

# Shrewsbury

CO-EDUCATIONAL BOARDING & DAY SCHOOL



Information for Candidates  
Trainee Theatre Technician

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## Headmaster's Welcome

Having moved to Shropshire with my wife and young family in 2018, I can speak with first-hand experience of the warmth of welcome offered by the School community and indeed within the town of Shrewsbury. It really is a friendly, gentle yet invigorating place to live and work.

The School's 110 acres have the feel of a village gathered around a green. Stunning architecture complements the natural beauty of ancient trees and open spaces that are meticulously maintained. We wholeheartedly believe that children and staff alike respond to the inspiration of their surroundings. There can surely be fewer more uplifting places in which to live and learn. Staff morale is high and there is a shared sense of purpose which is energising. The pupils are a diverse crowd who are united by a willingness to participate and enjoy all that the school has to offer. We have an excellent staff development programme ensuring that colleagues are stimulated to keep growing as professionals.

Above all, it is a community where the individual is celebrated and encouraged to become the fullest and best version of her or himself: this goes as much for the staff as it does the children in our care.

Thank you for your interest in Shrewsbury School. I hope that this document will encourage you to go ahead with an application that may lead to your joining this unique and vibrant school community.





# Welcome to Shrewsbury School

Shrewsbury School, Independent School of the Year 2020, has a world-class reputation for all-round excellence. Fully co-educational, with a seven-day boarding heartbeat and an integral day community, the school delivers a dynamic education that develops the abilities and enthusiasms of each and every pupil.

Founded by Royal Charter in 1552, Shrewsbury School is one of the 'great' nine schools in England identified by the Clarendon Commission of 1861. The School moved to its current location in 1882. Over the centuries it has grown in size and reputation. Girls first joined the Sixth Form in 2008 and it is now ranked amongst the leading co-educational boarding schools in the world, educating around 840 pupils aged 13-18.

Shrewsbury delivers a programme of academic learning that is exciting, challenging, responsive and versatile. On the School's breathtaking 110-acre site on the banks of the River Severn, pupils also have the opportunity to participate in a wide range of sporting, music, drama and co-curricular activities, as well as being encouraged to engage in adventure and charitable endeavour.

Shrewsbury School is committed to a seven-day full boarding model that benefits from a local day element. The School offers only one kind of boarding: full boarding, with nearly 80% of the school roll being full boarders and around 20% holding non-UK passports.

Packwood Haugh Prep School (co-educational, boarding and day school for pupils aged 3-13) became part of the Shrewsbury family of Schools in 2019.

Shrewsbury is a registered charity with a number of wholly owned trading companies, an annual income of over £30m and a staff of 400. It is overseen by a Governing Body which has up to 19 members. The Governing Body and its Committees meet once a term.

Recent years have seen an ambitious programme of new buildings and refurbishment projects. The new Barnes Theatre, recently opened by Sir Michael Palin, Old Salopian, with additional new teaching facilities for Drama and Dance. The building of a fifth girls' House (Queen Elizabeth Hall) was completed and opened in September 2023, along with two new all-weather sports pitches. A full refurbishment of Rigg's Hall, one of our boys' Houses, completed in 2022, with refurbishment projects of Churchill's and Ingram's Hall completed in December 2023. There are plans to refurbish The School House in Summer 2024.

# Trainee Theatre Technician

***Full-time, year round position***

An exciting and rewarding opportunity exists for an enthusiastic Trainee Technician to join our Performing Arts and Events Department.

The successful candidate will support the Senior Technician in all technical areas in Shrewsbury School's Ashton Theatre and other school venues. You will work closely and assist the Senior Technician in the provision of technical support and equipment, and the day-to-day operation of the School Theatre. You will assist the Senior Technician in providing technical support across the School for assemblies, lectures, concerts, house events and chapel service.

You will be enthusiastic and keen to develop your skills in Technical Theatre, Stage Management, Theatre Design, Drama or related field. You will be willing to learn on the job gaining hands on experience under mentorship of Senior Technician and Technician.

You will be able to work as part of a team to achieve high standards for each event and production, with the ability to be pro-active, multi-task and work independently. You must be able to offer flexible working hours, as there will be a requirement to work evenings and/or weekends.

Essentially you will look to gain experience of:

- Working in a multi-tasking environment including building maintenance
- Setting up and operating sound, AV and lighting systems
- Assist in design and running shows to a high standard for the school and commercial lets
- Working safely and confidently at heights
- Develop practical skills in technical and construction

To apply, please visit <https://www.shrewsbury.org.uk/page/job-vacancies> for a full application pack and job description. Alternatively, please telephone Human Resources on 01743 280 834 or email [recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk) to request an application pack.

Closing date for applications: **12 noon, Monday 8 April 2024**

Interviews will be held either on **Wednesday, 17 April 2024**

***Shrewsbury School is committed to safeguarding and promoting the welfare of children and young people, and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.***

## Job Description

The Trainee Technician will be part of a dynamic and vibrant team based in the Barnes Theatre. The Barnes Theatre is a state-of-the-art venue which hosts a diverse programme of plays, musicals, concerts, lectures and other school events.

The Trainee Technician will provide support for a range of events, reporting to the Senior Theatre Technician. The successful candidate will be self-motivated, hard-working and willing to work as part of a close-knit team.

### MAIN PURPOSE OF ROLE

This is a key support position in the extra-curricular life of the School. The Trainee Technician will work closely with the Senior Technician and will develop skills in technical areas within Shrewsbury School's Theatre and other school venues. The Trainee Technician will provide support to the Senior Technician (Performing Arts and Events) and build on a range of technical skills in carpentry, sound and lighting design, stock maintenance and events under supervision and guidance of Senior Technician and Theatre Technician. The Trainee Technician will also help in some aspects of theatre maintenance and inventory, and will cover both theatre and events, under the supervision of the Senior Technician (Performing Arts & Events).

### LEVEL OF POSITION

The Post holder will report directly to the Senior Theatre Technician who is responsible for day-to-day Line Management including annual reviews, training and development and health and safety.

### DUTIES AND RESPONSIBILITIES

*The duties and responsibilities below are illustrative. The position holder will be expected to become involved in a range of work on occasions that may not be shown below:*

#### Production Management

- To support the Senior Technician with all necessary technical support (including audio visual) for all events held in the theatre whether organised by

the School or external organisations (theatrical performances, visiting theatre companies, lectures, House Plays, Salopian Week events etc).

- To assist with setting-up and dismantle of electrical, lighting and sound equipment in all areas of the school.
- To assist with co-ordinating of/for visitors using Barnes Theatre (both during term-time and school holidays)
- To assist with supervising pupils working as part of the stage crew and, on occasion, pupils acting as Stage Managers.
- To assist with technical support for events in venues other than the Barnes Theatre (including, but not limited to, the Alington Hall, Chapel and Music School)
- The Trainee Technician (Performing Arts & Events) may need to attend the Edinburgh Fringe Festival to provide technical support (normally 1 week in August every two years). To provide technical support to include set building (on a small scale), lighting, sound, construction, painting, general electrical and equipment maintenance at the Edinburgh Fringe.
- To assist with building of set, scenery and paint.

## **Events**

To assist the Senior Technician with:

- The commercial lettings customer or key clients using the theatre during School holidays.
- Hosting and liaising with external clients at Shrewsbury School; including outside performers, music groups and guest speakers.
- The programme of commercial lettings over the Easter and Summer periods, offering support to the General Services Manager and team.

### **Equipment and Health & Safety**

- To support the Senior Technician with:
- Maintaining all relevant documents and policies in the Theatre.
- To ensure that all properties and equipment (including prop and costumer stock) are stored in good order and that stock records are regularly updated.
- To regularly monitor health and safety issues in the theatre and to ensure that an appropriate level of safety consciousness is maintained by all users of the theatre at all times.
- Portable equipment, including to assist with maintaining a record of where each item of equipment is, under whose supervision and when it is due back, including chasing equipment which is late back, or asking the Senior Technician to do so.
- All aspects of set design and construction.

### **Other General Responsibilities**

- To maintain the Barnes Theatre in a good level of tidiness and repair.
- To assist with the security for equipment, building, staff and pupils and how this can be maintained to the highest possible standards.
- To be involved with tasks such as working at height, rigging and focusing lights and tasks requiring the use of the powered access tower. The Trainee Technician will also be involved in heavy lifts, such as set construction and transport of heavy equipment.
- To carry out sound checks and focusing in preparation for live events.
- To ensure that backstage areas, including storage areas for equipment, props, costume and set are maintained in a tidy and easily accessible state.
- To provide technical support for school events such as year-group assemblies and lectures, under the management of the Senior Technician (Performing Arts & Events).



## Suitability to work with children

- ✦ Shrewsbury School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.
- ✦ The postholder must comply with the School's Safeguarding & Child Protection policy at all times.
- ✦ The postholder must undergo Safeguarding & Child Protection training as directed by their Line Manager.
- ✦ Full safer recruitment checks will be completed on successful candidates which will include an Enhanced Disclosure & Barring (DBS) check.

## CONTACTS

In all contacts the successful applicant will be required to be a good ambassador for Shrewsbury School as well as maintain constructive relationships.

# Person Specification

It is anticipated that the successful candidate will demonstrate the following:

Essential      Desirable

## Qualifications:

- |  |   |   |
|--|---|---|
| • A Good standard of education   | ✓ |   |
| • A relevant qualification or equivalent professional experience in Technical Theatre, Stage Management, Theatre Design or Drama with a design production specialism would be an advantage |   | ✓ |
| • A certificate in First Aid Training (training can be given)  |   | ✓ |

## Work Experience:

- |  |   |   |
|--|---|---|
| • Excellent time management and organisational skills  | ✓ |   |
| • Previous backstage or technical experience in either a professional, educational or performance environment                              |   | ✓ |
| • Ability to work safely and confidently at heights  | ✓ |   |
| • Enthusiasm for the performing arts and entertainment   | ✓ |   |
| • Ability to effectively work in a multi-tasking environment, including building maintenance   | ✓ |   |
| • An understanding of security requirements in a technical environment   |   | ✓ |
| • Experience of Rigging, adjusting and operation of theatrical lighting equipment, power distribution, control systems and video equipment |   | ✓ |

- |   |   |
|---|---|
| • Setting up and rigging of scenery and stage decking systems                             | ✓ |
| • Literacy, computer literacy and numeracy as appropriate to the requirements of the post | ✓ |
| • Ability to use wide range of portable power tools and hand tools safely and confidently | ✓ |

Essential      Desirable

Specialist knowledge

- |  |   |
|--|---|
| • An understanding of Health & Safety Regulations and how they relate in a theatre environment | ✓ |
| • Carpentry skills for the construction of scenery for productions                             | ✓ |

Personal attributes:

- |  |   |
|--|---|
| • Capable of working under pressure and producing a consistently high standard of work               | ✓ |
| • Proven ability to be able to successfully work independently and autonomously                      | ✓ |
| • Ability to self-motivate, confident and assertive  | ✓ |
| • Able to take and act upon instructions within a given time frame and in a busy working environment | ✓ |
| • Excellent interpersonal, communication and organisational skills                                   | ✓ |

- Customer focused ✓
- Must have a confident disposition ✓

Other/Special Working conditions:

- Must have a flexible attitude to working hours, with the ability and willingness to work weekday daytimes, evenings, weekends and on Bank Holidays ✓
- Possess cultural awareness and sensitivity in working towards the aims of Shrewsbury School ✓

## Our Ethos

Shrewsbury School has a strong vision, derived from our position as a major co-educational boarding and day school of international reputation.

A Shrewsbury education will educate and empower each individual pupil to flourish in life and contribute positively to the world around them.

Shrewsbury offers a unique whole person education – Floreat – that fosters learning and personal development in four vital and mutually reinforcing fields: the intellectual; the active; the expressive and the reflective. Through this distinctive model of education Shrewsbury promotes the Six Salopian Virtues: wisdom; kindness; courage; integrity; self-mastery and spirit.

As a learning community, the school pursues academic knowledge, wisdom and truth with the aim of developing the 'cultural capital' of each child and instilling character strengths, aptitudes and vital life skills, such as resilience and resourcefulness. The individual is able to flourish whilst also pursuing communal values, social responsibility and a willingness to contribute positively to the wider world.

More information about Shrewsbury's Ethos and Educational Philosophy can be found [here](#).

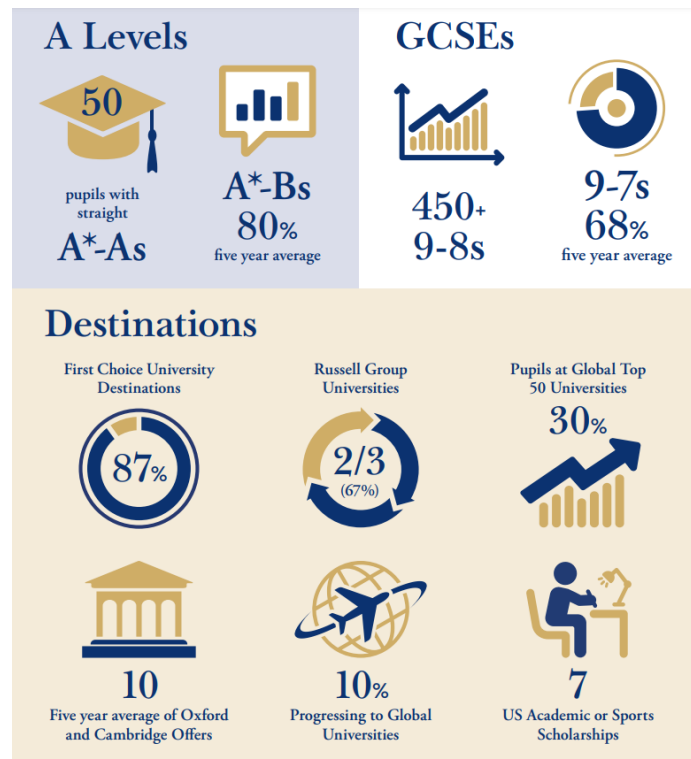




# Academic Life at Shrewsbury

Academic life focuses on developing intellectually curious young adults who are able to think critically and creatively, have the confidence to question and to challenge and are equipped with the skills that they will need to thrive at all stages of life.

In recent years, around 10% of our leavers have gone on to Oxford and Cambridge and virtually all have won places at the university of their first choice. We expect about 80% of A Levels each year to be passed at A\*, A or B grade. But there is as much joy for pupils who surpass his or her expectations as there is for the pupil whose progress to top grades always seemed more certain.



## Support Staff at Shrewsbury

Support staff provide management and operational support, in various careers, which enables teachers to focus on the teaching and learning of our pupils. We believe that having motivated and enthusiastic staff who want to support teaching and learning is critical to our academic provision.

We will always strive to achieve the highest possible standards in the breadth and quality of our curriculum, the provision of our facilities and resources and achievements, whether academic, sporting, musical, theatrical or artistic, of our pupils and our staff.

Shrewsbury delights in the uniqueness of its education; a blend of values, traditions, and inspiring people. Our staff are our greatest asset with both teaching and support staff inspiring our pupils through their dedicated professional support.



## Pastoral Life at Shrewsbury

The unique, friendly yet respectful atmosphere between staff and students plays a crucial part in establishing the character of Salopians and the School. Together we are a highly supportive community. The House system (7 boys' Houses and 5 girls' Houses) is at the heart of Shrewsbury School.

The House is a Salopian's centre of gravity, a real home from home, somewhere to relax and make friends, as well as work. In addition to their Housemaster or Housemistress, each pupil has a personal tutor who also has strong links to a house and will be involved in a duty evening plus helping out with house events and trips.





## International Links

Shrewsbury School delight's in playing its part in developing outstanding schools around the world. Our first international school opened in Bangkok in 2003 and has become the benchmark for quality education in the city and the wider region.

We opened a second campus in Bangkok in 2018 to keep up with demand, while at the same time opening a new school in Hong Kong. In 2021, Shrewsbury signed an agreement for a new international school to be launched in Phnom Penh, Cambodia. Plans are afoot to open further international schools in the coming years, including Shrewsbury School India in 2025.

The Shrewsbury family of schools share commitment to encouraging intellectual curiosity and respecting diversity and have formed a close and effective partnership over the years. We exchange best practice and perspectives from our own operating contexts via regular staff visits and via Governors who sit on the Boards of the schools. Over the years Shrewsbury UK alumni have visited Bangkok to enjoy gap year opportunities there.



# The Application Process

Please complete the Shrewsbury School application form together with a covering letter.

Please email your documents, ideally as 'pdfs' to: [\*\*recruitment@shrewsbury.org.uk\*\*](mailto:recruitment@shrewsbury.org.uk) by the closing date and time.

Alternatively, you may prefer to send a printed copy, addressed to: The Human Resources Department, The Bursary, Kingsland House, Shrewsbury, Shropshire, SY4 7BA.

- **Closing date for applications is 12 noon, Monday 8 April 2024.**
- **Interviews to be held on Wednesday 17 April 2024.**

Offers will be given verbally and in writing as soon as possible following the interview.

The School reserves the right to appoint at any stage of the recruitment process.

Queries regarding applications should be addressed to:  
[recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk) or telephone 01743 250834.

*Please also see the Recruitment Guidance Notes on page 21.*





# Benefits and Contractual Terms

## Contractual staff benefits

### **Salary**

We offer a competitive salary for this role. The salary will be discussed with the successful candidate.

### **Hours**

This is a full-time, permanent position. There is a requirement to work during the evening and weekends to meet the demands of the School.

The successful post holder must show a degree of flexibility as there will be a requirement to work additional hours in accordance with business needs.

### **Sick pay**

The postholder will automatically join the contractual sickness scheme after the first six months of employment. In the event of sickness, you will receive 6 weeks at full pay and 6 weeks at half pay and thereafter Statutory Sick Pay.

### **Holiday pay**

The successful candidate will be entitled to paid holidays which is based on the statutory minimum entitlement under the Working Time Regulations 1998, which is paid as part of the overall annualised salary.

### **Pension**

All support employees are eligible to join Shrewsbury School's Pension Scheme (employee 5%, employer 7.5%).

### **Life Insurance:**

The post holder will be able to join the death-in-service insurance scheme. In the event of your death whilst in Shrewsbury School's employment your estate will receive two times your basic salary.

## **Non-contractual Staff Benefits**

### **Training & Development**

All Shrewsbury School staff have the opportunity to access generous professional training; we seek to develop individuals in all areas of their school life.

### **Provision of Meals**

While the kitchens are operational, lunch is provided in our dining room, Kingsland Hall.

### **Parking**

Parking is provided free of charge on and around site in designated areas and with a school permit.

### **Sports Facilities**

Our swimming pool has both staff and staff family swim times. We have tennis courts, squash courts and a gymnasium which are available for staff use.

### **Discount Gym membership**

There is a discounted gym membership that staff can access at a local club.

### **Cycle to Work Scheme**

The scheme gives employees access to significant savings on cycles and accessories used for commuting purposes.

### **Counselling**

Staff can access free counselling sessions through the School Counsellors.

# Recruitment Guidance Notes:

## Terms of Appointment

Under the Department of Education's Keeping Children Safe in Education Regulations we have a legal duty to follow safer recruitment checks. Therefore, any appointment will be subject to the following employment checks:

## Probationary Period

All appointments are subject to a twelve months' probationary period.

## Application Form

All candidates must complete our application form to be considered for a job. You must list your employment history from the date you left full-time education and give details of any employment gaps. This should be accompanied by a covering letter.

**Note:** CVs are not accepted.

Your letter and form should be sent as a pdf to: [recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk)

## References

In order to assess candidates' suitability, we shall request at least three references. Please note that in accordance with best practice Shrewsbury School will follow up written references with a telephone call to the referee. The School will also follow up recent employment within an educational setting.

## Right to work in the UK

If you are invited to attend an interview you will be asked to bring identification with you to confirm your right to work in the UK. We ask that you bring **three** forms of identification with you, to include:

- ✿ Current passport or biometric residence permit
- ✿ Current driving licence
- ✿ Birth or adoption certificate for the UK or Channel Islands - issued within 12 months of birth (*including those issued by UK authorities overseas, e.g. Embassies, High Commission and HM Forces*)

## **Evidence of qualifications**

If you are invited to attend an interview you will be asked to bring original evidence of your qualifications.

## **Medical Fitness**

If successfully appointed, you will be asked to complete a medical questionnaire and if necessary, provide a satisfactory report from your GP.

## **Safer recruitment checks**

Please read through the school's Safer Recruitment Policy which will give full details of the safer recruitment checks undertaken as part of the on-boarding procedure. If you have any questions on any of these checks please contact us. In summary, below are details of some of the checks carried out.

### **Disclosure & Barring Service (DBS) Disclosure:**

If you have ever been convicted of a criminal offence, bound over or cautioned, you must read carefully the section of the application form headed 'Criminal Convictions'. The appointment is subject to a satisfactory Enhanced Disclosure & Barring Service (DBS) Certificate.

### **Overseas Police check**

If you have spent time abroad for three months or more in the last five years you will be required to obtain an overseas check from that country. The school will support the successful candidate through this process.

### **Prohibition check**

Some pupil facing job roles require the School to carry out a prohibition check. This is carried out online via the Department for Education website.

### **Social Media check**

The School is required under the Keeping Children Safe in Education to carry out a social media check on all candidates invited for interview.



# Shrewsbury

CO-EDUCATIONAL BOARDING & DAY SCHOOL



The Schools, Shrewsbury. Shropshire SY3 7BA.  
Email: [recruitment@shrewsbury.org.uk](mailto:recruitment@shrewsbury.org.uk)  
Telephone: 01743 280500

[www.shrewsbury.org.uk](http://www.shrewsbury.org.uk)

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