



ALLEYN'S

Appointment of
Music Department Technician

Full-time, term-time only, fixed-term
Information for Applicants

Letter from the Head

Dear Applicant

Thank you very much for your interest in becoming Music Department Technician here at Alleyn's. I am delighted that you are considering it and I hope to give you a sense of our school and why it is such a wonderful place to work! Our ROCCK values (Respect, Opportunity, Curiosity, Courage, Kindness) will also tell you what we are seeking to achieve here.

So, why Alleyn's? I started as Head here in January 2021, so I feel in a good position to help you answer that question, having asked it myself a few short years ago! You'll know, from our website, most of the key facts. We are an academic, co-educational through-school; our Junior School is also on our site and we love the fact that many of our pupils learn here from 4–18. We are situated in an inspiringly leafy part of SE London, on a beautiful and well-resourced site with the City of London twinkling enticingly on the horizon, just about four miles away.

As one of the three Dulwich Foundation Schools, Alleyn's is part of a historic foundation which has been educating young people for 400 years. Our namesake and founder, Edward Alleyn, was one of the great Elizabethan players, and playful academic exploration and discovery is something we very much welcome here. I won't go into the less reputable activities he was famous for, but as well as acting, Edward Alleyn was also a philanthropist and a philosopher. His "College of God's gift" was established to change the lives of children – initially "12 poor scholars". It is rather wonderful that the original 12 has grown into our large, thriving community of more than a thousand children. Alleyn's has been honouring the founder's legacy, as one of this country's leading co-educational schools, for generations.

We are very over-subscribed and entrance to the school is intensely competitive. Our pupils are gifted and ambitious and, unsurprisingly, they do extremely well in exams. I can't pretend that we are not proud of our pupils' results; we are, of course, but they are a by-product of an Alleyn's education, not the reason for it. The 'outcomes' we most care about are the incredible young men and young women who leave us. They are engaging, grounded, passionate and interesting individuals, who cross the stage at graduation, aware of who they are and what they care about and very ready to go out into the world and make it better. We're not the only people who think this; we loved Tatler's take on it in their Schools Guide this September: "If you're looking for the epicentre of forward-thinking education, here it is" they said, quoting a recent visitor to the school, 'the school is "dynamic, diverse and thinking in the future tense."

The really lovely staff/pupil relationships here are critical and they underpin all we do. The strength of the relationships was one of the things people told me about before I started at the school and the other thing was how delightful Alleyn's pupils are. And they were right on both counts! Our students are grounded, engaged and enormous fun; they wear their talents lightly, they support each other, they are often impassioned and keen to fight for important causes and they are (mostly!) very engaged by the adventure of learning. They also make us laugh a great deal (you can see lots of evidence of all of this in our latest ISI report - do have a look at the highlights online).

Pretty much all of our pupils are involved in the co-curricular life of the school and in our partnership

and outreach programmes. This matters to us and we do ask all our teaching staff to play an active part in the co-curricular and enrichment programmes partly because so much of the fun and friendship here stems from this. Equally, of course, most staff will play a role in the pastoral care and education which is delivered through Year Groups, School Sections and Houses. The Outreach programmes at Alleyn's are a big part of who we are and a critical part of an education here.

I hope this summary has been helpful and that you feel excited by this opportunity and keen to apply. If perhaps you are thinking that a historic, academically selective independent school might be a bit daunting or might not be the right place for you, can I urge you to reconsider this? We are emphatically not a 'one-size-fits-all' community and we take great pride and delight in individual differences and the successes these bring. And of course, our pupils benefit from seeing a varied team of adults working together successfully and happily as part of a diverse and inspiring team. If you join us, we hope that you will quickly feel part of the school community and we will warmly encourage you to make the most of the many opportunities for personal and professional development on offer.

I also very much hope that you will be able to get a sense of the energy and fun at the heart of our school during this recruitment process. The informality, the warmth and the unpretentious approach at Alleyn's really is infectious and I hope you will feel it, as I did, the moment you walk through the doors. There is nothing entitled, stuffy or pompous about this school. And we really hope that you will enjoy getting to know us a little bit.

May I wish you the very best of luck.

Yours faithfully,



Mrs Jane Lunnon
The Head



About The Role

The Music Department Technician role is a dynamic position that combines technical, musical, and administrative expertise to support the Music Department's daily operations and events.

The successful candidate will ensure the smooth execution of concerts, maintain and manage equipment, provide assistance with classroom activities and recording studio operations, and contribute to the department's organisational efficiency.

This term-time role is ideal for individuals with a passion for music, technical skills, and a commitment to fostering a vibrant and well-supported educational environment. The position offers an opportunity to be an integral part of a thriving school community dedicated to excellence in music education.

Responsibilities of the Role:

- Provide technical support for all concerts and performances.
- Provide stage management for all concerts, including assisting with setting up before each concert and between each item.
- Ensure that equipment in the department, including in the Recording Studio and classrooms, is kept in good working order and that arrangements are made for repairs should they be necessary.
- Be responsible for the proper upkeep, maintenance, and use of the Recording Studio.
- Play an active role in some curriculum lessons, especially in the Recording Studio and those using Logic Pro and Garageband.
- Run the REC (Recording Engineers Club) for beginner and advanced engineers.
- Be responsible for collating pupil performances for Public Examinations.
- Assist in the upkeep of the department's suite of Apple Mac computers.
- Help to maintain the fabric of the department, keeping teaching spaces, rehearsal rooms, storage and communal areas in a good state of order.
- Assist the Music Department Administrator in various ways to ensure the smooth running of the Department, including assisting in the maintenance of the Department database.
- Assist with lunchtime duties: keeping practice rooms locked and monitoring access by pupils.
- Be responsible for setting up chairs and stands in advance of rehearsals.
- Maintain the Music Department Library, including Choral Music, Orchestral Music, and Study Scores.
- Assist with department trips and expeditions as appropriate.
- In conjunction with all staff of the School, support, promote and act within the School's policies and practices about Data Protection.
- Promote the School's eco-agenda and ensure all work is carried out with a view to reducing waste and protecting our environment.
- Be aware of the School's Health & Safety Policy and its application to the Music Department.
- In conjunction with all staff of the School, support, promote and act within the School's Safeguarding Policy.
- Any additional duties, as directed by the Director of Music, which are within the reasonable capability and responsibility of the Music Department Technician.

Line Management

The Music Department Technician is line managed by the Director of Music, the role holder will also have free access to the Chief Operations Officer, who is ultimately responsible for Academic Operational Staff.

Our Values (the Alleyn's ROCCK!)

Respect
Opportunity
Curiosity
Courage
Kindness

Person Specification

The ideal candidate will have:

Qualifications:

- A degree in Music Technology, Sound Engineering, or a related field.

Experience:

- Proven experience in a similar role within an educational or professional music environment.
- Experience in setting up and operating sound systems for live performances and recordings.
- Experience in managing and maintaining a music department's inventory of instruments and equipment.

Skills and Abilities:

- Excellent organisational and planning skills and attention to detail.
- Strong technical skills in sound recording, mixing, and editing software (e.g., Pro Tools, Logic Pro, Ableton Live).
- Exceptional communication and interpersonal skills, with the ability to build relationships with a wide range of stakeholders.
- Strong problem-solving skills and the ability to remain calm under pressure.
- A good level of physical fitness to handle the physical demands of setting up and moving equipment.

Personal Attributes:

- Passion for music and sound technology.
- A proactive and flexible approach to work, with the ability to respond to changing priorities and demands.
- A strong attention to detail and a commitment to excellence.
- Commitment to continuous professional development.
- A positive approach to work, with the ability to work independently and as part of a team.



Working at Alleyn's

Terms and Conditions

This role is based on-site at Alleyn's School in Dulwich, South London, and is offered on a full-time, term-time only basis. This is a fixed term position from Monday 24 February to Thursday 3 July 2025, with the possibility of it becoming a permanent role thereafter. The successful candidate will be required to work a full day on Founder's Day, which is one Saturday per year in late June or early July. Given the nature of the role, flexible working will be required to meet the needs of events.

The core hours are based on 37.5 hours a week. Normal working hours will be between 8:30 am and 5:15 pm Monday to Friday, excluding a 30-minute unpaid break for lunch. The successful applicant will be expected to work on Founder's Day (one Saturday per year in late June or early July), Open Days and as necessary to support occasional weekend rehearsals, evening concerts and performances (time off in lieu will normally be given for this).

The salary for this position will be £24,461 per annum, pro-rata (based on an FTE of £33,000 per annum) based on experience and qualifications and will be paid over twelve-monthly instalments.

The school provides additional benefits to its staff, including income protection insurance, an employee assistance programme, enhanced family leave pay, lunches and other refreshments, the use of school facilities including the swimming pool and gym, a cycle-to-work scheme, a tech scheme, and holiday purchase scheme, access to the library, free tickets to school performances, and the opportunity to join one of two private healthcare plans. Staff also enjoy discounts with local businesses and may use holiday sports camps for the children of staff at a preferential rate.

The post is permanent following successful completion of a six-month probationary period.

The role holder will have access to, and may be automatically enrolled into, the School's Group Personal Pension Plan, currently provided by Legal & General. This plan may involve contributions being made via salary sacrifice based on 6.5% employer contributions.

On completion of the required recruitment checks, the post would be available to the successful candidate from Monday 24 February 2025 or at the completion of their due term of notice.

Commitment to Safeguarding

We are fully committed to providing a safe environment for children, staff and visitors.

We promote a climate where anyone in the community can freely share their concerns about themselves, or others, in terms of individual safety and well-being.

We protect the interests of the children at Alleyn's through awareness among all members of staff of the kinds of issues of abuse, maltreatment and neglect that would impair a pupil's health or development.

In this way, Alleyn's supports its pupils' development by fostering security, confidence and independence.

We provide an environment in which children and young people feel safe, secure, valued and respected, and know how to approach adults if they or those whom they know are in difficulties, with the assurance that they will be listened to.

Everyone in the staff community at Alleyn's takes responsibility for safeguarding, and we always aim to act in the best interests of the child.



Arrangements for the Appointment

How to Apply

The application form can be downloaded from our website, www.alleyns.org.uk/jobs.

Candidates should complete all sections of the form and submit it together with a completed Equal Opportunities Monitoring Form, full CV and covering letter.

Please address your covering letter to the COO, Mr Guy Collins-Down, **explaining in your letter why you are interested in this particular position at Alleyn's and why you think it would suit you at this time in your career.**

All documents should be emailed to jobs@alleyns.org.uk.

Alternatively, they can be posted to: The HR Department, Alleyn's School, Townley Road, London SE22 8SU.

The deadline for applications is midday on Monday 3 February 2025.

If you have any questions, you are very welcome to contact Human Resources by email at jobs@alleyns.org.uk or by phone on 020 8613 5016.

Interviews and Appointment

Interviews will be conducted at the School on **Monday 10 February** and will consist of interviews with relevant colleagues including the Director of Music and the COO. There will also be an opportunity to meet with other relevant staff. Please note that references may be taken up before the interviews. If you would prefer to be contacted first please state this.

Safeguarding Checks

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and an enhanced DBS check.

Equal Opportunities

As an Equal Opportunities employer we welcome applications from all applicants who meet the requirements for the position. However we are especially keen to receive applications from those in minority groups for which the School is currently underrepresented. We celebrate diversity and thrive on the benefits it brings.

