



NORTHAMPTON SCHOOL *for Boys*

JOB DESCRIPTION

The Governing Body is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

POST: **Deputy Cripps Hall and Theatre Events and Facilities Manager**
Salary Range
Full Time Permanent Post – 37 hours per week, 52 weeks

Normal working hours to be agreed based on 37 hours per week. The Post Holder will be expected to work during school hours which may be as follows: 8.30-4.30pm – Mon – Thurs and 8.30pm-4pm Friday - inclusive of a 30-minute lunch break (unpaid).

Due to the nature of the post, the successful candidate will be required to work some evenings / weekends according to the Cripps Theatre Show / event schedule.

Weekly scheduling of the 37 hours will be agreed in advance with the link member of SLT who line manages the Theatre with the Theatre Manager's input – this will be done, as far as possible, a Term in advance.

Over-time will be by written agreement with the link member of SLT and it can be taken as TOIL or additional pay

LINE MANAGER: The Cripps Hall and Theatre Events and Facilities Manager

All staff are expected to:

- uphold public trust in the education profession and maintain high standards of ethics and behaviour, within and outside school
- promote fundamental British values, including democracy, the rule of law, individual liberty and mutual respect, and tolerance of those with different faiths and beliefs
- ensure that personal beliefs are not expressed in ways which exploit students' vulnerability or might lead them to break the law
- treat students with dignity and at all times observing proper boundaries appropriate to a professional position
- have regard for the need to safeguard students' well-being, in accordance with statutory provisions
- uphold school policy and practice, promote actively the agreed policies of the school and implement the Code of Behaviour and Dress Code as a matter of routine
- follow agreed school policies for communications within the school
- ensure that accommodation is treated with respect and in line with any Health & Safety procedures
- play a full part in the life of the school community, to support its distinctive mission and ethos, and to encourage staff and students to follow this example
- comply with the school's Health & Safety Policy and undertake Risk Assessments as appropriate
- be thoroughly professional and demonstrate consistently high standards of personal and professional conduct

- maintain high standards in their own attendance and punctuality
- work as a member of the support staff team and to contribute positively to effective working relationships
- communicate effectively with fellow members of the team
- be courteous to colleagues and provide a welcoming environment to visitors and telephone callers
- comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The duties of the Teacher Support Staff will include any activities which allow the teaching staff to become more effective in the classroom.

The main duties of this role are as follows:

PRODUCTIONS (concerts/shows/plays etc) of any nature (eg school, community, external)

- Set-up and operate lighting and sound systems for internal and external performances;
- Supporting associated venture e.g. Youth and Community Theatre projects, Summer Schools;
- In consultation with the Theatre Technical Manager, liaise and service the needs of all incoming companies to The Cripps Hall Theatre;
- Act as a Duty Technician/House Manager when required;
- Work unsupervised and forward plan as necessary in the absence of the Theatre Technical Manager.

PRESENTATION AREA PREPARATION

- Ensuring that areas which will be used for any presentation that day (theatre/drama studio/atrium/main music room) are ready for use (e.g. for assemblies).

MAINTENANCE OF PRESENTATION AREAS

- Maintenance mainly of the theatre, but also of drama area, atrium and some Expressive Arts Team areas.
- Involvement in construction of scenery and exhibitions.
- Making and gathering of props.
- Fault finding and Repairing equipment.
- “Tidying up” i.e. health and safety issues.
- Stock-taking.
- Servicing of equipment in the Cripps Hall / PAT Testing when needed

TRAINING STUDENTS

- Assist with training of students studying GCSE and A. Level Drama and Music to use the technical facilities for
 - a) school events
 - b) the development of student knowledge
 - c) exam use.

In GCSE Drama and A. Level Drama there are criteria that demand a knowledge of technical aspects of theatre, and there are also opportunities for students to specialise in individual projects in these areas. It would be organised by the Drama Co-ordinator and based on practical tutorial work.

HEALTH AND SAFETY

- Carry out First Aid duties within the Expressive Arts area. First Aid training will be provided.

ADDITIONAL DUTIES

- Assist Visual Arts with pugging clay for a maximum of 2 hours per week, if required.

Any other duties as may be requested from time to time by the Headteacher or their agent.

(Job Descriptions are not exclusive or exhaustive and the nature of the role entails that the postholder may be required to carry out additional duties as reasonably required.)

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Support Staff are actively encouraged to undertake First Aid training in order to ensure that adequate first aid cover is always available in the school.

The school has a strict uniform policy with office dress code for Sixth Form students. It is therefore expected that staff will also follow the same high standards.

This post is subject to an Enhanced Disclosure and Barring Service (DBS) check

April 2025