

An aerial photograph of the Warwick Independent Schools campus. The image shows a large, multi-story brick building complex with a central courtyard. A prominent feature is a large, circular building with a glass facade. The campus is surrounded by green fields, trees, and a parking lot. In the background, there are rolling hills and a large green field.

APPLICATION PACK FOR THE POST OF  
FOUNDATION  
MULTIMEDIA/  
ASSISTANT THEATRE  
TECHNICIAN

Required for January 2022 or sooner if available



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# Welcome from the Foundation Principal

Thank you for the interest you have shown in the role of Foundation Multimedia/Assistant Theatre Technician.

Our Foundation is unique. We are a large but united community, focused entirely on ensuring that the pupils in our care have the most exceptional of educational opportunities. All that we do has that mission at its heart. Working together, our aim is for our Foundation schools – individually and collectively – to be recognised as the most vibrant and exciting in the U.K.

The successful candidate will join an ambitious, forward-thinking and future-centred organisation, ready to embrace both the challenges and opportunities for independent schools in the years ahead.

I hope you are inspired by what you read and will want to join us, to play a key part in our exciting future.

**Richard Nicholson MA (Oxon)**  
Foundation Principal



# About Warwick Independent Schools Foundation

The Warwick Independent Schools Foundation (the Foundation) proudly educates girls and boys from 3-18 years of age. We are one of the largest independent school charities in the country, with some 2,800 pupils and 800 staff, and are committed to providing an outstanding education for all our pupils; for our schools to be the first choice for those seeking independent education for their children; and to be an exceptional place to work.

Our historic schools are Warwick Preparatory School and the King's High School, which operate as a through-school for girls with a co-educational Pre-Prep, and Warwick Junior School and Warwick School, which operate as a through-school for boys. These schools are located on the Foundation's 55-acre site in Warwick. Between them, they educate some 2,500 pupils, and offer a unique model of education in the Midlands: co-education for our pupils aged 3 to 7, and single-sex education from age 7 onwards. This provides 'the best of both worlds' for our pupils: teaching specifically tailored to their needs with extensive learning opportunities to collaborate outside the classroom.

In a new and exciting development for the Foundation, we are delighted to have welcomed The Kingsley School, Royal Leamington Spa into our family of schools. Kingsley is an established and highly regarded school for girls (3-18) and boys (3-7). Kingsley will continue to operate from its site in Leamington.

More information about the schools may be found on their websites:

[www.warwickprep.com](http://www.warwickprep.com)

[www.kingshighwarwick.co.uk](http://www.kingshighwarwick.co.uk)

[www.warwickschool.org](http://www.warwickschool.org)

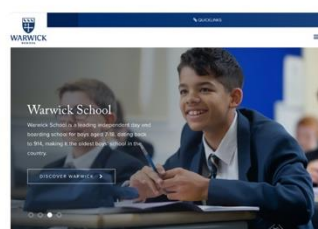
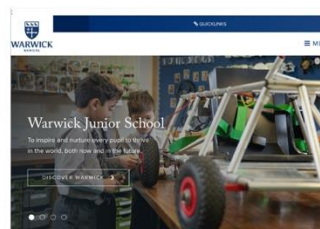
[www.thekingsleyschool.co.uk](http://www.thekingsleyschool.co.uk)

Some of the work of the schools during the recent lockdowns may be found on the following website:

[www.foundationathome.co.uk](http://www.foundationathome.co.uk)

The Foundation is an active membership of the following associations:

- AGBIS
- GSA
- HMC
- IAPS
- ISBA



# Organisational Structure

September 2020 saw the introduction of a new structure for the Foundation. For the first time in its long history, a Foundation Principal acts as CEO with direct accountability to the Board for the Foundation and all its activities. The Foundation Principal is Mr Richard Nicholson, who was previously the Head Master of King's High School.

The Foundation Multimedia/Assistant Theatre Technician reports directly to the Foundation Performing arts Technical Manager.



# Our Facilities

## Warwick Campus

Home to some 2,500 pupils aged 3-18, the 55-acre campus boasts outstanding and cutting-edge facilities for all our pupils.

The campus has received significant investment over recent decades, including Warwick Hall, which was completed in 2016.

The most recent development – ‘Project One Campus’ – has seen the relocation of King’s High from its historic town-centre site to join Warwick Preparatory School and Warwick School on one spacious, green campus. This has seen facilities developed and enhancements for all and has included:

- A new home for the pupils of King’s High School.
- A new shared Sixth Form Centre for both Warwick and King’s High School students to enjoy for shared curriculum enrichment and social activities.
- New and enhanced sports facilities, including a 3G rugby pitch for Warwick School, four netball and five tennis courts.

- A new, shared Music School for the pupils of King’s High and Warwick Preparatory School.
- Improved play-space for Warwick Preparatory School, including a new nursery garden and ‘forest school’.
- New parking facilities and enhanced traffic management.
- New landscaping, creating a series of pedestrianised Quads.

## Leamington Campus

The Kingsley School is home to over 300 pupils. Situated in the centre of Leamington, the excellent facilities include the Prep School, Senior School, and a dedicated Sixth Form Centre. 12 acres of playing fields are just a few minutes’ drive away, and include a pavilion and netball and tennis courts.

Investments over recent years have included a suite of refurbished science laboratories, a re-equipped food technology room, play space for Prep School pupils, and the refurbishment of the sixth form centre.



# Warwick & Surrounding area

Warwick itself is a charming, historic town, famous for its impressive castle whose soaring turrets dominate the town centre. Steeped in medieval history and a popular tourist destination, Warwick boasts a thriving social scene with many boutique shops and excellent bars and restaurants.

The delightful Regency town of Royal Leamington Spa adjoins Warwick, with its wide boulevards and grand architecture, is a thriving town, with excellent facilities for families.

Stratford Upon Avon and its outstanding theatres are just a 25-minute drive away. The Cotswolds are also within easy reach, offering tranquil walks in rolling hills and villages of honey-coloured stone.

For further cultural opportunities, Birmingham is half an hour by train and offers everything you would expect from a major and vibrant city. With a packed calendar of events hosted by its many international venues, Birmingham is also first-class for shopping, dining and nightlife.

The area has excellent transport links. Leamington and Warwick both have mainline railway stations. Birmingham International Airport is just 25 minutes' drive.



# The Role

We are seeking to appoint an exceptional Foundation Multimedia/Assistant Theatre Technician who will play their part, in conjunction with all other staff, to ensure Warwick Independent Schools Foundation achieves and maintains the highest possible production values, building on our reputation for work of educational excellence, ambition and integrity.





# Job Description

## Reporting Lines

The postholder will report to the Foundation Performing Arts Technical Manager.

## Responsibilities

The list of duties is not exhaustive but outlines the main features of the post at appointment and may vary as the job evolves without affecting the nature of the duties or the responsibility level.

- To provide set-ups and break downs of AV requests as filtered by the IT Helpdesk across the Foundation.
- To manage the ordering, storage and maintenance of AV equipment across the Foundation.
- To provide filming, recording and editing of Foundation events and manage safe storage of recordings.
- To provide AV/multimedia support for visiting companies and speakers.
- To work alongside the Foundation production team to assist, as required, with theatrical get-ins and get-outs.
- To mentor student technicians in AV and Multimedia roles to support school productions and events, or as part of the Friday Afternoon Activities Programme
- To work alongside the Theatre Staff/Team to provide additional support for the Bridge House Theatre website, supporting with online ticketing systems, marketing and promoting events and productions.
- To support the Foundation Performing Arts Technical Manager in ensuring Warwick Independent Schools Foundation achieves and maintains the highest possible production values, building on our reputation for work of educational excellence, ambition and integrity.

## Safeguarding and Protection of Children and Young Persons

In accordance with the Children's Act 1989, on appointment post holders will be required to commit to their responsibilities with regards to safeguarding. In addition, offers of appointment will be subject to an enhanced criminal record check from the Disclosure and Barring Service (DBS). These checks will highlight cautions, reprimands and final warnings as well as any convictions. The post holder must not have any spent or unspent convictions that would prevent working with children.

All staff are required to adhere to the School Policy on safeguarding and undertake training as required and ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.



# Job Description

	Essential Criteria	Desirable Criteria
Qualification	<ul style="list-style-type: none"> <li>• Educated to A level (or equivalent), including GCSE grade C and above in English Language and Maths (or equivalent)</li> <li>• Professional training in AV/multimedia related areas.</li> <li>• Driving licence (not more than 6 penalty points either on licence or pending)</li> </ul>	<ul style="list-style-type: none"> <li>• Honours degree or equivalent relevant to technical aspects of conferences/multimedia events.</li> </ul>
Experience/ Knowledge	<ul style="list-style-type: none"> <li>• Experience of working in a professional or school AV/multimedia context (minimum 2 years)</li> <li>• Good working knowledge of Microsoft Office</li> <li>• Experience of working on the technical aspects of conferences/multimedia events, including but not limited to:               <ul style="list-style-type: none"> <li>○ Projector and screen setups</li> <li>○ Set up and operation of PA systems, both in doors and outside.</li> <li>○ Set up and operation of basic lighting</li> <li>○ Production of presentations e.g. using Powerpoint and other rich media</li> <li>○ Producing/running Teams Live Events and Zoom.</li> <li>○ Filming/recording using single or multiple cameras and audio equipment.</li> <li>○ Video editing.</li> </ul> </li> <li>• Experience in the maintenance and repair of PA equipment.</li> <li>• Experience in erecting staging and raised platforms for presenters, choirs and orchestras.</li> <li>• Knowledge of Health and Safety regulations and practice relating to a conference/event environment.</li> </ul>	<ul style="list-style-type: none"> <li>• Evidence of involvement in and knowledge pertaining to:               <ul style="list-style-type: none"> <li>○ Continuing professional development.</li> <li>○ Live streaming.</li> <li>○ Green screen filming.</li> <li>○ Theatrical lighting and sound.</li> </ul> </li> </ul>
Skills/Abilities	<ul style="list-style-type: none"> <li>• A commitment to first class event standards through effective technical support.</li> <li>• Demonstrable ICT confidence in a variety of technical fields not limited to event lighting and sound production.</li> <li>• The ability to work at height using suitable access equipment. i.e. ladders/Zarges/lifts.</li> <li>• An ability to communicate effectively with staff, students and the public in a variety of contexts.</li> <li>• Excellent levels of customer service, demonstrating tact, diplomacy and discretion to ensure a positive outcome.</li> <li>• Working knowledge of Microsoft Office and bespoke systems.</li> <li>• A commitment to the ethos of the Warwick Independent Schools Foundation as a community and its continuing reputation.</li> </ul>	<ul style="list-style-type: none"> <li>• An ability to think creatively and show initiative, demonstrating resilience.</li> <li>• Demonstrate high levels of time management using own initiative.</li> </ul>

<b>Aptitude</b>	<ul style="list-style-type: none"> <li>• Naturally demonstrates a 'can do' helpful attitude always considering the needs of the customer first.</li> <li>• An ability to work unsociable hours, including early mornings, evenings and weekends.</li> <li>• A positive and enthusiastic approach to the role at all times</li> <li>• Able to work outside in all weathers.</li> <li>• Excellent oral and written communication skills with the ability to engage, inform and negotiate with colleagues and contractors at all levels.</li> </ul>	<ul style="list-style-type: none"> <li>• Confident to act on own initiative and be self-motivated.</li> </ul>
<b>Safeguarding Children, Young People and Vulnerable Adults</b>	<ul style="list-style-type: none"> <li>• Understands their role in the context of safeguarding children, young people and vulnerable adults</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> </ul>	
<b>Equal Opportunities</b>	<ul style="list-style-type: none"> <li>• Understanding of the requirements of Equality and Diversity</li> </ul>	

# Remuneration

**40 hours per week all year. Flexibility available i.e. 5 days over 7.**

**Support Staff Points 16-19 (£21,268 to £23,450 per annum).**

Other benefits:

- Competitive contributory pension scheme.
- Staff Fee remission.
- Use of the Sports Complex for staff.
- A strong, supportive staff community.



# How to apply

Should you wish to apply for this position, please visit the vacancies page on either the Warwick School, King's High School or Warwick Preparatory School Websites, where you will find an application form.

[www.warwickprep.com/job-vacancies](http://www.warwickprep.com/job-vacancies)  
[www.kingshighwarwick.co.uk/vacancies](http://www.kingshighwarwick.co.uk/vacancies)  
[www.warwickschool.org/employment-opportunities](http://www.warwickschool.org/employment-opportunities)

Completed applications should be submitted by the deadline date to [hr@warwickschools.co.uk](mailto:hr@warwickschools.co.uk)

Deadline for submissions:  
**9am on Wednesday 8<sup>th</sup> December 2021.**

An interview will include questions about safeguarding children. The appointment will depend on satisfactory DBS clearance.

The Warwick Independent Schools Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any concerns should be reported in accordance with the Foundation's Child Protection policy.

## **Equality, Diversity and Inclusion**

The Warwick Independent Schools Foundation is committed to promoting equality of opportunity for all pupils and staff, both current and prospective, and in this position you will actively support an environment and culture that values diversity and inclusion.