



Performing Arts Technician

Recruitment Pack

Actual salary: ME5 - £25,599
(FTE: £29,436)

35 hours for 39 weeks - hours calendared across the year to support the curriculum and performance demands

Start Date: 2nd September 2026

Application Deadline: Monday 22nd June 2026 at 9am

We reserve the right to interview as applications are received



Welcome

Thank you for your interest in joining our team at Ricards Lodge High School. We have been an outstanding school since 2017 confirmed in our most recent inspection, September 2023 when it was reported that our school provides all pupils with an “exceptional education”.

We are a successful, vibrant and innovative school with a tradition of academic excellence, catering for girls between the ages of 11-18. We have a strong reputation for our performing and visual arts as a previously designated specialist school. We have a joint co-educational Sixth Form, RR6, with a range of academic and applied courses on offer, set in a stand alone Sixth Form block. We have recently opened a brand new STEM sixth form building on our site with three science laboratories and a CAD Suite for Technology.

Our staff are committed to delivering a high quality educational experience including academic excellence *and* personal development. We are passionate about staff wellbeing and staff development and our teachers are supported to thrive and inspire each other.

Consultation and staff voice are highly valued through timetabled staff working parties and regular feedback cycles.

We are privileged to be such a diverse school and we are proud of the harmony that exists between us all. Our curriculum and extra-curricular activities give us the opportunity to prepare our students to take their place in the changing global society.

Our mission, ‘educating successful women of the future’ guides us in our work.

Our School Values

We Aspire

We are Resilient

We have Compassion

We champion Equality

We work Together



About You

You have a degree or equivalent professional experience in technical theatre, lighting, sound or performing or production arts. You enjoy working with young people and sharing your expertise. You thrive on a challenge to problem solve, organise large events, support others and use your initiative. You may have worked in a theatre venue, music venue, community arts sector or for a touring band or theatre company. You are a competent user of IT and enjoy planning and organising projects and events.

You are willing to be flexible and responsive and work well under tight deadlines. You enjoy people and thrive on teamwork. You are excited to share your learning and the technical skills you have acquired. You are eager to undertake training and continuous professional development so that you can be creative and imaginative in your work.

EDUCATING SUCCESSFUL WOMEN OF THE FUTURE

1

WE ENJOY LEARNING
AND INTELLECTUAL
CHALLENGE



2

WE EMPOWER
STUDENTS AND VALUE
RELATIONSHIPS



3

WE GROW STAFF
TALENT AND HAVE A
SHARED SENSE OF
PURPOSE



4

OUR ESTATE PLAN IS
AMBITIOUS AND WE
PLAN AND RESOURCE
SUSTAINABLY



5

WE INCLUDE PARENTS
AND COMMUNITY AND
OUR SCHOOL IS A HUB
OF ACTIVITY



Job Description

Hours: 35 hours for 39 weeks - hours calendared across the year to support the curriculum and performance demands

Line Manager: Head of Drama

Job Purpose for Subject Technicians

- To provide technical support for the Performing Arts Departments of Drama, Dance and Music in order to enable all teaching staff to provide excellent educational experiences for our students.

Core Responsibilities for this role:

- Providing expertise in the setting up of equipment required by your subjects
- Administration for the Head/s of department in your area
- Supervising students to take part in activities in your subject area
- Supervising students for duties during the school day
- Ensuring the Health and Safety requirements are met for the subjects under your responsibility
- Ensuring effective and efficient management, record keeping, repairs and maintenance of resources
- Organisation and effective housekeeping of all resources so that the department is tidy and well ordered all year round and routines are in place to support this
- Supporting in the use of subject specific IT equipment
- Supporting teachers and teaching and learning as required by the Heads of Department.
- To, within the appraisal structure of the school, engage in training activities and respond to actions suggested to improve performance.
- To follow all school policies and practices, for example in relation to child protection, behaviour for learning, health and safety and any others relating to your role in school.
- Provide flexible support across various school departments as needed.

Specific Performing Arts Technician responsibilities:

- Flexibility to support at school events outside of core school hours
- Take responsibility for planning, preparing and running all school productions with the lead teacher
- Maintains all sound and lighting equipment in all the performance areas of the school.
- Maintains all recording equipment and organises the use of this equipment to teaching staff.
- Runs all technical rehearsals for all productions and events within the school and at external venues as appropriate.
- Supports subject teachers to run technical theatre workshops during BTEC Production Arts lessons.
- Records all performances including examination pieces for Drama, Dance and Music.
- Supervises students assigned during the school day and in extra curricular activities.

Job Description

Specific Performing Arts Technician responsibilities continued...

- Edit sound/film of examination performances.
- Provides training for staff regarding the use of technical equipment
- Maintains all studios/teaching spaces used for the teaching of Performing Arts subjects.
- Arrange purchases for all technical and specialist equipment on behalf of the Performing Arts in consultation with the Finance Department and Head of the individual department.
- Advises on Health and Safety issues associated with the use and maintenance of equipment.
- Maintains, staging, scenery, Performing Arts storerooms, equipment and supplies (keeping any hazardous equipment in a locked cabinet).
- Sets up and maintains the necessary computer software and audio visual equipment to enhance the technical aspects of teaching in the department.
- Keeps up to date with all technological advancements in the world of theatre.
- Attends performance rehearsals as well as technical rehearsals for BTEC / GCSE / Drama / GCSE Music / A level Drama
- Films and edits any school videos for the website
- To support production teachers during the delivery of technical units as required
- Other tasks as reasonably requested by Line manager.

Working with Students

- To supervise KS5 production students during independent work
- Support and provide extra curricular clubs and activities for groups of students wanting to work in the performing arts
- To supervise group work for teachers when required
- To attend trips and visits in a supervisory capacity

Job Description

Administrative Duties

- Organise and administer the peripatetic music teachers
- Purchase stationery and other resources as required for all Performing Arts departments
- Produce publicity materials for all Performing Arts events
- Administer the booking system for out of hours use of spaces by all the Performing Arts departments.
- Administer and organise department trips and visits
- Maintain the display boards for all Performing Arts departments, making changes as required
- Order scripts/libretto/scores for musical performances as required
- Organise notices to students about extra -curricular activities as required

School Expectations & Contributions:

- Be aware of and comply with all school policies and procedures
- Contribute to the overall aims, ethos and values of the school.
- Attend and participate in relevant meetings as required, including staff.
- Attend Morning briefings.
- Participate in training and other learning activities and appraisal as required.

Whilst every effort has been made to explain the main duties and responsibilities for the post, each individual task undertaken may not be identified, which requires flexibility in all of its employees.

This job description is not exhaustive and the post holder will be expected to undertake any other duties as reasonably requested by the Headteacher or as deputised.



Person Specification

The following list shows the essential and desirable characteristics for which we are looking for when considering your application and at interview.

Characteristic	Essential	Desirable	Assessment Method
Skills & Abilities			
The ability to work as part of a team so good communication skills is essential	●		Application Interview
Confident in working unsupervised with young people	●		Application Interview
Knowledge of a variety of lighting and sound systems	●		Application Interview
Administrative skills including how to maintain and run a budget.	●		Application Interview
Driving licence is essential	●		Application Interview
A keen interest in all aspects of the world of theatre and music.	●		Application Interview
A flexible approach to work and a 'can do' attitude is essential.	●		Application Interview
Willingness to learn on the job and undertake regular CPD in all aspects of the role.	●		Application Interview
Confidence in IT and the use of technical equipment related to the performing arts	●		Application Interview

Working at Ricards

Ricards Lodge offers all new staff;

- Strong programme of in-service training for all staff including all leaders through the Apprenticeship Levy and the NPQ suite of courses.
- All Early Career Teachers will be provided with continued professional development as outlined in our Early Career Framework policy. Ricards Lodge provides training for mentors and ECT with our partners: Wandle Teaching Alliance and UCL's Faculty of Education and Society.
- A graduate teaching assistant programme leading to teacher training with Teach Wimbledon

The staff are very supportive towards each other with a great camaraderie existing throughout the school with a number of social events that are open to all and well attended.

When you come and work at Ricards Lodge High School and RR6 you will be able to benefit from a structured and comprehensive professional development programme. As a valued member of staff we want to ensure that you have access to all the benefits available to you.

Benefits include the following:

- Well being weeks and social events
- A laptop for all teaching staff
- Work areas for staff
- Access to Merton's Employee Assistance Programme including new wellbeing app with instant access to free support for up to six weeks
- Collaborative approach to teaching and learning
- Merton Employee VDU users – possible to claim a fee towards glasses/eye test
- Annual season ticket travel loans are available.
- Parking on site

Google for Education

All successful candidates will be able to complete Google Fundamentals prior to starting work. All staff work towards completing the Google level 1 qualification.

Childcare

The London Borough of Merton's Children's Information Service offers a comprehensive service to help meet your childcare needs. The service can be contacted on 020 8545 3800, or send an email to cis@merton.gov.uk. They can provide information on childminders, playgroups, nurseries and out of school schemes.

If you need any support with accessing the Tax-Free Childcare Scheme administered via HMRC, we can assist.



Working in Wimbledon

Wimbledon is situated in the London Borough of Merton which was formed in 1965 when the areas of Mitcham, Merton, Morden and Wimbledon were joined together to create this attractive green borough nestling on the border of central London and leafy Surrey. Historically, evidence of Celtic settlers has been found in the borough. Caesar's camp, a fortified village on Wimbledon common was in fact occupied 500 years before Julius Caesar was born. Today, after the creation of the new borough provided the impetus for more growth, five town centres have emerged – Colliers Wood, Mitcham, Morden, Raynes Park and Wimbledon. They are all primarily residential areas each with their own commercial and shopping centres.

Wimbledon is exceptionally well served by road, bus and rail links. The main road artery is the A219 which runs off the A3. The road network offers fast access to the M23, and M25 and thus to Channel Tunnel links, major airports and the south coast. The main railway station is Wimbledon which is also a terminus for the District Line of the London Underground network. Frequent trains run to Waterloo Station, (journey time 15 minutes) which is very near to central London. The Tramlink service connects Wimbledon, Merton and Croydon, and there is an extensive bus network. Close by are many attractions such as Hampton Court Palace, Epsom Downs and Racecourse and Box Hill.

Sports lovers are well served in the borough. There are 31 football pitches, 42 tennis courts, 8 bowling greens, 2 crazy golf, 1 croquet lawn, 15 cricket pitches (including one of the world's oldest cricket greens at Mitcham), 7 rugby pitches and 3 trim trails.

There are 13 multisport areas and also a watersport centre, which has a Royal Yachting Association centre and a British Canoe Union approved centre. There is a local community football programme, which is a partnership between the council, AFC Wimbledon and Tooting and Mitcham FC, as well as a Little League. Wimbledon Leisure Centre, one of three within the borough, has a fitness centre, dance studio as well as a 30m main pool and teaching pool.

Venues in Merton present entertainment across the board. The New Wimbledon Theatre is one of south west London's biggest and most prestigious, frequently hosting performances straight from the West End. The famous Polka Children's Theatre is also in the borough together with the All England Tennis Club. Cannizaro Park has a Grade II listed landscape: the Italian garden is used for art events and there is an outdoor theatre season. The Cannizaro Park Festival is one of London's major summer events and has performances of jazz, pop, tribute bands, comedy and many more.



Merton has abundant green spaces and 13 local nature reserves. Wimbledon Common, together with Putney Heath and Common, is a 1140 acre site, 900 acres of which are a Site of Special Scientific Interest (SSSI). It has woodland, heathland and nine ponds and provides great opportunities for relaxed walks. For the green fingered there are also allotments that can be hired.

Merton Abbey Mills is a famous weekend market with 15 independent shops and over 100 market stalls. There is a riverside pub, children's theatre and working watermill so it makes the perfect place for a family day out. There is also a craft village, antique and collectors market and a toy collector's fair. Deen City Farm, an urban community farm, is another ideal place for family outings. The council also organise a wide range of summer and Easter activities for 3-16 year olds. Wimbledon and the surrounding area is dotted with numerous pubs, bars and restaurants catering for all tastes and purses.

For further information on what the London Borough of Merton can offer, visit www.merton.gov.uk



To discuss this role in more detail or arrange a tour of the school please contact

HR@ricardslodge.org for further information.



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Headteacher: Mrs K Page

Educating Successful Women of the Future