

AV Support Technician (Permanent, Full-Time, Full Year Contract) Facilities Department

Whitgift is one of Britain's leading independent boarding and day schools for boys aged between 10 and 18 years, with approximately 1520 pupils and over one hundred boarding or flexi-boarding pupils. It was founded in 1596 by Elizabeth I's last Archbishop of Canterbury, John Whitgift, and is the oldest school in Croydon. Whitgift enjoys facilities of outstanding quality, amongst the best available nationally, in a beautiful parkland estate in South Croydon with excellent links to London, Surrey and the south coast.

We are seeking to appoint an AV Support Technician to provide a first line support service for the School's classroom AV systems, performance space AV/Lighting/Sound systems and film/video editing. The successful candidate will have good organisational and problem-solving skills, along with excellent verbal and written English language. A positive attitude and the desire to develop knowledge through attending relevant courses and actively seeking to broaden existing skills is essential. You will be part of a small team, so the ability to work independently as well as part of a team is key to the role. A customer service background (or similar) and the ability to work to changing deadlines in a professional manner would be an advantage.

The AV Support Technician will report to the Head of AV & Production but will be required to liaise daily with numerous other individuals in the course of supporting A/V equipment as a whole-school resource and will be required to carry out all responsibilities outlined, and other similar or related duties as required.

The AV Support Technician is responsible, through the Head of AV & Production to the Deputy Director of Estates & Facilities. The position is available from September 2025.

OUTLINE OF POST:

The duties will include all aspects of audio visual and stage systems.

MAIN DUTIES AND RESPONSIBILITIES:

- Frontline audio-visual support
- Setting up and testing A/V equipment for specific events
- Providing support to staff and pupils in the correct operation of A/V equipment
- Maintaining and repairing equipment as necessary and reporting faults and suggesting improvements to the Head of Production & AV
- Ensuring the safety of all A/V equipment
- Acting as stage management, fly person, lighting, sound, follow spot or camera operator for School events, including drama and music productions
- Preparing spaces for events/productions

Flexibility and adaptability are essential, particularly during major events when flexible hours of working will be expected.

PERSONAL RESPONSIBILITIES

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff and volunteers to share this commitment.

PERFORMANCE STANDARDS

To ensure that all services within the areas of responsibility are provided in accordance with the School's commitment to high quality service provision.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

PERSON SPECIFICATION:

Essential

- The AV Support Technician should be of smart appearance with a courteous and helpful demeanour
- Excellent written and verbal communication skills
- Excellent organizational skills and commitment
- Ability to problem solve and to be adaptable
- Ability to prioritise and manage changing deadlines
- A calm clear-headed ability to work under pressure, make accurate decisions quickly, prioritise work to meet deadlines
- Flexibility and adaptability and willing to strive to achieve the best result for the School
- Good level of physical fitness to undertake manual tasks such as moving audio-visual equipment/theatrical equipment/staging etc
- Readiness to take on responsibilities as required
- Integrity and honesty are essential
- Dependability and trustworthiness are paramount.

Desirable

- A full clean driving licence
- Practical knowledge and understanding of current Health & Safety regulations
- Competency in Microsoft Office, Final Cut, Logic
- Practical knowledge of interactive whiteboard set up/use
- Practical knowledge of lighting consoles (ETC Eos family) and sound consoles (Digico)
- Experience building stage sets/scenic items/carpentry/electrics
- First Aid and Fire Marshall/Warden training will be given.

FURTHER INFORMATION

All our staff benefit from a competitive remuneration package, including:

- A Pension Scheme (with Life Assurance cover).
- Free access to an Employee discount Club.
- Discounted school fees for the Foundation Schools (permanent posts only and upon successful completion of the probationary period).
- Access to our onsite gym (available at select hours) and our swimming pool (when available, access is extended to staff).
- Membership with BUPA, which gives financial support towards the cost of optical, dental and medical costs as well as a free 24-hour advice line for all staff.
- Season ticket loan.
- Onsite parking, when available.
- Lunch is available onsite during term time.

CONDITIONS OF SERVICE

This position is offered as a permanent, full-time, full year contract.

The AV Support Technician will work 5 days per week, Mondays to Fridays. The hours are 8.00am to 5.00pm (40 hours per week) with a one-hour unpaid lunch break. There will be a requirement for flexibility with start and finishing times to meet the needs of the department or for school events throughout the year. Any changes will be mutually agreed in advance with your line manager.

The salary range for this post will be up to Point 14 on the Whitgift Foundation Support Staff Salary Scale, The full time salary is up to £28, 897 gross pay per annum, depending on qualifications and relevant experience).

We welcome applications from all parts of our community as we aspire to attract staff that matches the social and cultural diversity of our student intake.

To apply, please visit www.whitgift.co.uk/vacancies. For any queries, please telephone 020 8688 9222 or e-mail the Human Resources Department at SchoolHR@whitgift.co.uk.

Applications will be reviewed daily and we invite interested candidates to apply as soon as possible.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore, any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents as detailed on their application.

Whitgift School (part of the John Whitgift Foundation) is committed to safeguarding and promoting the welfare of young people. Applicants must be willing to undergo child protection screening including checks with past employers, the Disclosure & Barring Service and online checks (including personal, professional and other online activities).

June 2025