



BUTE HOUSE

Bute House Preparatory School for Girls

Performing Arts Technician & Administrator

Part Time
Immediate Start





Job Description:

PERFORMING ARTS TECHNICIAN & ADMINISTRATOR

PART TIME (4 days per week- flexibility required)

Reporting to: Head of Music

Working Pattern: 32 hours- 8:00 am – 4:00pm for 4 days per week (flexibility required) during Term Time, plus INSET days, 7+ assessment days and the full production week. (NB: No holidays to be taken during term time); expectation to support with evening events with the option of adjusting hours or receiving Time Off In Lieu (TOIL).

Role: To support the Head of Music, and the Head of Drama and Dance, with technical and administrative requirements for the departments. The Technician will help in the running of a number of productions and performance events throughout the year, and with other school events that have relevant technical requirements.

Key Tasks:

Music Department Administration:

- To administer departmental displays, facilitate stock orders and the purchase of technical equipment, procure resources for the department, create Purchase Orders and process accompanist invoices, organise the instrumental store, and maintain an inventory of all equipment and supplies.
- To facilitate admin required to support peripatetic staff in the Music department. Including but not limited to: maintaining an events calendar for potential clashes with peripatetic tuition, updating shared timetabling spreadsheets, updating pupil records and ensemble registers, liaising with Head of Music to organise allocation of new music tuition pupils to peripatetic staff, and any other tasks as required by the Head of Music and the Headteacher.
- Organising all elements of the school's ABRSM exams: booking exam dates, liaising with piano accompanists, maintaining entry forms, scheduling rehearsals and exam day timetables, and contacting examiners ahead of visits to provide advanced information.
- To monitor the use of working spaces within the department- including the booking of these spaces by staff, for example Music Practice Rooms for peripatetic staff.
- To enforce the School's behaviour policy and adhere to general conduct and expectations for staff.



Regular technical responsibilities and Maintenance:

- To set-up and operate technical and music equipment in classrooms in preparation for ensembles and clubs, and to support classroom learning as needed.
- To review maintenance and monitor the quality of technical and staging resources within the Drama Studio and Music Studio, and to schedule regular maintenance as required, e.g. rig tests and electrical reports, piano tuning (minimum twice annually), and any other repairs.
- To manage stocktake of technical resources for the Drama Studio and Music Studio.
- Ensure electrical safety of specialist equipment, including annual Portable Appliance Testing (PAT).

Productions and Concerts:

- In liaison with the Head of Music and Head of Drama and Dance, arrange (either by delegation or execution of the task directly) the technical preparation of events, showcases and productions.
- Rig, program and execute stage lighting for Performing Arts events.
- Prepare and edit audio in advance of Performing Arts productions as required.
- Act as sound technician for performances as required, micing, running SFX, and mixing live sound.
- Provide high-quality audio recordings of Performing Arts events as required.
- To facilitate the stage management of events and productions organised by the Performing Arts departments.
- To oversee the hiring of audio, visual and technical equipment required for external Performing Arts events and productions (e.g. Christmas Celebration).

Health and Safety:

- To maintain a safe, clean and tidy work space at all times.
- To regularly update appropriate training, such as First Aid and essential requirements for lifting, operating apparatus and working in practical spaces-manual handling and working at height.
- To have basic knowledge of electrical principals and safety, and current Health & Safety requirements and legislation regarding theatre.
- To be regularly familiarised with up-to-date practice of different programs used by the technician and relevant equipment.

Key Requirements

Please note all Technicians are required to undertake First Aid training, Working at height training, ladder training, PASMA or IPAF training and PAT training. The school will provide relevant training in these areas as required.



This job description is designed to act as a guide to key tasks and responsibilities which may evolve and change over time.

Bute House is committed to safeguarding and promoting the welfare of children. We expect all staff, volunteers, and third parties to share this deep commitment and to undertake training as required.

This post constitutes "regulated activity" and is subject to rigorous pre-employment vetting checks, in line with the statutory guidance Keeping Children Safe in Education (KCSIE) and Independent Schools Inspectorate (ISI) standards.





Person Specification

PERFORMING ARTS TECHNICIAN & ADMINISTRATOR

	ESSENTIAL	DESIRABLE	METHOD OF ASSESSMENT
	These are qualities which are required to do this job. No applicant would be considered if they did not have these.	These are additional qualities, which may be useful.	
Qualifications	A Level or equivalent in Music, Music Technology, Technical Theatre Studies, or other relevant subjects	Degree in a relevant field	Certificate
Experience	Previous experience mixing and recording audio for live performances.	Previous work in an educational institution. Experience of pupil timetabling and organising ABRSM exams. Familiarity with stocktaking.	Letter of application
Skills	Strong organisation and time management skills. Experience of using Microsoft Office and Google Suites. Ability to properly mic instruments and ensembles, and to run mixing and recording equipment.	Prior use of school timetabling and information software (e.g. SOCS, SIMS). Basic instrumental repair/maintenance skills (e.g. changing guitar strings).	Letter of application Interview

Knowledge	Understanding of safe working practices in a theatre setting. Basic knowledge of electrical principals and safety. Understanding of mixing and lighting desks, and proper microphone use. Ability to use music editing and playback software (e.g. Logic, QLab, or similar programs)	Knowledge of music ensemble layouts for stage management of performances. Strong understanding of lighting and colour palette principals. Knowledge of current Health & Safety requirements and legislation regarding theatre.	Work based evidence Letter of application Interview
Personal competencies and qualities	Ability to work as part of a team. Desire to improve learning opportunities for all pupils. Evidence of commitment to CPD Commitment to safeguarding Alignment with ethos and values of Bute House		Letter of application Interview

The successful applicant for this job will be required to undergo child protection screening appropriate to the role and an enhanced Disclosure and Barring Service Check before they start work at the school as well as taking up references.



Bute House Values

At Bute House, we value not just what students know, but how they approach learning. We celebrate curiosity, resilience, and a willingness to try new things. We look for students who embrace opportunities, respond positively to guidance, and enjoy growing both academically and personally.

We believe in fostering a love of lifelong learning to prepare our girls for the challenges of an exciting future that we may not yet be able to imagine. Our approach enables all girls to achieve high academic standards, without unnecessary competition and pressure and we are proud of our non-competitive academic ethos. We utilise our generous ratio of staff to pupils, creating small bespoke groups, allowing the girls to move through the curriculum with appropriate pace and challenge.

We believe the best way to support our pupils is with excellent teaching. We prioritise professional development and expect all members of our team to be committed to their own professional growth. Our system of mentoring and coaching is designed to encourage individuals to pursue their own strengths and to take an interest in developing their own professional knowledge of current best practice and sharing this with their colleagues. We offer both a rich and rigorous education, enabling all of our pupils to run their own best race.





Our Community

Valuing Every Background

We warmly welcome children from all educational experiences, including state schools, and recognise the variety of topics, class sizes, and learning opportunities they bring.

Celebrating Our Diversity

We are proud of our vibrant, inclusive community. We are enriched by our diverse school community; we learn from each other with around 80% of pupils speaking an additional language at home; we celebrate our multiculturalism and are inspired by our different ways of learning: every girl, and every member of staff, runs their own best race here at Bute House! Our colleagues are excellent role models for pupils and each other, and we believe living our values with our individual approach to developing every person in our community is what makes our school so special!

Community Spirit

Bute House has developed strong community partnerships with local schools and our neighbours. We are proud that all staff play a part in charitable and partnership activities. school culture

School Culture

At Bute House, our values-driven culture places kindness, respect, and integrity at the heart of everything we do, creating an environment where every individual feels valued and supported.

Staff Benefits

- ➡ Collaborative working environment
- ➡ Individualised CPD opportunities
- ➡ Performance linked pay progression
- ➡ Generous employer pension contribution
- ➡ Staff wellbeing programme
- ➡ Free lunch during term time



Completing the application

Please submit your completed application form to recruitment@butehouse.co.uk. In line with safer recruitment requirements **CVs will not be accepted**.

If you have any questions or would like to hear more about working at Bute House, please contact Natalie Humphrys, Director of People and Development.

Phone Number: +44 (0) 207 603 7381
Email Address: recruitment@butehouse.co.uk
Website: www.butehouse.co.uk

