

ABOUT FRENSHAM HEIGHTS

Frensham Heights is a highly distinctive independent day & boarding school, offering a progressive education. We welcome students from the age of 3 to 18 and we give them the tools to succeed in their education, helping them to extend their abilities and exceed their own expectations. Set in 125 acres of beautiful Surrey countryside, our campus combines impressive historic buildings with a modern, diverse learning environment.

We endeavour to remain faithful to the ideals which make Frensham a refreshing alternative to other independent schools.

OUR VALUES

As a values-based organisation, we expect all who join Frensham, from students and staff to parents, to embrace our values.

ORIGINALITY OF THOUGHT

Frensham embraces creativity

We encourage everyone to foster their boldness and innovation, seeking opportunities locally and globally to discover and bring fresh thinking to our community.

COURAGE TO TRY

Frensham fuels personal dedication

We aspire to support a growth mindset across our community, fully committing to our learning, proactively seeking improvement and working collaboratively for the benefit of the whole community.

SPIRIT OF TOGETHERNESS

Frensham nurtures community spirit

Relationships are the foundation of our school and our success; built on compassion, kindness and genuine mutual respect. We look out for one another and have a firm understanding of our responsibility towards our community.

RESPECT OF INDIVIDUALITY

Frensham celebrates authenticity

This is a place where you can be the 'true you'; we pride ourselves on that. We support all to have the courage to stand for something and be the person you truly want to be.

SAFEGUARDING

Frensham Heights is committed to safeguarding and promoting the welfare of children and young people. An enhanced DBS check is required for all successful applicants.



EQUALITY AND DIVERSITY

Frensham Heights is an organisation with founding principles of child-centred learning and mutual respect. We are proud members of the Progressive Education Network.

We value and treat all people with dignity and respect. We aim to encourage, value and manage Equality, Diversity and Inclusion. We oppose all forms of unlawful and unfair discrimination, harassment or victimisation.

We are striving to attain a workforce that is representative of society to ensure we secure the widest pool of talent available. Applicants whose backgrounds are under-represented in the sector are encouraged. It is our aim to ensure that no job applicant or employee receives less favourable treatment (either directly or indirectly) in recruitment or employment on grounds of age, disability, gender / gender reassignment, marriage / civil partnership, pregnancy / maternity, race, religion or belief, sex or sexual orientation (the protected characteristics).

WORKING WITH US

We believe passionately that our community thrives through our people. In joining Frensham, you will be a vital part of our community. We have high standards for students and staff alike – and we support you in reaching and exceeding these. Since our foundation, we have believed in encouraging the fullest development of everyone's personality and talents; that each individual must accept responsibility for his own or her own actions and must relate to others with sensitivity; that success will be achieved against a background of mutual respect and good human relationships.



ABOUT THE ALDRIDGE THEATRE

Our award-winning theatre first opened its doors in November 2000. It is centrally located within in our beautiful campus and can seat an audience of 306. Featuring state of the art equipment and infrastructure for technological development, as well as level access for making get-ins straight-forward, the auditorium is incredibly adaptable and showcases a wide range of events from lectures, quizzes, cabaret evenings, art displays and fashion shows to theatre-in-the-round, musicals and choral performances with an orchestra pit.

It is a very well utilised facility with priority given to the support of the academic activities undertaken primarily by our Faculty of Performance, Maths and Enterprise, but available to the entire school. Our annual production is the highlight of the year, alternating between plays and whole school musicals. In addition, it also hosts Christmas concerts, Plays-in-a-week, rock and pop gigs, and exam performances all from within the School.

We have provided theatre companies with rehearsal and performance facilities prior to opening in the West End including The Gruffalo, Oi Frog and Wilde Creatures, as well as a venue for established touring companies (Trestle, Red Shift, Strangeface and Pickled Image). The Aldridge Theatre is also used by the wider community including local choirs, orchestras, dance schools and youth theatre groups although there is potential to expand usage further.



JOB TITLE: THEATRE TECHNICIAN

GROUP: THEATRE

REPORTS TO: THEATRE MANAGER

JOB PURPOSE

The Theatre Technician is responsible for assisting the Theatre Manager in the effective running of the Aldridge Theatre and providing technical support within the theatre. The priorities for this support are:

- School activities or activities which support the educational experience of pupils
- Public benefit activities
- Community activities
- Enterprise activities

SCOPE

The Theatre Technician will work as part of the Support Staff Team on a full-time basis, including some weekend work and unsocial hours where necessary.

OBJECTIVES

General

- Provide technical support to agreed school events, such as Morning Talks and drama/dance/music department activities, which may occur during normal school hours, evenings or at weekends
- Assist during production weeks to ensure rehearsals and production meetings run smoothly



- Assist staff and students with sound recording, filming, editing and production of performances for Expressive Arts assessments
- Work with key staff and students to provide training on equipment and processes as required. Ensure crew have adequate knowledge of productions, theatre use and equipment for all events
- Ensure adequate event and technical support is in place during any agreed absence
- Any other reasonable duties associated with the theatre as set by the Theatre Manager

Enterprises

- Provide technical support for enterprise functions.
- Oversee the setting up and performances of visiting companies and use by local community groups during the week or at weekends.
- Set up furniture, lighting, sound, and multimedia equipment for performance / event space as required
- In conjunction with the Theatre Manager / Venue Hire Manager / Support Services team, ensure external hirers are fully briefed on the safe use of the theatre
- Where required, provide technical assistance to external users
- Any other reasonable duties associated with the theatre as set by the Theatre Manager

Housekeeping

- Provide first-line maintenance support for all relevant technical equipment, machines, furniture, fixtures and fittings
- Ensure all equipment is stored safely and is accessible to others when absent
- Liaise with IT staff over software requirements and system support
- Maintain an inventory of theatre equipment and produce forward maintenance/replacement schedules
- Any other reasonable duties associated with the theatre as set by the Theatre Manager

Health and Safety

- Ensure all health and safety requirements are met for the use of the theatre
- Attend training as required and maintain awareness of health and safety regulations specific to the space and equipment used
- Attend Health & Safety Committee meetings if required
- Regularly update and advise all users (including students) of the theatre on the safe use of the area and equipment
- Work with the Theatre Manager & maintenance department to organise annual safety checks of all technical equipment, machines, furniture, fixtures and fittings



PERSON SPECIFICATION:

ESSENTIAL = E
DESIRABLE = D

KNOWLEDGE

Good working knowledge of IT including projector set-up, Powerpoint presentations and specific theatre industry operating and design programs, for example Qlab.

E

Up to date knowledge of lighting systems, control apparatus, equipment and its maintenance.

E

Up to date knowledge of digital audio and audio-visual equipment and its use in relation to live, recorded and play-back techniques

D

EXPERIENCE

Experience in stage/production management

E

2-3 years experience working in the professional arts industry

E

Experience in implementing health and safety requirements and risk assessments

E

Experience of working in theatre for a school, college or university

E

SKILLS & VALUES

Excellent interpersonal skills, able to communicate clearly and consistently with all theatre and event space users, including external hirers

E

An enthusiasm for working with young people

E

Highly organised with successful experience in meeting deadlines, managing priorities and a complex diary

E

Confident in manual handling/heavy lifting of theatre equipment, climbing ladders etc. able to do so safely

E

Working at height training

D

Able to work independently but also willing to collaborate across many different departments

E

Empathy and respect for the values and ethos of Frensham Heights

E



TERMS AND CONDITIONS

The Head is offering an attractive and competitive salary to secure the best candidate. Fee remission, in line with the Governors' policy for staff, will also be provided.

Frensham Heights is committed to safeguarding and promoting the welfare of children and young people. Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

FRENSHAM HEIGHTS SCHOOL

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www.frensham.org

