





DANES HILL SCHOOL

PERFORMING ARTS TECHNICIAN
(OR APPRENTICE)


June 2025

Danes Hill School is widely recognised as one of the leading co-educational day preparatory schools in the country. Situated in 55 acres of landscaped ground in the village of Oxshott, Surrey, Danes Hill provides boys and girls aged 3 to 13 with a dynamic and exciting education.

 Leatherhead Road, Oxshott, Surrey KT22 0JG

 recruit@daneshill.surrey.sch.uk

 daneshillschool.co.uk

 01372 842509



THANK YOU

Thank you so much for your interest in Danes Hill School. We hope that the information in this pack, and our website, gives you a flavour of what working within our Drama and Music departments at Danes Hill School would be like – and the warm and positive school team you will be joining if you are successful in your application.

Danes Hill School is a popular co-educational day Prep School and is home to around 600 pupils aged 2 – 13. with early years pupils taught at our Pre-Prep site known as Bevendean, before moving to the Prep school when they join Year 2. Our teachers specialise in a particular key stage or subject, but all work flexibly across the age range.

Our values are **passion, courage, growth** and **respect** and we believe that if children are happy, they flourish, reach their full potential and carry a love of learning with them for the rest of their lives.

At Danes Hill School, we want children to enjoy their childhood for as long as possible, but we also want them to develop and progress within a stimulating environment that offers many opportunities both inside and outside the classroom. Co-curricular activities, integrate seamlessly within the school's provision, form the backbone of our holistic learning experience. These activities offer invaluable opportunities for our pupils to explore their passions, to push their boundaries, and develop crucial skills. Whether it's academic enrichment, sport, music, drama, a hobby or a club – all have an important part to play in shaping well-rounded individuals ready to contribute to society.

If you are interested in becoming part of our school and making a difference to the education of our young people, we would love to hear from you. We will be processing applications as they are received and may close the recruitment ahead of the closing date, if the right candidate has been found. We very much look forward to hearing from you.

With best regards,
James Felgate (Deputy Head Academic)



OUR SCHOOL VALUES

At Danes Hill, we work to create a school culture that fosters personal **growth**, inspires **passion**, empowers **courage** and nurtures **respect**. We believe that these core values truly embody the spirit of our community and guide us on our journey towards excellence. Our school values are articulated through a comprehensive consultation process, involving our dedicated staff team, the valuable input of our parents through consultations and surveys, and the voices of our pupils. Through this collaborative effort, we gain a clear insight into what makes Danes Hill special.

After distilling and analysing the feedback, we shared our four new school values **Growth, Passion, Courage** and **Respect**. These values encapsulate the qualities we wish to instil in our pupils, providing them with a solid foundation for success both academically and personally. Now that we have identified our values, our focus is on embedding them into the fabric of our school culture.

We aim to promote our values at every turn, ensuring that they become an integral part of our pupils' lives. Our assemblies are dedicated to living out these values, exploring real-life examples and discussing the importance of embracing growth, pursuing passions, showing respect, and demonstrating courage. To encourage and celebrate our pupils' embodiment of these values, we are targeting house points dedicated to recognising acts aligned with our values. We are also establishing pupil awards that commend individuals who consistently exhibit our values in their daily lives.



In order for our pupils to be able to embrace them, our shared understanding of our values is based on the following statements:

- **I can demonstrate Growth by** – working hard, giving my best effort, investing in my own development, being active in the development of those around me, expanding my horizons, nurturing my community
- **I can demonstrate Passion by** – being inspired, showing curiosity, showing ambition in all I do, striving to succeed, showing dedication in all things, not giving up
- **I can demonstrate Courage by** – developing the confidence to take risks, trying new things, not being afraid to fail, speaking up for myself and for others, telling the truth
- **I can demonstrate Respect by** – having an awareness of others as well as myself, treating everyone with dignity, showing others kindness and consideration, showing others empathy

We are excited about the positive impact our values are already having on our community. Together, we can nurture a culture where growth, passion, respect, and courage thrive. By embracing these values and ensuring that we model and demonstrate them in our professional lives, we are confident that our pupils will develop into confident, compassionate, and resilient individuals, well-prepared to face any challenge that comes their way.

PERFORMING ARTS TECHNICIAN (OR APPRENTICE)

ABOUT THE ROLE

Job title:	Performing Arts Technician (<i>with the option for an Apprenticeship</i>)
Course Provider:	Chichester College - Creative Industries Production Technician L3 (24 months apprenticeship)
Job purpose:	<p>Are you passionate about the performing arts and enjoy working behind the scenes? We're looking for a Performing Arts Technician to join our creative team.</p> <p>For a candidate joining as an apprentice, this is a fantastic opportunity to gain hands-on experience in lighting, sound, staging, and backstage support for school productions and events. You'll work alongside experienced staff while studying one day a week to earn a qualification in technical theatre support.</p>
Reporting to:	Head of Drama, Director of Music
Hours:	Full time - 8am to 5:00pm, worked flexibly according to the needs of the school during term time only . Support to evening and weekend activities as and when required. Study one day a week (if applicable)
Salary:	Competitive depending on whether the role is at apprentice or qualified level
Benefits:	Free lunch on site during term time. Annual flu jabs, online Employer Assistance Programme (EAP) service and counselling. Discounts in local shops, restaurants, and businesses. Training and development support.
Closing Date:	We encourage applications without delay. We will be processing applications as they are received and may interview ahead of the closing date.



JOB SPECIFICATION

Key Responsibilities:

- Being responsible for the daily running of the School's Drama and Performing Arts spaces, including the theatre, drama studio and music rooms
- Providing sound, lighting and associated technical support for School productions, concerts, assemblies and events.
- Co-ordinating scheduling of theatre spaces, ensuring that teaching, rehearsal and production needs are managed
- Working with the Director of Music and Head of Drama to provide a comprehensive co-curricular offering, including possibly running clubs and activities, and helping to foster a culture in which co-curricular engagement is a routine aspect of pupil life
- Creating, implementing and overseeing detailed production schedules for each project
- Overseeing all aspects of health and safety in theatre performance, teaching and ancillary spaces, in relation to the technical aspects of performances
- Creating individual risk assessments and event forms for each production
- Ensuring that standing risk assessments are regularly reviewed and updated
- Ensuring the maintenance and safety of all working areas and equipment, implementing best practice across the department
- Playing a part in the staffing of shows during performances in a technical or front-of-house capacity
- Liaising with other users of School spaces, ensuring technical requirements are met as appropriate
- Leading on ensuring that the theatre , drama studio and other performance spaces are organised, tidy and inspiring learning environments
- Departmental administrative duties such as liaising with Peripatetic teachers and parents

This job description should be seen as enabling rather than prescriptive and will be subject to regular review as the needs of the school evolve. You will be required to undertake other comparable duties as the head of department, headteacher or senior colleague may require from time to time.

PERSON SPECIFICATION

Qualifications and Experience (qualified technician)

- Ability to provide full technical support for School productions, concerts, assemblies and events in the theatre and other performance spaces
- Knowledge of the design and recording of cues for productions
- Experience in using a multitrack mixing desk
- Knowledge of Qlab and Logic Pro or equivalent software.
- Knowledge of the operation, programming and maintenance of sound and lighting equipment, including during live performances and rehearsals
- Understanding of theatre technical equipment, to ensure safety and functionality
- Knowledge of compliance within health and safety standards, particularly in relation to electrical and rigging systems
- Ability to play an accompanying instrument, such as guitar or piano (*desirable*)
- Teaching experience to help pupils with the technical aspects of performing arts projects, offering guidance and training where needed (*desirable*)
- Experience in video recording, livestreaming and AV requirements for internal and external events (*desirable*)
- Knowledge of Sibelius software or similar (*desirable*)

*Please note that where experience and knowledge are noted above, a person applying for the **apprenticeship** should be able to demonstrate a strong enthusiasm and interest in the performing arts, together with the ability and willingness to learn in these areas.*

Competencies

- Excellent organisational and time management skills.
- Ability to build effective and professional relationships with pupils, parents and staff
- Confidence in working with young people and supporting educational outcomes.
- Ability to communicate confidently and effectively
- Ability to manage time effectively with a positive and flexible attitude to tasks
- Commitment to equal opportunities
- High levels of motivation and commitment to high standards
- Demonstrable personal warmth and enjoyment of working with pupils and adults
- Willing to work flexibly and participate in the life of the school, including supporting open days and co-curricular and pastoral events.

Please note that as part of our safeguarding policy, applicants will be required to undertake screening relevant to the post, including checks with past employers and the Disclosure and Barring Service. Online checks of publicly available information will be carried out for shortlisted candidates, in line with KCSIE 2024



WHY WORK AT DANES HILL SCHOOL?



Location:

Danes Hill offers an exceptional working environment, and when you visit the education, you get a proper sense of the grounds, facilities and resources. Set in 55 acres with views across the beautiful Surrey countryside, it can be hard to believe that it's still an easy distance from London. Staff travel to Danes Hill from a wide radius, with Oxshott station less than meeting, education, walk from the Prep School (15 minutes from Bevendean).

Car parking is available for all staff, as well as our Cycle to Work scheme.



Community:

Working at Danes Hill, you become part of a dynamic community encompassing all of the teaching and non-teaching staff. Dedicated support staff work in tandem with teaching staff, taking care of many administrative and support tasks in a friendly, cooperative environment.

Teaching takes place across

34 weeks of the year (with additional training days).

Appropriate technology induction, including laptops and accessories. Class sizes are small and the resources available to support teaching, pastoral care and our co-curricular programme are fantastic.



Development:

As a place of education it's vital to us that we all invest in our learning. A weekly staff meeting on a week day morning and a twilight training session takes place every Monday after school, with updates and focused training on a range of subjects. Our Head of Staff Development works with teachers new to the profession, to make sure they get the support that they need. Our appraisal and probation systems ensure that everyone gets the chance to review their work with their line manager, and we invest in CPD and training across the School – including professional qualifications and apprenticeships.



Reward:

It is important to us that everyone who works at Danes Hill benefits from fair pay systems. A new pay scale for teachers was introduced in September 2023 after consultation with staff. With a generous core salary, there are also opportunities to take on positions of responsibility for additional management allowances. A new pay scale for support staff has been reviewed and implemented in September 2024.



Benefits:

Generous and flexible pension scheme. Non-contractual fee remission is given to all staff on a pro rata basis and currently represents up to 50% reduction on full fees, as well as free wraparound care and discounted holiday clubs.



Healthcare:

The dedicated medical team at Danes Hill provide excellent support to staff as well as pupils and parents and organise flu jabs for staff annually. Our onsite counsellor can provide immediate support and advice, and Education Support are in place as the School's Employee Assistance Programme – providing confidential help 24/7, 365 days a year.



Wellbeing:

Lunch is provided to all staff during term time (and is healthy, plentiful and delicious!), and several members of staff offer their expertise free of charge to run different activities, including circuit training, running, badminton, football and the staff choir. The Head of the Common Room organises social events and charity fundraisers. You are also able to make use of the swimming pool and other sports facilities, before and after school, helping to burn off our fabulous lunches.





DANES HILL SCHOOL

STRONG & SAGACIOUS
