team in a successful and dynamic School as well as take personal responsibility over key areas
- As the position will involve manual handling, working at height, and the use of electrical equipment, candidates should be physically capable of fulfilling daily rigging and layout changes across multiple spaces

Personal Qualities

- Willing to take ownership of tasks and to see them through to completion
- High levels of personal and professional integrity and the ability to exercise discretion
- Personal warmth to gain the confidence of pupils, staff and parents
- High standards of personal presence and presentation and attention to detail
- Ability and willingness to work evenings and weekends when required
- Ability to think creatively and imaginatively
- Committed to Surbiton High School's ethos
- Committed to professional development and show a willingness to undertake appropriate training for this role



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To Apply

Please apply online via the link on the TES or our School [website](#)

Closing date for Applications:

Midnight 25 February 2025

Interviews to take place week commencing:

3 March 2025

*Please note that the School reserves the right to appoint at any stage during the recruitment process.
For any queries relating to the role or your application, please email recruitment@surbitonhigh.com*



The Benefits of Working for Surbiton High School

- Competitive Salary
- Extensive CPD Opportunities
- Complimentary School Lunches
- Fee reduction for children attending the School
- Contributory Pension Scheme
- Sabbaticals for long service
- Generous Rewards Programme
- Excellent transport links
- Working as part of a motivated and committed team



About Surbiton High School

We aim to inspire, encourage and empower our staff and pupils to be the very best they can be.

Surbiton High School is a friendly, vibrant and ambitious community where people matter, results count and where passion for excellence drives everything we do. We are a School with a real heart and soul, where we look beyond the A* to offer a breadth of opportunity which allows every pupil to flourish and every staff member to develop and succeed.

Our inspirational Teachers are committed to delivering a rich curriculum and programme of co-curricular activities which challenge our pupils to explore ideas for themselves. We feed our pupils' minds, but we also care passionately about their character development and happiness. Our approach to education means that Surbiton High School pupils achieve the very best exam results and are also compassionate, authentic young people with strong values, keen to make a positive difference in the world. Our Educational Support Staff are the backbone of the School, and are dedicated to supporting our aim of creating an intellectually rigorous and challenging academic environment which runs smoothly and efficiently.

Surbiton High School has approximately 1,600 pupils aged between 4 and 18. Our Preparatory Schools are divided into the Girls' Preparatory School and Boys' Preparatory School, and the Senior School is girls only from age 11 upwards.

We are looking for applicants who are passionate about inspiring those around them, bringing out 'The Best in Everyone' and working with us to become the number one School of choice in South West London.

Read more on our website: www.surbitonhigh.com



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Additional Information

Equal Opportunities

Surbiton High School is a member of the United Church Schools Trust, Charity Number 1016538 and is an equal opportunity employer. We expect all employees to act in a manner which is consistent with the Trust's principal objective: to provide education based on Christian principles. While we recognise that employees may come from other faith groups (as indeed do many of our pupils), we expect everyone in our community to conduct themselves appropriately in the light of this objective. As a School we, in turn, respect the different faiths of our colleagues and pupils, and welcome them and their contribution.

In Surbiton High School, male colleagues and those from ethnic minorities are under-represented among our staff; we would therefore wish to encourage them to apply. However, the aim of the selection process is to appoint the best possible candidate, and gender and ethnicity are not criteria for selection.

Eligibility for Employment

Surbiton High School is committed to safeguarding and promoting the welfare of children and young people and expects all who work at the School to share this commitment. Successful applicants will be subject to an Enhanced Disclosure from the Disclosure and Barring Service (DBS). Any offer of employment is thus conditional on clearance from the above, on the receipt of: two satisfactory references, a satisfactory medical questionnaire, proof of qualifications, overseas checks where applicable, and on proof of right to reside and work in the UK.

Choice of Referees

We wish to have someone who can write knowledgeably about your abilities to perform professionally in a position similar to this one. We also need to have the most recent possible references. Your referees should therefore normally include your current – or most recent – employer. If you are unable to supply referees who fit into the above categories, please explain this in your application. We shall carry out such further reference checks as are necessary to ensure the safety and welfare of children. Please provide professional, rather than home addresses for your referees, and supply email addresses in all cases.



United Learning

United Learning is a unique group of independent and state schools working together to achieve the best in everyone. Our vision is to provide excellent education so that all young people are able to make a success of their lives and, if we are to realise this vision, we need to make sure we attract, develop and reward the key ingredient – you.