



KING EDWARD VI
HIGH SCHOOL FOR GIRLS



KING EDWARD'S SCHOOL
BIRMINGHAM



Technical Manager

King Edward VI High School for Girls

King Edward VI High School for Girls (KEHS) is one of the most successful girls' schools in this country with outstanding academic results and a large and varied programme of extra-curricular activity. The School was founded in 1883 and counts the actress Lindsay Duncan and the BBC Correspondent Reeta Chakrabarti amongst its alumnae. The School is an independent day school with 602 girls aged 11-18 and is part of the King Edward VI Foundation, which has ten schools in Birmingham. It is situated on a beautiful 50-acre campus in Edgbaston, which it shares with King Edward's School.

At KEHS, we aim to offer an outstanding education for able girls who like original ideas and new challenges. Staff are passionate about their subjects and seek to inspire a love of learning for its own sake. Pastoral care is important to us as we seek to educate girls, supporting them to become confident, resilient young women prepared for Higher Education and employment. Girls combine a rigorous academic education with a huge range of high quality extra-curricular activities.

The School's purpose is undoubtedly the pursuit of excellence in all that it does, but it is of equal significance that this excellence should be accessible to able pupils, whatever their family background or financial situation. The School reflects very closely the diverse racial mix of the city itself and attracts pupils from beyond Birmingham. At the moment, 20% of pupils have some kind of financial support and almost 10% pay no fees at all. The funds for this are provided by the King Edward VI Foundation and through the generous donations of alumnae and other organisations.

Academic success

KEHS regularly ranks as one of the top performing academic girls' schools in the country. Academic standards in the School are extremely high: in this year's GCSE results 82% grades were awarded Grades 8-9 and 93% Grades 9-7 (equivalent to A*/A); 15 girls out of a year group of 94 achieved all Grade 9s; 35 students scored at least 8 Grade 9s and 67 achieved all Grades 7-9. At A Level, 35% grades were A*, the highest percentage since the A* grade was introduced, 75% were A*/A and 96% grades were A*/B. 32% girls achieved 2 A* or more and 88% achieved all A*-B with 18.4% getting at least 3 A*s.

The School has a long history of sending girls to the very best universities including Oxford and Cambridge; in 2019, 12 students gained places at Oxbridge. The School was rated 'excellent' by the Independent Schools' Inspectorate in 2019 and was ranked as one of the top 10 best value Independent Schools in 2018 by the Daily Telegraph.



King Edward VI High School for Girls

Extra-curricular activities

We believe it is important to offer girls a rounded education, helping them to learn a range of skills for the future, in Higher Education and employment.

There are over 70 extra-curricular activities on offer each week, ranging from Chess to Model United Nations to Ultimate Frisbee.

The School produces music and drama of an exceptional quality, with a biennial performance in the Symphony Hall in Birmingham. These activities were enhanced still further by the construction of the Sir Paul and Lady Ruddock Performing Arts Centre, a joint £11 million facility with King Edward's School, which opened in 2012.

There are many opportunities for students to perform, whether in the Junior or Senior Productions, or simply to take part in Drama Clubs. Our musicians perform in concerts as part of a range of orchestras or smaller ensembles, or in the less formal Performance Platforms, attended by peers and family members. The Dance Production is an annual highlight with over 150 participants each year.

There is also a large range of sporting opportunities, and many teams compete at regional and national level in hockey, netball and rounders along with other sports including water polo, fencing and Ultimate Frisbee. The School has its own Sports Hall, gym and swimming pool, which were recently refurbished, with hockey and netball pitches on site.

We organise a wide variety of educational visits and trips, from language exchanges to Spain, Italy and Germany, to music and sports tours, with more local visits to museums such as the National Space Centre in Leicester and field trips to Malvern and Dorset. Students also attend lectures at Birmingham University and we are pleased to welcome visiting academics and alumnae to offer talks and lectures to the girls.

Further details about the School can be found at: www.kehs.org.uk



King Edward's School

King Edward's School, Birmingham is a remarkable school and a supportive community, where there is a shared belief in the transformative power of an accessible education amidst a young, ethnically diverse city. It is also one of the most successful and significant boys' schools in this country.

Founded in 1552 by Edward VI, King Edward's School is the "founding father" of the King Edward VI Foundation and has always been a central institution in the city of Birmingham which it serves. It is located on a stunning 50-acre site in Edgbaston, which it shares with King Edward VI High School for Girls (KEHS), and educates 860 day boys, aged 11 to 18.

In recent years, the Chief Master and Governors have strengthened their commitment to the belief that King Edward's School should be a catalyst for social mobility, a place of academic excellence and a community whose strength derives from its social diversity and multi-cultural understanding.

At King Edward's there is a deep moral purpose to ensure the School provides the best possible education for the brightest boys in Birmingham, whatever their background. There is a strong belief in the power of education to transform lives and a commitment to a truly challenging, intellectual, rich education. The International Baccalaureate Diploma was introduced in September 2010 to replace A-levels in order to enhance the intellectual life of the School and to provide an education appropriate to the challenges of the 21st century.

Academics

King Edward's is an academic school and an intellectual school. It is a school where the results are exceptionally good and where clever, hard-working and occasionally unusual boys are admired and respected by their peers. Being an academic school means that everyone must strive for the highest academic standards and performance, so that King Edward's is recognised as the best academic school in the West Midlands and, as far as possible, among the best nationally in public exams, entry to Oxbridge and other high quality universities. In 2019, of the 120 boys taking GCSEs, 32 boys achieved at least 10 9s/8s, a further 22 achieved 9 9s/8s, and half of the cohort achieved only 9s, 8s and 7s. Overall, the percentage of 9/8 grades attained was 66% and 84% were 9-7. At IB, the average scores have been above 39 for three of the last five years. The School's commitment to the IB is total. The Board believes it provides a challenging, rigorous and broad education, which has always been a hallmark of a KES education, and better equips boys for the demands of university and the diversity of the world beyond. The School is also very active in academic competitions in Maths, Sciences, public speaking and debating, and teams regularly win national competitions.



King Edward's School

Sport, arts & extra-curricular activities

Life outside the classroom is vitally important at King Edward's. It complements and supports the academic pursuits of the boys, making them more fulfilled, relaxed and rounded and helping them develop important additional skills, such as resilience, teamwork and commitment.

There are a very wide range of expeditions and outdoor activities for younger boys and, each year, a large number of boys undertake the Duke of Edinburgh's Gold Award; the CCF also thrives with RAF, Army and Navy sections. In total, there are over 140 trips and expeditions annually for boys of all ages in term time and the holidays.

Music is quite exceptional, helped by a number of music scholarships, and drama is also of a very high quality. There are three major concerts in the year, including one, biennially, in Birmingham's Symphony Hall, and several dramatic productions. There are also numerous opportunities for smaller ensemble playing and student-led drama performances. The £11m Ruddock Performing Arts Centre is the focus for these activities and all activities and facilities are shared with KEHS.

Sport is also an important part of life at the School and benefits from excellent facilities, indoors and out. The School has extensive grass facilities and the use of three hockey astro pitches, one of which has a modern pavilion, opened in 2015, and a new athletics track in partnership with the University of Birmingham. A new £5m Sports Centre opened in May 2019.



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The Ruddock Performing Arts Centre



The Ruddock Performing Arts Centre

The Ruddock Performing Arts Centre is a collaborative project between King Edward's School and King Edward VI High School for Girls in Edgbaston, designed to facilitate and support the schools high quality performing arts provision.

Named after its major benefactor, Sir Paul Ruddock, and opened in April 2012, it has fast become a popular performance, event and rehearsal venue for a range of community and professional organisations, as well as the Schools' Drama, Music, Dance, Outreach, and Old Edwardian/Development departments.

The building is state of the art, with a high technical specification, and beautifully sited within the King Edward's Schools grounds. It houses the 500 seat Ruddock Hall, designed primarily as a Concert Hall, but with the flexibility to convert in to a theatre, dance and conference space, a 120 seat, flexible, black box studio theatre which can be adapted to a range of theatrical arrangements, and a Dance/Rehearsal studio, with panoramic views towards Winterbourne Gardens.



The Role

King Edward's School and King Edward VI High School for Girls are seeking to appoint an accomplished and experienced Technical Manager from November 2019 to join the team at our multi-million pound Performing Arts Centre. The role requires a candidate with a diverse range of technical knowledge and hands-on skill, as well as a high level of administrative experience and ability.

Reporting to and deputising for the Arts and Events Manager, the Technical Manager will be responsible for all the technical and safety compliance aspects of the building, as well as having technical input across the two Schools, both in a practical and advisory capacity. The post holder will assume the role of senior technician for all events and performances.

As part of a small team running the Ruddock Performing Arts Centre and its associated activities and events, responsibilities will also include managing the Performing Arts Technician and casual members of staff, as well as a range of administrative tasks including budgetary control, risk assessments, negotiating with clients and suppliers, liaising with staff across the site, and reporting to senior management.

Terms and conditions

Job title: Technical Manager.

Reporting to: Arts and Events Manager.

Salary: Grade 8 (£28,404 - £30,143) plus benefits.

Hours: Full-time, 37 hours per week.

Type of position: Permanent, all year round.

Holidays: 22 days holiday a year, 8 bank holidays and 4 concessionary days.

Benefits: School fee discount, defined contribution pension, lunch in term time, free parking.

Start date: November 2019.

The post holder will be required to work 37 hours per week. This will include evening and weekend working to meet the needs of the Schools.

The Role

Key responsibilities

- Head up all technical requirements for the Ruddock Performing Arts Centre (RPAC) as well as all internal events and external hires that are managed by the RPAC team across the schools.
- Maintain and routinely check all technical areas and elements of the RPAC and other technical spaces used for events.
- Maintain and update fixed and portable equipment for use in RPAC and school led projects and events across the site. This includes PAT testing and LOLER testing on access equipment, and putting together a routine maintenance schedule for equipment.
- Manage hires/loans of technical equipment.
- Be the first point of contact for school staff and hirers using technical facilities.
- Ensure technical information is kept up to date, and that appropriate specifications are in place to deliver a quality experience, which conforms to RPAC and health and safety policies.
- Assume overall responsibility for the technical management of performances, events, rehearsals, workshops and technical work.
- Liaise with artists, creative teams, the schools, the Schools' facilities team, events managers, hirers and statutory authorities to ensure all the necessary technical, site and production specifications are in place.
- Take the lead in promoting and upholding the highest level of Health and Safety across the RPAC, working with the Arts & Events Manager to develop policy and best practice throughout the building and on associated projects, and manage RPAC compliance.
- Undertake Risk Assessments for the RPAC, and associated projects across the schools. Ensure that these are regularly reviewed and updated, and that they are available for inspection at all times.
- Ensure working practice is in line with the RPAC, Schools of King Edward VI Foundation, and local authority core policies, safeguarding children, equal opportunities, health & safety and diversity policies.
- Ensure that all technical equipment is fit for purpose, correctly and securely stored, maintained, documented and used appropriately including maintaining records of testing and maintenance as advised by Health and Safety directives.
- Advise and agree upon budgetary parameters with the Arts & Events Manager and Finance Manager for the technical elements of the RPAC and associated projects.
- Manage and report on agreed budgetary parameters, and provide reports to finance on planning and spending as required.
- Monitor, maintain and order consumable stock and all stores and general day-to-day equipment as required, within agreed budgetary parameters using the most cost effective solutions.
- Consult and negotiate with external suppliers over RPAC and School project requirements.
- Maintain an up-to-date inventory of all Centre assets.
- Maintain awareness of developments within technical theatre and undertake training as necessary.
- Engage with industry colleagues to ensure service delivery remains in line with the best quality policy and practice, and the RPAC team are a valued part of a local network, contributing to future development.

The Role

- Research and develop current technical practice, implementing thorough detailed proposals for any equipment that may either future-proof the venue or develop its appeal to outside hires.
- Oversee as required the engagement of any sub-contractors or casual staff required for the technical aspects of any project.
- Provide training for RPAC casual staff as required, including students and staff who are involved in technical elements of any production.
- Deputise for and assist the Arts & Events Manager as required in the day to day running of the RPAC, associated administration, reporting & scheduling, front of house and acting as Duty Manager where necessary.
- Carry out any other duties commensurate with the role as required by the Arts and Events Manager.

The above information is not an exhaustive list of tasks that the post holder will be required to carry out, but it does outline the main duties. All staff are required to act in a professional, co-operative and flexible manner in line with the requirements of the post.

Person specification

The ideal candidate would be expected to show evidence of many of the following skills and qualities. The following information demonstrates the qualities that would be considered essential or desirable and how these will be tested during the recruitment process.

Experience and knowledge (tested in covering letter, application form, skills tests and at interview)

	Essential	Desirable
Advanced programming knowledge of ETC EOS Consoles	✓	
Knowledge and experience on digital sound systems (preferably Roland REAC systems)	✓	
Demonstrable knowledge and understanding of creative and production process, including experience of lighting and sound design. This must include a good creative vision and passion for experimenting with new technologies and techniques.	✓	
A good working knowledge of theatre practice relating to students' studies to support their practical examination work.	✓	
Knowledge and understanding of all other theatre disciplines to support teaching and learning such as AV, rigging, stage management, costume, scenic art, construction and publicity.		✓
Experience of leading training for staff and students of all abilities.		✓
A strong level of understanding and experience of planning/scheduling relating to all production activities, liaising with a range of clients.	✓	
Broad Health and Safety background with an in-depth knowledge of its practical application within a performance venue.	✓	
Experience of budgetary control and management.	✓	
Experience of managing a small team, and of providing a service to other departments and service users.	✓	

The Role

Experience of setting up administration systems, planning, and preparing records and reports.	✓	
Experience of operating and working at considerable heights from all forms of access equipment (ladders, scaffolding, access platforms etc), and the ability to do so safely.	✓	
Experience of working with high levels of responsibility.	✓	
Experience of working with a range of performers, and performance genres, from educational, community and professional backgrounds.		✓
Experience of working with conferences and similar events.		✓
Experience of working in an educational setting.		✓
Experience of engagement in professional networks, and developing strong working relationships across the industry and community.		✓
Experience of developing performance spaces, keeping in touch with the industry standards, and events management.		✓
An understanding of career, employment and higher/further education opportunities for students.		✓

Skills and abilities (tested in covering letter, skills tests and at interview)

	Essential	Desirable
IT competency, including Microsoft Office, emails and electronic calendars.	✓	
Leadership and negotiation skills	✓	
People and team management skills.	✓	
Systematic and organised approach to work, including the ability to prioritise.	✓	
The ability to work proactively and flexibly.	✓	
The ability to think on your feet, and make decisions quickly and under pressure.	✓	
Excellent problem solving and organisational skills.	✓	
Excellent and proven administrative skills.	✓	
Excellent written and verbal communication including experience of direct reporting at senior management level.	✓	
A proactive team player, with proven excellent interpersonal skills.	✓	
The ability to work evenings and weekends, as well as being flexible with hours.	✓	

The Role

Attitudes (tested at interview)

	Essential	Desirable
A positive attitude towards education and young people.	✓	
Ability to keep calm, and keep others calm, in pressurised situations.	✓	
Ability to demonstrate an awareness of risk.	✓	
Ability to respect and maintain confidentiality.	✓	
An enthusiasm for performing arts and associated disciplines, as well as a willingness to share skills and knowledge.	✓	
Commercial and business awareness, and a willingness to network.	✓	
Able to demonstrate drive, strong self-motivation and take on a challenge	✓	

Qualifications (tested at application)

	Essential	Desirable
A degree in a Technical Theatre related subject or equivalent professional experience.	✓	
IOSH Managing Safely or equivalent/higher.	✓	
City & Guilds or equivalent PAT testing or willingness to undertake qualification.	✓	
Pyrotechnics Awareness Course or equivalent.	✓	
Manual Handling training.	✓	
IPAF Licence.	✓	
First Aid qualification or willingness to undertake a first aid qualification.	✓	
Fire Warden Training or willingness to undertake this training.	✓	
EVAC Chair Training or willingness to undertake this training.	✓	

The position is physically demanding and requires high levels of stamina, as well as heavy lifting, the movement of cumbersome and heavy objects, manual handling and working at height. The successful applicant must therefore be able to cope with the physical demands of the role.

How to apply

To apply for this role, forward a completed application form (available for download at: <https://kes.org.uk/about-us/vacancies/>) and a covering letter addressed to Zoe Robinson, Bursar, outlining why you feel that your skills and experience would equip you to take on this role, by email to: recruitment@kes.org.uk

The deadline for applications is **9am on Monday 7th October 2019.**

Interviews will take place in the **week commencing 14th October 2019.**

If you have any queries about the role or would like to discuss it in more detail, please contact Cathy Moss, Arts and Events Manager, by email: cm@kes.org.uk

King Edward's School and King Edward VI High School for Girls are both committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. All successful candidates will be required to undergo an enhanced DBS check. A copy of the Schools' Recruitment, Selection and Disclosure Policy is available on the Schools' websites.



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