

SEVENOAKS SCHOOL

JOB DESCRIPTION



Venue Technician (0.75 post)

Fixed Term Contract for two years, with possible extension





The School

Sevenoaks School is a large, co-educational HMC school. Founded in 1432 by William Sevenoke, the school has over the last 50 years developed an international reputation for innovation and academic success. There are just over 1000 pupils from age 11 to 18, including well over 400 in the Sixth Form. All our Sixth Form students study the International Baccalaureate Diploma Programme. Around 50 students take up places at Oxford, Cambridge or Ivy League universities each year, and nearly all go to distinguished universities in the UK and USA. This year the average IB score was 40.4 out of a possible 45 points. (The world average stands between 29 and 30 points). At GCSE and IGCSE students achieved 92% A* or A grades, and 73% A*. About 350 pupils board in the seven boarding houses, including the Girls' International House, opened in 1977, and the International Centre (for boys) which was founded in 1962. Students originate from over forty countries.

The school is situated on Sevenoaks High Street, surrounded by fine views. The 100-acre site, which includes a number of listed buildings, is beautifully landscaped and adjoins the 1000-acre deer park of Knole, yet London is only a 30-minute train journey away.

In 2013 the Independent Schools Inspectorate (ISI) awarded Sevenoaks School the rare accolade

of 'Exceptional' for its students' achievement. In 2012, Sevenoaks was top of the Department for Education's KS4 performance tables, with the highest percentage of pupils achieving all subjects in the English Baccalaureate. It was listed as Top Independent School at A-level or equivalent in the Independent in 2012, and the top co-educational independent secondary school (IB) in the Sunday Times Schools Guide in 2011. Sevenoaks has enjoyed the accolade of 'Independent School of the Year' from both The Sunday Times (2008) and The Independent (2007), while regularly topping the co-educational independent league table for the International Baccalaureate.

Further information about the school can be found at: www.sevenoaksschool.org

The Space Performing Arts Centre

The Space opened in April 2010 as the home of both the music and drama departments. It incorporates the existing Sackville Theatre, a purpose built venue, which was completed in 1981 and has seating for up to 230. The facilities include the Pamoja hall which has a seated capacity of 410, with adjustable acoustics, start of the art sound support and the stage capacity to host a full 100 piece Orchestra. The Ordovsky – Tanaevsky Drama studio, an addition to the drama facilities in the theatre,



delivers a black box studio style multi use space with full lighting and sound support. The Recital Room, an acoustically designed room, has a seated capacity of 100 for solo and chamber performances. It also has expansive natural lighting that gives a view onto the Knole park estate. The Space also boasts 15 dedicated acoustically treated music practice rooms, a fully equipped sound recording studio with two live rooms, offices, naturally lit foyers and a strong ecological footprint.

Reporting to:

The Venue Technician reports to the Performing Arts Centre Operations Manager.

Venue Technician's role:

The venue's technical support is currently provided by 1 full time and 1 part time member of staff (this role), with the aim being to deliver a coherent and flexible technical service to all users of the centre.

The technician will be responsible for:

- Organisation and maintenance of technical resources of the centre, including lighting and sound equipment and all other electrical equipment.
- Supervision and operation of technical

equipment for events within The Space.

- PAT testing of electrical equipment.
- Repair and refurbishment of lanterns, sound equipment etc.
- Organisation and overseeing storage of equipment and other resources.
- Working with directors on lighting and sound design for productions.
- Providing support to incoming companies as tasked by the Operations Manager.
- Rigging and de-rigging lighting and sound systems.
- Specifying and sourcing equipment for performances.
- Ordering, collecting and returning hired equipment.
- Recording and editing of sound and music for productions.
- Ensuring a safe environment within the department.
- Guidance and instruction of student technicians.



Person description

The applicant should:

- Ideally possess a relevant professional qualification (e.g. BTEC, ABTT Bronze Award or similar).
- Possess a relevant Mobile Elevating Working Platform (MEWP) qualification, though training will be provided if required.
- A current qualification in Portable Appliance Testing is desirable, though training will be given if required.
- Possess working knowledge of relevant Health & Safety requirements, including experience in conducting Risk Assessments.
- Possess a commitment to high quality production work.
- Have a willingness to commit to the varied life of a busy school environment.

Working hours

Hours will be on average 30 hours per week, spread 4 days per week falling between Monday to Friday on a rota system, all year round. Any extra hours worked over and above this being taken off at another time as TOIL (time off in lieu).

Please note that there will be regular occasions when the role holder will be required to work unsocial hours (e.g. evenings, weekends and public holidays).

Remuneration

The exact salary for this role will depend on the skills and experience of the successful applicant but this is likely to be in the region of £21,500 p.a. on a full-time, all year round basis. For the 0.75 post, based on this figure, the salary will therefore be in the region of £16,000 p.a.

Holidays

Pro-rata of twenty-eight days paid holiday per annum including Bank Holidays. For the 0.75 role this is 22.5 days per year, including bank holidays.

Child Protection

The post-holder's responsibility for promoting and safeguarding the welfare of children with whom they come into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out their duties the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the School he/she must report



any concerns to the Deputy Head (Pastoral). The successful applicant will be required to complete the Criminal Records Bureau Enhanced Disclosure check process before the appointment is confirmed.

Pension and other Personnel matters

The successful applicant will be required to undergo a medical examination by their doctor. Support staff can join the school's defined contribution pension scheme for support staff.

Application

If you wish to be considered for this role, please complete the online support staff application form at <http://www.sevenoaksschool.org/support-vacancies/>. The form must be completed in full and submitted electronically. CV's can also be submitted but cannot replace any information on the application form which should be submitted in full.

Please contact the Personnel Office at personnel@sevenoaksschool.org or telephone 01732 467 740 if you have any questions about a completed application.