



pipers corner SCHOOL

An independent day school for girls aged 4-18

Recruitment Pack

Technical Theatre Assistant





The School

Pipers Corner is a Girls' School Association (GSA) and Heads' Conference Association (HMC) Independent School for girls aged 4-18. Set in 96 acres of beautiful Chiltern countryside, the School is four miles north of High Wycombe and two miles from Great Missenden. In its most recent ISI inspection (March 2023) the School was graded as "excellent" in all categories.

Founded in 1930, the School was established on its current site in 1945. The School comprises approximately 620 students, employs more than 170 staff, and has a total income approaching £15m. Demand for a place at Pipers has increased in recent years, and we remain full.

Our site has incredible facilities to inspire the next generation, we have a 280 seat theatre, fully equipped for our student technical team, with plenty of performances for our aspiring performers. Our Pipers Radio studio broadcasts live every lunchtime.

Sporting facilities include the swimming pool, fitness suite, astro pitch and gymnasium. Forest School is conducted in our on-site woodland, and to encourage environmental awareness we have two outdoor eco-classrooms with wind turbines and water butts. Students of all ages benefit from outdoor lessons in our wildflower meadow.





Welcome from the Head

At Pipers, there is no such thing as a typical 'Pipers' girl. All members of staff support the students to fulfil their academic and personal potential, enabling them to emerge as mature, confident and independent young adults. Investment in talented and inspirational teaching staff and professional support staff is at the heart of our success, and our recent academic results and overall performance bear testament to this.

Every member of the Pipers community, both academic and support staff, play a vital role in maintaining the excellent standard of education we provide. Underpinning everything that we do is a team of enthusiastic and determined staff, with a willingness to think outside of the box.

Personal development is always encouraged and supported, and well-being is at the forefront for staff as much as students.

I am incredibly proud of the Pipers community and it is a privilege to work alongside such talented staff and positive students.

A handwritten signature in black ink that reads "Helen Ness-Gifford".

Mrs Helen Ness-Gifford





Why work at Pipers?

We have a strong community and pride ourselves on being a warm and supportive workplace. Visitors to the school often comment on the positive atmosphere. Benefits for teaching and support staff include:

- Competitive salaries and excellent pension schemes
- Annual professional review and commitment to CPD for all
- On-site car parking and the possibility of on-site single accommodation
- Free lunch provided in term time, with numerous hot and cold options
- Staffroom with free tea, coffee and fruit
- Use of the fitness suite and swimming pool
- Staff clubs such as yoga, running, football and choir
- Cycle to work scheme
- Access to a counselling service

The school is less than an hour from Central London and has excellent rail links and motorway connections. It is four miles north from High Wycombe, which has a large shopping centre, two multiplex cinemas, a sports centre and several out of town shopping areas.





Testimonials

"The students at Pipers Corner understand the importance of their own, and each other's development, making the classroom culture supportive and nurturing. But what makes Pipers special to work in is that they appreciate this environment, as well as the staff, allowing them to grow as individuals and make progress."

"Since joining Pipers I have been impressed by the strong sense of community between colleagues and the amount of trust and support shown by the parents."

"Pipers Corner School is a great place to work. It has encouraged me to push myself to be the best teacher I can be, allowing me to experiment with my teaching style and get to know pupils in a fun and engaging way. The School has excellent facilities and is focused on helping students reach their highest potential."

"Pipers has a warm working environment, with friendly staff who will do all they can to support your development and positive spirit."

"I enjoy working at Pipers because of the great relationship between staff and students. Lessons have a fun but productive atmosphere and classes of all ages are keen to learn."



Job Advert

Technical Theatre Assistant

Full time

To start September 2025

Five weeks' annual leave, plus bank holidays

Salary | £26,000 per annum

We are seeking to appoint an enthusiastic individual to support the Technical Theatre Manager in the running of the School's Arts Centre and other aspects of performance at Pipers Corner School.

An application form can be obtained from the HR Department, email hr@piperscorner.co.uk, or downloaded from our website www.piperscorner.co.uk.

Completed application forms and a covering letter should be addressed to the Headmistress and returned to HR via the email address above.

Closing date | Wednesday 25 June 2025

Interview date | Week commencing 30 June 2025

Suitable candidates may be interviewed before the closing date and Pipers Corner School reserves the right to withdraw the position if an early appointment is made.

Pipers Corner School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an Enhanced DBS check.

Registered Charity No. 310635



Job Title Technical Theatre Assistant	Salary £26,000 per annum	Working hours 0815-1700 hours (45 minute lunchbreak). Time off in lieu for hours over a 40 hour week.
Line managing (direct) N/A	Reporting to Technical Theatre Manager	
Purpose To support the Technical Theatre Manager and Drama Assistant in the administrative aspects of School productions, drama classes, exam performances, and other School events in the Performing Arts facilities, including but not limited to the creation of risk assessments, room bookings and co-ordination of event support and proposal forms.		



Specific Responsibilities

To ensure the School continues to be high performing across all strands:

Principal

- Create and manage ticketed events using the School box office ticketing system for the efficient running of Arts Centre performances and other School events. This would be in conjunction with the Marketing Department, Technical Theatre Manager and Events Manager.
- To assist the Technical Theatre Manager in the co-ordination and the use of the Arts Centre facilities for external hires, protecting the interests of the School and ensuring all Health & Safety requirements are met.
- To support and assist the Technical Theatre Manager in the role of Technical Theatre Assistant in the technical aspects of the day-to-day running of the School's Arts Centre provision and facilities.
- Cover the role of Technical Theatre Manager for absence and annual leave.

Arts Centre

- Provide technical assistance/advice for users of the Arts Centre.
- Ensure Stage/Auditorium/Arts Centre Areas are set as required for meetings/lectures/assemblies/lessons each day.
- Be present at events which parents and/or public attend to ensure safe and smooth running of the event and provide the highest level of support commensurate with the professional facilities.
- Ensure users adhere to the Health and Safety guidelines for the use (related in particular to stage lighting and other theatre equipment).
- Ensure all areas are kept clean and tidy, and that storage is used effectively, ensuring equipment and materials are securely and safely stored when not in use.
- To liaise with the Technical Theatre Manager in order to plan and undertake a routine maintenance schedule of all Performing Arts equipment.
- Maintenance of sound/lighting equipment in Arts Centre and Landau Hall.

Stage

- To maintain all aspects of the stage to a high professional standard.
- Be able to run/call a show as Stage Manager/DSM and understand what this involves for a professional show.
- Maintain H&S standards when working on stage/moving set/working at heights etc.
- Be able to design and construct props to a high standard, or hire/purchase props within budget when required.
- Be able to fly with hemp fly lines and maintain a safe Fly Gallery.



Principal	<p>Productions</p> <ul style="list-style-type: none"> • To arrange, either by delegation and management, or by undertaking tasks directly the provision of Stage management and Front-of-house for large scale Arts Centre productions and events. • Provide Technical Support for Productions. • To work with and assist our Wardrobe Department. <p>Dance Department</p> <ul style="list-style-type: none"> • To film exams when required. • Prepare stage/set as required for productions. <p>Music Department</p> <ul style="list-style-type: none"> • Provide support for the Music Department in the Arts Centre and Landau Hall when required. <p>Audio/Visual</p> <ul style="list-style-type: none"> • Provide technical assistance/advice for users of AV equipment within the Arts Centre and other areas of the School. • Routine and first line maintenance of equipment in the Arts Centre spaces/ theatre/Landau Hall. Have a working knowledge of operation of a wide range of AV equipment (A good working knowledge of QLAB is desired). • Routine and first line maintenance of equipment in Arts Centre spaces/theatre/ Landau Hall. • Set up and remove equipment from Arts Centre spaces/Landau Hall as required. • Instruct users on the safe use of equipment. • Organise/set-up/operate equipment for events, e.g. Sports Day, Parents Day, Open Days. • Supply AV equipment and support for summer conferences/ workshops in areas within the Arts Centre. <p>Technical Theatre Training</p> <ul style="list-style-type: none"> • Assist in the running of a Technical Theatre Academy for interested pupils, allowing pupils to take an active and major role in the preparation and running of productions through practical sessions. Ensure crew have adequate knowledge of the processes and equipment involved with all aspects of productions, as well as ensuring the highest standards of Health & Safety. This will be run as an enrichment opportunity for students. <p>Health and Safety</p> <ul style="list-style-type: none"> • Maintain clean and tidy workspaces. • Assist the Technical Theatre Manager in ensuring all Health & Safety requirements are met for daily use of the performance spaces.
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- To maintain updated Health and Safety and Arts Centre management policies on SharePoint.
- Assist the Technical Theatre Manager, in the recording and actioning of Health & Safety breaches/matters which may affect the Arts Centre facilities and help ensure that any directives issued on Health & Safety matters are strictly applied at all times.
- Attend courses for First Aid training, Fire Marshall training, ladder training and any other courses deemed relevant to the role.
- To promote and safeguard the welfare of children and young persons for whom you are responsible and with whom you come into contact.

June 2025

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties



Person Specification	
Qualities	
Experience/ Knowledge	<ul style="list-style-type: none"> • Experience working in a commercial theatre/venue as a technician • Basic knowledge of live sound/lighting/stage work • Basic knowledge of hardware and software systems used in technical theatre
Key Skills	<ul style="list-style-type: none"> • Able to work well as a team and also on your own • Strong organisational skills • Good at prioritising
Personal Attributes	<ul style="list-style-type: none"> • Enthusiastic about technical theatre • Reliable and flexible- demonstrating a willingness to help out other departments when needed • Ability to cope well when working under pressure and to tight deadlines • Strong people skills, able to communicate effectively with students, staff and others

