

Production Technician



St Mary's School
CAMBRIDGE

MAY 2025

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Welcome from the Head

Thank you for showing interest in this role at St Mary's School, Cambridge.

We are an independent day and boarding school for girls aged 3 to 18. We have a school roll of around 600 students. Approximately 15% of the students are boarders. Reflecting the cosmopolitan community of Cambridge, on average 25% of students originate from overseas, from around 30 countries.

The School offers a secure and welcoming learning environment for girls: we are delightfully situated in the heart of the academically renowned and culturally vibrant city of Cambridge. The Junior School is adjacent to the famous backdrop of Coe Fen, and the Senior School and Boarding House overlook the University of Cambridge Botanic Gardens.

Cambridge is an outstanding place to live and work. As a university city, Cambridge has the cultural advantages of a much larger settlement but with a population of approximately 145,000, it is a safe, clean and attractive location. The city has an international reputation owing to its world ranking university and the school benefits from its proximity to the digital and enterprise communities in the various high-tech science parks and enterprise hubs. We are within easy travelling distance of London, less than an hour by train and a short hop from London Stansted Airport.

There has been major investment in new facilities at the School over the past decade: a new Junior School; a new Sixth Form Centre; new provision of Art & Photography; the creation of our Science Hub; and our new boarding facility, Mary Ward House. We have developed our sporting facilities through an ambitious collaboration with Homerton College, University of Cambridge and have invested in a new boat house in a joint partnership with City of Cambridge Rowing Club and Homerton College. We are proud to have opened our Mary Ward Educational Suite in January 2024 which provides new state of the art teaching spaces.

High quality facilities are only as good as the people who work in them, so we invest heavily in our staff, who we know are our greatest asset. We encourage staff to develop themselves through training and facilitate bespoke CPD opportunities for all.

St Mary's School promotes equal opportunity for all staff and pupils and is committed to its culture of diversity and inclusion. We encourage applications from candidates from a wide range of backgrounds.

Above all, St Mary's School, Cambridge is a very happy place. We have an excellent local reputation for being very friendly and nurturing, and yet ambitious, for the young women in our care, enabling strong progress to next steps at university, the world of work or a gap year. Our girls are genuinely delightful, the teachers and support staff are exceptionally dedicated; we are a very close-knit, loving, joyful and purposeful community.

St Mary's really is a warm and welcoming environment for all staff, whatever their role, and we look forward to receiving your application.

Hannah Helliar

The St Mary's Approach

We are proud to be a Christian school in the Catholic tradition and founded on the principles of our 17th century foundress, Mary Ward, our vision is that 'By God's grace, women in time will do much' (Mary Ward 1585-1645). The challenge for women is not over, and whilst there are now more opportunities for 'women to do much' there are still considerable barriers and so our work continues via our mission to develop curious, creative and compassionate young women with the aspiration, confidence and integrity to shape a better world for the common good. Our approach is based on the core values of Freedom, Joy, Justice, Love and Truth and we live these values in school through our HEART habits of

H – Hard work	We show perseverance and sustain focus.
E – Empathy	We are kind, joyful, generous, value friendship and celebrate diversity.
A – Adaptability	We adjust to difficult situations, are open minded, discerning and take calculated risks.
R – Responsibility	We act justly and strive to uphold truth and lead by example.
T – Thoughtfulness	We are creative, reflective, attentive, show gratitude, hear others and disagree well.

Our unique approach to education fosters a love of life and of learning, while growing the academic curiosity and spiritual wellbeing of each individual girl so that they can look beyond themselves and enter adulthood aspiring to be more and to give more, not just to have more. We warmly welcome girls, and staff, of all Christian denominations and other faith and secular backgrounds to join our thriving community.

Last year the school celebrated its 125th anniversary. Building on our 400-year tradition, St Mary's School, Cambridge belongs to an international network of approximately two hundred Mary Ward schools.

Innovative Learning at St Mary's

We empower all our students to aim high. As an accredited High Performance Learning World Class School there has never been a more exciting time to join our team.

High Performance Learning (HPL) is a research-based, pedagogy-led philosophy that responds to our growing understanding of human capability. It sees all students as potential high performers who are not limited by 'ability'. HPL makes the goal of high performance the expectation for all students and uses a unique teaching and learning framework to systematically grow minds and develop the cognitive skills, values, attitudes and attributes needed to reach success.

Here at St Mary's, we are proud to be developing our own approach to HPL and welcome applications from like-minded colleagues who are ambitious for their students and committed to research-based approaches to teaching and learning.

For further information please visit <https://www.highperformancelearning.co.uk/>

Digital St Mary's

St Mary's is a digital school. The goals of the School are supported through

- developing a community of staff and students which learns in, responds to and engages with an ever-changing digital world;
- preparing students for their future by giving them the confidence to work in a digital environment;
- establishing creative teaching and learning environments;
- employing teaching staff who are trained and supported to be technologically and digitally skilled.

All members of St Mary's work digitally using Microsoft 365 as a platform. All students in the Senior School and Sixth Form have access to an individual device (Microsoft Surface Pro) which are used extensively in lessons and for home learning.

Job Description: PRODUCTION TECHNICIAN

Reporting to:	Head of Drama, Operations Manager, ultimately the Head
Hours of Work:	Part-time (60%)
Salary:	£22,800 (dependent on experience) [£38,000 FTE]
Direct reports:	n/a
Start Date:	As soon as possible

The successful applicant will be expected to work flexible hours but is especially required in the run up to, and during, School productions and other public events. The successful applicant will work approximately four days a week during term-time, this will include working some evenings and weekends. The exact timetable will be negotiated with the School but will require some flexibility from the successful candidate and managed by the Head of Drama.

Departmental Summary

The Drama Department at St Mary's School, Cambridge, is a dynamic and creative environment, committed to producing high-quality, professional-standard performances. We create bespoke sets for all our productions, including our biannual productions: the Whole School musical and Upper School play. Recent productions include *The Addams Family* and *Medea*, where both the technical and performance aspects were crafted to a professional level. Our aim is always to give students the experience of working in a theatre environment that reflects industry standards, with high expectations paired with strong support.

For A Level devised performances, we work closely with students to design and build bespoke sets that bring their creative visions to life. The collaborative nature of our department ensures that students are fully supported in achieving ambitious, imaginative work. While we take pride in our high-performing ethos, the department has a relaxed and friendly atmosphere, complete with regular biscuit breaks in the office, making it a welcoming and enjoyable place to work.

Job Summary

Job Objectives

- Responsibility for all aspects of the day-to-day operational running the Performing Arts spaces, to include a safe work environment for all students and teachers in the Drama Studios, Halls and other areas used for performances.
- Providing direct support for all aspects of the technical elements of productions and events undertaken by the School, to include, being responsible for sound, lighting and, when necessary, video technologies for School productions, concerts, practical drama examinations and other school events.

Key Functions

1. To ensure that all technical work is executed in compliance with the School's policies and procedures, including the Health & Safety policy.
2. To ensure the professionalism, integrity and quality of work practices in all areas of technical requirements.
3. To support and assist members of staff in achieving all required levels of performance and presentation.
4. To maintain a clean and tidy work area at all times.
5. To report all problems and concerns arising from the above procedures to the line manager (Head of Drama) as soon as possible.
6. To ensure the safety and security of all equipment and property of this department.

Job Description

Facility Management

The Production Technician will

- manage all technical and operational aspects of the theatre equipment, to include: maintaining lighting systems, PA systems, A/V systems and other associated technologies
- engage in efficient management and control of the drama storage areas
- provide technical services to support the wider School community, for example, in:
 - Assembly
 - Marketing & Admissions events
 - Open Mornings and Information Evenings
 - Lectures, Presentations and Religious celebrations
 - INSET Days
 - Socials & other School events
- work with stakeholders on assigned events to ensure technical aspects are clearly communicated and planned
- be responsible, alongside the Health & Safety Manager, for monitoring and maintaining all Health & Safety compliance in the Performing Art areas, including risk assessments
- be aware of all regulatory requirements, including being up to date with Health & Safety legislation best practice
- where appropriate, provide training and guidance to staff and students on the use of theatre equipment.

Academic

The Production Technician will

- assist with the technical requirements of academic Drama classes as required
- prepare and film Drama exam pieces
- mentor pupils who take technical Performing Arts options at GCSE and A-Level as requested
- provide occasional technical workshops to benefit pupils interested in pursuing lighting and sound design in their academic drama skill
- liaise with the Heads of Drama to provide all necessary support to pupils studying Drama
- oversee the delivery of Drama productions:
 - provide technical support during rehearsals and production of Drama performances
 - when productions involve collaboration with the Music Department, to work closely with the Director of Music to ensure sound production is of the highest possible quality and consistency
 - supervise and/or run of technical systems during performances
 - prepare and/or supervise building of sets and props as required.

General

The Production Technician will

- work collaboratively with all departments to support the overall objectives of the School
- in conjunction with all staff of the School, support, promote and act within the School's Safeguarding Policy
- undertake any additional duties, as directed by the Head of Drama or Head which are within the reasonable capability and responsibility of the Production Technician.

Person Specification

SPECIFICATION	DETAIL
Essential	<ul style="list-style-type: none"> • Confident with manual handling/heavy lifting and correct lifting techniques • Confident and able in lifting and moving of set, staging, truss, LX bars and PA systems as well as climbing ladders and scaffold towers on a regular basis • Competent and safe working at height • Proven experience and excellent knowledge of safe rigging practices; must be competent with calculating WWLs/SWLs in regard to hanging or flying of equipment • Good understanding of stage engineering and terminology • Proven experience in stage lighting systems including intelligent fixtures • Proven experience in lighting design • Proven experience of live sound engineering • Proven experience in programming and operating sound and lighting consoles • Experience in sound recording • Experience in sound design and SFX creation • Experience in videography, video editing and production • Experience in photography including photo editing • Understanding of electrical engineering (including Ohms Law) • Understanding of stage and event management • Provide technical and creative support • Advise and hire/purchase of specialist equipment as required • Organise and carry out annual safety checks of all technical equipment, fixtures and fittings
Beneficial	<ul style="list-style-type: none"> • Experience in projection mapping and associated software • Experience of Zero88 lighting consoles and ZerOS operating system • Experience of Midas/Behringer Mixing consoles • Experience in scenery and set construction • Experience in prop design and construction • Experience painting and decorating of set and scenery • PASMA training • Experience of erecting and using scaffold towers • Previous experience of working in theatre for a school, college or university • Experience of routine maintenance inspection and testing of theatre technical equipment • Experience as a music technician, for example, having the ability to record/multi-track GCSE and A Level compositions
Personal	<ul style="list-style-type: none"> • Ability to work effectively in a team • Excellent organisational skills and attention to detail • Ability to communicate articulately and confidently with all stakeholders • High levels of personal and professional responsibility and integrity • Resilient, flexible and responsive to challenge • Prioritise deadlines and work under pressure • Self-motivation, enthusiasm and approachability • Good rapport with students, colleagues and parents • Appropriate levels of personal presentation • Commitment to the ethos of the school • Commitment to own personal development • Commitment to a culture of continuous improvement • Readiness to contribute to the whole school when required

Benefits

At St Mary's you will enjoy an exceptional career and comprehensive benefits including a contributory pension scheme, 33% discount (pro rata for part-time staff) on school fees, BUPA cash plan, an occupational sickness scheme, free lunches and refreshments, a season ticket discount and much more.

Equality, Diversity and Inclusion

St Mary's School is committed to ensuring equal opportunities in all aspects of employment and selects staff on merit irrespective of race, religion or belief, pregnancy and maternity, marital status, sex, sexuality/gender preference, disability or age. You are not obliged to complete the Equal Opportunities Form, but any information given will help us monitor the effectiveness of our policies and procedures.

If you have a disability, you are invited to request any special arrangements that you may require for interview or any adjustments that you would consider necessary to your working arrangements by contacting our Human Resources department (hr@stmaryscambridge.co.uk, 01223 353253).

Process

Application is welcomed by completing the Application Form and Equal Opportunities Form which can be found on the Vacancies page of our website. This may be accompanied by a covering letter and a curriculum vitae. We are unable to accept applications supported by a CV alone.

Interviews will be conducted in person, and they will explore candidates' suitability to work with children. Candidates are required to bring with them the necessary ID documentation and any relevant qualification certificate(s), all of which must be originals. Further information of the interview format will be provided if you are shortlisted for interview.

If you have any question, please contact the HR Team by email: hr@stmaryscambridge.co.uk or call: 01223 353253.

Closing date: 8.00am Tuesday 6 May 2025

Interview date: week beginning Monday 12 May 2025

We will review applications on receipt. Suitable candidates may be interviewed before the closing date, and we reserve the right to withdraw the position if an early appointment is made.

Child Welfare and Child Protection Issues

The interview for this post will include exploring issues relating to safeguarding and promoting the welfare of children including:

- motivation to work with children and young people;
- ability to form and maintain appropriate relationships with children and young people;
- emotional resilience in working with challenging behaviours;
- attitudes to the use of authority and maintaining discipline.

Any relevant issues arising from the take up of references will be discussed at interview. The school is an equal opportunities employer. We are committed to safeguarding and promoting the welfare of children and young people and expect all staff and volunteers to share this commitment. Successful applicants are subject to an Enhanced Disclosure and Barring Check.



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