



ALLEYN'S

Appointment of
Production Technician (Curriculum)

Full or Part-time, all year round
Information for Applicants

Letter from the Head

Dear Applicant

Thank you very much for your interest in becoming a Production Technician (Curriculum) 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 inspiring 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 Production Technician (Curriculum) will provide comprehensive support for curriculum delivery and be responsible for the presentation of the spaces for drama, and dance departments and wider within the All Studios innovative curriculum.

This role includes supporting the technical operations of the school theatre in the Edward Alleyn Building (EAB) and associated venues, ensuring the seamless execution of all events and performances, including those for both the Junior and Senior Schools, as well as commercial activities.

This role involves working closely with Theatre Operations Team, key performance departments (Drama and Dance), staff, students, and external users to provide high-quality technical support in areas such as lighting, sound, visual production and stage management.

Responsibilities of the Role:

Core Responsibilities

- Provide performance departments (drama and dance) with classroom, performance and events support
- Be responsible for curriculum spaces used by performance departments and All Studios ensuring the environments are equipped with necessary technology and resources for effective teaching and learning, co-curricular and commercial needs.
- Support the day-to-day activities in All Studios, theatre and wider dance and drama spaces.

Technician Support

- Provide technical support for all theatre productions, including setting up and operating lighting, sound, visual and stage equipment as required.
- Provide technical support for events occurring across the school site and beyond for Junior & Senior Schools and Commercial.
- Work with stakeholders on assigned events to ensure technical aspects are clearly communicated and planned.
- Provide training and guidance to students and staff on the use of theatre equipment.

Maintenance

- Take responsibility for the management and inventory of the event delivery area workshop and backstage areas, ensuring they are safe, tidy clearly labelled.
- Perform regular maintenance and inspections of theatre equipment to ensure it is in good working condition.
- Ensure maintenance issues are reported promptly to the relevant school party.

Event Coordination

- Assist in the planning and execution of events, ensuring all technical aspects are covered and run smoothly.



Collaboration

- Work collaboratively with the Head of Theatre Operations, Theatre Operations Team, Academic Performance Departments and other departments to support the overall objectives of the school with particular focus on spaces used for curriculum delivery (such as; D1, Theatre, All Studios).
- Work with other technicians, working in different disciplines where necessary to facilitate the overall delivery of events and productions.
- Support the development of student leaders and student involvement in theatre and production activities.

Other

- Understand and ensure compliance with the School's Health & Safety Policy.
- 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.
- In conjunction with all staff of the School, support, promote and act within the School's Safeguarding Policy.
- Commit to an ongoing programme of CPD.
- Undertake any additional duties, as directed by the Head of Technical Production and Head of Theatre which are within the reasonable capability and responsibility of the Production Technician (Curriculum).

Line Management

The Production Technician (Curriculum) is managed on a day-to-day basis by the Head of Technical Production. The role holder will also have free access to the COO who holds ultimate responsibility for Operational Staff.

Our Values (the Alleyn's ROCCK!)

Respect
Opportunity
Curiosity
Courage
Kindness

Person Specification

The ideal candidate will have:

Qualifications:

- Relevant formal qualifications in technical theatre or production or a related discipline.

Experience:

- Proven experience in providing technical support for theatre productions, events, or similar environments, with a focus on lighting, sound, visual production, and stage management.
- Experience in maintaining and operating theatre equipment, including familiarity with maintenance procedures and safety protocols.
- Experience of stage management and stage flying is desirable.

Skills and Abilities:

- Effective communication skills to work collaboratively with colleagues, students, and external users, ensuring technical needs are clearly understood and met.
- Strong technical expertise in operating and troubleshooting theatre and event equipment, including lighting and sound systems.
- Knowledge of safety standards and best practices in theatre and event environments.
- Excellent organisational skills to manage and maintain the theatre's technical equipment, inventory, and backstage areas.

Knowledge:

- An understanding of health and safety regulations and compliance requirements for theatre operations.

Personal Attributes:

They will be:

- Highly motivated, enthusiastic, and customer-focused, with a proactive approach to enhancing audience experience.
- Flexible and adaptable, with the ability to respond to changing priorities and demands.
- Someone with a strong attention to detail and a commitment to excellence.
- Someone who has a proactive and positive approach to work, with the ability to work independently and as part of a team.
- Committed to fostering a safe, inclusive, and supportive environment for students and staff, promoting the school's values.
- A positive attitude toward ongoing professional development and staying updated with the latest advancements in theatre technology.



Working at Alleyn's

Terms and Conditions

This role is based on-site at Alleyn's School in Dulwich, South London, and can be offered on a full-time or part-time basis throughout the year. For full-time roles, you will work 37.5 hours per week, typically across 5 out of 7 days, with shifts usually between 7:00 am and 10:00 pm. Part-time roles will be pro-rated accordingly. Due to the nature of the position, flexibility will be essential, including availability for evening and weekend work to support events as required.

The position offers twenty days of annual leave per year (pro-rated for a part-time role), plus public holidays and a discretionary Christmas closure period, rising to twenty-five days after five years of service. 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.

The annual full-time salary for this role be £28,000 to £33,000, depending on skills and experience and will be paid in twelve-monthly instalments. For a part-time position, the salary will be pro-rated accordingly.

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.

Members of staff who have children attending Alleyn's Junior and Senior Schools will benefit from 25% fee remission which, subject to means testing, may increase to a maximum of 85%. This is a non-taxable benefit, and any means-tested element is reviewed annually. Staff children must meet the same admissions criteria as all pupils at Alleyn's. There is also some fee remission available in respect of staff children attending Dulwich College and James Allen's Girls' School, though the terms and conditions are different, and it is a taxable benefit.

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.

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

On completion of the required recruitment checks, the post would be available to the successful candidate with immediate effect 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 Tuesday 11 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 and will consist of interviews with relevant colleagues including the Head of Theatre 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.

