

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 lush green lawns, trees, and a parking lot. In the background, there are rolling green hills and a blue sky.

APPLICATION PACK FOR THE POST OF FOUNDATION PERFORMING ARTS TECHNICAL MANAGER

Required for January 2022 or sooner if available

WARWICK INDEPENDENT
SCHOOLS FOUNDATION

Independent • Co-educational 3 to 7 • Single-sex from 7-18 years



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Welcome from the Foundation Principal

Thank you for the interest you have shown in the role of Foundation Performing Arts Technical Manager.

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

www.kingshighwarwick.co.uk

www.warwickschool.org

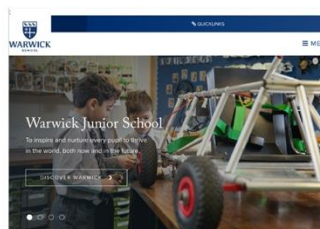
www.thekingsleyschool.co.uk

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

www.foundationathome.co.uk

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 Performing Arts Technical Manager, who will be responsible, in conjunction with all other staff, to ensure that Warwick Independent Schools Foundation achieves and maintains the highest possible production values, building on our reputation for work of educational excellence, ambition and integrity.

The Performing Arts Technical Manager will ensure that performing arts technical, AV and multimedia support is provided to all users across the Warwick campus.



Job Description

Reporting Lines

The postholder will report to the Directors of Drama at Warwick School and King's High School with an additional reporting line to Foundation Director of Digitally Enabled Learning in relation to allocation of AV assignments from Foundation IT.

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.

Productions And Other Activity

- Working creatively with production managers and directors on realising outstanding technical designs.
- Taking the role of designer of lighting, sound and/or other areas as determined by each project and in support of the staff and students involved.
- Performing any necessary rigging of lighting, sound and technical equipment as determined by each project.
- Playing a significant role in the planning and management of the performing arts spaces by meeting on a regular basis and as required with specific teams including but not limited to the Bridge House Theatre staff, IT and members of the Venues and Events team.
- Delivering high quality technical workshops for GCSE, A-level students and other students within the foundation as required, specifically supporting GCSE and A-level students taking the technical route.
- Responding to requests for technical information and support for all Foundation activities, both internally and externally, liaising with IT, Estates and other departments as required.
- Providing technical support for GCSE and A-level examination pieces.
- Supporting student and external stage and production managers in the carrying out of their technical duties, especially ensuring they are

inducted into the building and understand in-house systems and procedures.

- Establish and manage a student 'technical team' who meet regularly, can be deployed in productions, and whose specialist interest and skills can be developed and celebrated alongside those who perform.
- Ensuring all backstage areas are kept tidy and maintained in an appropriate manner.
- Reconciling and monitoring technical expenditure and seeking economies and cost savings where possible.
- Delivering all technical aspects of ad hoc events such as fundraising galas and festivals.
- Considering equality, diversity and access in all activities undertaken by the performing arts venues.
- Considering how the production department's activities impact the environment and implement improvements to reduce environmental impact.



Staffing

- Leading, Line-managing, scheduling, recruiting and supervising all technical theatre and multimedia staff, making best use of their time and keeping an accurate record of hours worked.
- Liaising with Director of Digitally Enabled Learning to ensure that all queries relating to AV requirements across the Foundation are dealt with effectively.
- Supporting the production of timesheets for in-house and casual production staff and ensuring these are made available to line managers in order that they be processed accurately and quickly and within budget.
- Ensuring the training needs of production staff are reviewed as appropriate, especially with respect to health & safety regulations.
- Contributing to performance management processes for team members as required

Maintenance And Departmental Expenditure

- Ensuring a schedule of maintenance for all technical equipment is in-place.
- Overseeing annual delegated department expenditure and ensuring this is within the annual budget.
- Contributing to long-term planning and capital bids as required.
- Providing effective ordering/invoicing evidence as required.

The duties and responsibilities set out should not be regarded as exclusive or exhaustive. The post-holder may be required to undertake other reasonably determined duties and responsibilities within the organisation which are appropriate with the level of the role without changing the general character of the post.

The post-holder may also be called upon to carry out duties that would not normally be associated with the post on a temporary basis where there is a strong organisational requirement for that to happen. The post-holder would be given appropriate training and equipment to carry out any duties of this kind.

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"> • Educated to A level (or equivalent), including GCSE grade C and above in English Language and Maths (or equivalent). • Professional training in theatre lighting, sound or related areas. • No more than 6 penalty points either on driving licence or pending. 	<ul style="list-style-type: none"> • Honours degree or equivalent relevant to technical aspects of theatre production
Experience/ Knowledge	<ul style="list-style-type: none"> • Experience of working in a professional or school performing arts context (minimum 2 years). • Knowledge of Health and Safety regulations and practice relating to a theatre environment. • Proven hands-on experience of working on the technical aspects of theatre and associated facilities, including but not limited to: <ul style="list-style-type: none"> ○ Sound ○ Lighting ○ Communications ○ Video • Experience of managing full-scale productions from a technical perspective e.g. rigging lanterns, power distribution, light and sound control, scenery installation, stage decking and raised platforms. • Experience of coaching/mentoring students in aspects of technical theatre. 	<ul style="list-style-type: none"> • Evidence of involvement in continuing professional development • Experience in the maintenance and repair of technical theatre equipment.
Skills/Abilities	<ul style="list-style-type: none"> • A commitment to first class production standards through effective technical support. • Demonstrable ICT confidence in a variety of technical fields – e.g. Qlab, SCS, a range of lighting and sound desks • Skills relating to all aspects of lighting design ranging from plays to musical concerts • Skills relating to sound design ranging from basic sound playback to full live band mixing • The ability to work at height using suitable access equipment. I.e. ladders/Zarges/lifts. • An ability to communicate effectively with staff, students and the public in a variety of contexts. • Excellent levels of customer service, demonstrating tact, diplomacy and discretion to ensure a positive outcome. • An ability to think creatively and show initiative, demonstrating resilience. • An ability to manage staff, resources and time very effectively • Ability to prioritise a complex workload with excellent organisational skills as well as tracking progress on a wide range of tasks. • A commitment to the ethos of the Warwick Independent Schools Foundation as a community and its continuing reputation. 	<ul style="list-style-type: none"> • Skills related to set construction and scene painting.

Aptitude	<ul style="list-style-type: none"> • Naturally demonstrates a 'can do' helpful attitude always considering the needs of the client, colleague or student first. • A willingness and ability to work unsociable hours, including evenings and weekends • A positive and enthusiastic approach to the role at all times. • Committed to developing the knowledge and experience of students in theatre production. • Able to work outside in all weathers. • Confident to act on own initiative and be self-motivated. • Excellent oral and written communication skills with the ability to engage, inform and negotiate with clients, colleagues, students and contractors at all levels. 	<ul style="list-style-type: none"> • A passionate interest in contemporary culture, particularly theatre, music and dance.
Safeguarding Children, Young People and Vulnerable Adults	<ul style="list-style-type: none"> • Understands their role in the context of safeguarding children, young people and vulnerable adults • Ability to form and maintain appropriate relationships and personal boundaries with children and young people 	
Equal Opportunities	<ul style="list-style-type: none"> • Understanding of the requirements of Equality and Diversity 	

Remuneration

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

Support Staff Points 24-27 (£27,266 to £29,994 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
www.kingshighwarwick.co.uk/vacancies
www.warwickschool.org/employment-opportunities

Completed applications should be submitted by the deadline date to hr@warwickschools.co.uk

Deadline for submissions:
9am on Wednesday 8th 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.