

PAC Senior Technician

May 2026



About Us

Godolphin offers a world-class education for a changing world. Our purpose is to make the world a better place through the formation of individuals who are empowered to be ambitious and grow, lead with authenticity and compassion, and be courageous as they step into the world with confidence in readiness to shape it for the better.

For over 300 years, we have been changing lives. Achievement and innovation are woven into our heritages, and we continue to evolve with ambition. We welcomed boys as well as girls from September 2025, enriching every classroom, conversation and friendship. And from September 2026, we become Chafyn-Godolphin, the leading all through co-educational day school for children aged 2 to 18, with boarding available for Senior and Sixth Form students in the heart of Salisbury.

Our values reflect our purpose:

Ambition – We dream boldly and set brave goals, pursuing them with heart and resilience to be the very best version of ourselves.

Courage – We step forward with confidence, believing in ourselves and embracing challenge knowing that growth often begins at the end of our comfort zone.

Compassion – We lead with kindness and act with integrity in a community where everyone feels seen, valued and respected.

Our approach is grounded in exceptional teaching, deep pedagogical expertise and rigorous, data-informed tracking to fuel intellectual ambition and progress. We inspire a spirit of wonder and belonging that builds quiet confidence, curiosity and creativity, and we create meaningful opportunities for pupils to contribute beyond themselves through service, leadership and engagement with the wider world.

Godolphin is part of United Learning, a well-established group of more than 100 independent schools and academies, each retaining its own distinct character and ethos, united by a common commitment to educational excellence.

Being part of United Learning enables Godolphin to offer more to staff and pupils than would be possible as a standalone school. Centralised professional services, including finance, HR, estates and procurement, provide efficiency and stability, allowing school leaders and teachers to focus on what matters most: teaching, learning and continuous improvement. Extensive CPD opportunities are available through the Group, including formal qualifications, mentorship, leadership training and supporting subject-specific projects and pedagogical growth.

A photograph of three young boys in school uniforms standing against a stone wall. The boy on the left is looking up, the boy in the middle is looking slightly to the right, and the boy on the right is smiling at the camera. They are all wearing dark blue blazers, light blue shirts, and red and blue striped ties. A diamond-shaped school crest is visible on the pocket of the boy in the middle and the boy on the right.

“Godolphin remains one of the most welcoming, utterly transparent, genuine and delightful schools out there. It's refreshingly down to earth, parents work hard to send their children here and greatly value the opportunities it offers.”

Talk Education, 2025

The Department

The Godolphin Performing Arts Department is a vibrant and dynamic hub, delivering a broad range of courses including GCSE Drama and Music, BTEC Performing Arts, and A Level Music. Working across Key Stages 3, 4, and 5, we provide an engaging curriculum supported by extensive co-curricular opportunities such as full-scale productions, drama clubs, choirs, and orchestras.

The department is based in the Performing Arts Centre – the heart of the school – which houses a versatile in-the-round theatre, a fully equipped control room, and a suite of multi-purpose teaching and rehearsal spaces. The building serves not only our pupils but also the wider school community, hosting a variety of internal events as well as external visitors and performances.



The Role

Hours	Full-Time, Permanent
Salary	Competitive

The Performing Arts Centre Senior Technician plays a central role in ensuring the smooth, safe and professional operation of the Performing Arts Centre. They support high quality teaching and creative work across Drama, Music and co-curricular activities, whilst providing support for rehearsals, lessons, events and productions. Working closely with staff and students, they help bring performances to life through expert management of lighting, sound, AV and staging, while also maintaining the PAC's specialist spaces and equipment to a high standard.

The role involves leading the technical delivery of school events, overseeing the preparation and organisation of performance spaces, and ensuring that all activity within the PAC is compliant with health, safety and safeguarding expectations. The Performing Arts Centre Senior Technician collaborates with estates, administration and external partners to support hires and visiting groups, acting as a key point of contact for the safe and effective use of the facilities. As a line manager to the Performing Arts Technicians, and as a regular contributor to Music and Drama department planning, they help sustain high standards of provision and champion the school's values of ambition, courage and compassion in everything they do.



Job Description

Role	Performing Arts Centre Senior Technician
Reports to	Head of Drama
Department	Music and Drama
Relationship	The post holder is accountable to the Head of Drama in all matters relating to this post. All staff are ultimately responsible to the Head. The post holder will liaise closely with Performing Arts Centre (PAC) Staff and Estates Team members to support the school.

Purpose of the Role

To ensure the smooth operation of every aspect of the PAC to deliver excellent curriculum provision, effective resources for use of the theatre space by the school and external bodies. Additionally, in this setting, to include covering roles and duties of the Performing Arts Technician.

Duties & Responsibilities

Curriculum & Events

- To ensure the smooth operation of the PAC, ensuring safe and effective use for all events, such as teaching, assemblies, timetabled activities and wider school events.
- To support the facilitation of technical elements of the Performing Arts curriculum and any other relevant similar co-curricular activities.
- To supervise and support major events taking place in PAC spaces, including responsibility for technical aspects. This may include the coordination of external specialists where required.
- To support co-curricular activities within the PAC, e.g. supporting rehearsals by ensuring that equipment is organised in advance and functioning properly, to the specification as requested by Music, Drama or other staff.
- To produce technical aspects of productions and events as required (lighting, sound & AV, set and prop designs), and all to a high standard, in consultation with the relevant staff/production team.
- To assist with the smooth running of school performances and events outside the PAC, including the transportation and setup of equipment needed, for instance around the school site and to local venues.
- To coordinate high quality recording of performances where required and confirm with relevant staff regarding their wider distribution or publicity.

Maintenance

- To maintain the physical spaces within the PAC, their inventory and stocks of equipment, and to ensure that they are all fit for purpose. This also should include labelling PAC equipment, organising the prompt fixing and replacement thereof, when need be, and maintaining a PAC asset register.
- To provide support and training to enable accessible, effective and safe use of PAC spaces and resources by students, staff and external parties where appropriate and where required.
- To work with the Estates Manager or DFO to budget for compliance, upkeep and small projects as required.
- To ensure that all technical, legislative and compliance inspections, checks and services are completed on time and within budget.
- To ensure that all PAC spaces, activities and performances are fully risk-assessed in line with school guidelines.

Lettings

- To liaise with the Estates team, DFO and PAC Administrator to support the smooth execution of external hires in the PAC.
- To monitor and be responsible for the use of PAC spaces and equipment to outside users, both when used within the school and the hire of equipment externally.
- To provide support with appropriate technical assistance for external hires, where required.

Other

- To assist the Deputy Head's PA, Deputy Head, Director of Music and Head of Drama with the planning of the School Calendar with reference to the PAC.
- To line manage the Performing Arts Technicians. To attend Music and Drama department meetings on a weekly basis.
- To attend regular Health and Safety Committee meetings as the Performing Arts representative.
- To be the designated Fire Warden and to take responsibility for Health and Safety within the Performing Arts departments, as well as delegating the role when not on site.
- To always ensure adherence to statutory Health and Safety and Data Protection legislation and Safeguarding of students.

Department

- Contribute to the Godolphin community through wide and varied events.
- Inspire Godolphin students with an exciting programme and opportunities.
- Work extremely closely with the Head of Department to ensure smooth running and high standards of curriculum.

Values

Promote Chafyn-Godolphin's three core values through an inclusive, healthy and ambitious provision for all based on:

- **Ambition:** We dream boldly and set brave goals, pursuing them with heart and resistance to be the very best version of ourselves.
- **Courage:** We step forward with confidence, believing in ourselves and embracing challenge knowing that growth often begins at the end of our comfort zone.
- **Compassion:** We lead with kindness and act with integrity in a community where everyone feels seen, valued and respected.

Professional Responsibilities

- To promote and safeguard the welfare of pupils in your care or that you come into contact with, in accordance with the relevant School Child Protection and Safeguarding policies
- To comply with, promote and act in accordance with all School policies
- To be responsible for complying with data protection legislation and expectations for confidentiality, and to report any breaches to the IT, Data and Transformation Manager at the earliest opportunity
- To be responsible for complying with health & safety legislation and guidance, and to report any issues or breaches to the Estates Manager immediately
- To maintain consistent positive working relationship with colleagues, supporting them in line with your role and responsibilities
- To keep colleagues informed about aspects of your work and schedule which may affect the support you can give them
- To develop your effectiveness by updating your knowledge and skills, seeking and taking account of constructive feedback on your performance, making effective use of the development opportunities made available to you
- To identify and agree personal development objectives with your line manager
- To be courteous to colleagues and provide a welcoming environment to visitors

Person Specification

CRITERIA	Requirements		EVIDENCE
Qualifications	Relevant BTEC Level 3 course	Essential	Application Form Original Certificates
	Relevant degree	Desirable	
	GCSE English/Maths Grade C/4 or above, or equivalent	Essential	
Work Experience	Experience of working within a theatrical technical setting, with either a sound or lighting specialism	Essential	Application Form References Practical task
	Experience of working with young people	Essential	
	Experience of working in a performing arts space, including internal and external events, such as as a duty technician	Desirable	
Skills and knowledge	Excellent communication skills in all forms	Essential	Person Specification Statement Practical task
	Open, clear, and approachable communication verbally and non-verbally.	Essential	
	Experience of working with any/some of the following: ETC Ion console, Behringer X32 and QLab.	Desirable	
	Proven knowledge of Health and Safety policies, including working at height	Desirable	
IT Skills	Efficient and advanced all round IT skills	Essential	Application Form
	Ability to work with all MS Office applications	Desirable	
Personal Qualities or Skills	Excellent organisational skills, including ability to manage a range of competing demands	Essential	Application Form Driving Licence check Practical task
	Proactive, able to think laterally when required	Essential	
	Accuracy and attention to detail	Essential	
	Adaptable and flexible	Essential	
	Positive team player	Essential	
	Good sense of humour	Desirable	
	Full clean driving licence	Desirable	

HOW TO APPLY

Interviews

The closing date for applications is **9am on Friday 15 May 2026**. This vacancy will close as soon as sufficient applications have been received. Interviews will take place on **Wednesday 20 May 2026**.

Safer Recruitment

Godolphin is committed to safeguarding and promoting the welfare of children and young adults and expects all staff to share this commitment. An 'online search' will be conducted on short-listed candidates and the successful applicant will be subject to an enhanced Disclosure and Barring Service (DBS) and Barred Lists check (Adult and/or Children's Workforce), plus registration with the DBS Update service will be required. Staff are prohibited from promoting extremist/radical religious or one-sided political views whilst working at Godolphin and /or whilst participating in activities associated with their employment within Godolphin.

Please note, we do NOT accept application by Curriculum Vitae.

For an informal discussion or to arrange a visit please contact a member of our HR Team on 01722 430536.

Recruitment Policy

Godolphin is positive about disability and encourages applications from disabled people. All disabled applicants who satisfy the minimum criteria will be offered an interview if they state this prior to shortlisting.

If you consider that the provisions of the Equality Act 2010 apply to you, or if you require assistance at any stage of the process, please contact the HR Department, telephone 01722 430536 or email hr@godolphin.org

The School's Recruitment, Selection and Disclosure Policy and procedure is available for your information on the school website; www.godolphin.org. Godolphin actively supports equality, diversity and inclusion and encourages applications from all sections of society.





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Although correct at the time of going to the press, this booklet may be superseded as part of our commitment to continuing improvement.