

ALLEYN'S

Appointment of

Head of Theatre and Performance Venues

Full-time, all year-round

Information for Applicants

Letter from the Head

Dear Applicant

Thank you very much for your interest in becoming Head of Theatre and Performance Venues here at Alleyn's. I am delighted that you are considering it and I hope to give you a sense of our school and why it is such a wonderful place to work! Our ROCCK values (Respect, Opportunity, Curiosity, Courage, Kindness) will also tell you what we are seeking to achieve here.

So, why Alleyn's? You'll know, from our website, most of the key facts. We are an academic, co-educational through-school; our Junior School is also on our site, and we love the fact that many of our pupils learn here from 4–18. We are situated in an inspiringly leafy part of south-east London, on a beautiful and well-resourced site, with the City of London twinkling enticingly on the horizon, just about four miles away.

As one of the three Dulwich Foundation Schools, Alleyn's is part of a historic foundation which has been educating young people for 400 years. Our namesake and founder, Edward Alleyn, was one of the great Elizabethan players and playful, academic discovery is something we very much welcome here. I won't go into the less reputable activities he was famous for but, as well as acting, Edward Alleyn was also a philanthropist and a philosopher. His "College of God's Gift" was established to change the lives of children – initially "12 poor scholars". It is rather wonderful that the original 12-strong cohort has grown into our large, thriving community of 1,400 children. In recent years, we have also expanded the Alleyn's Schools Group, with partner schools in North London, a new Alleyn's Junior School just down the road in Dulwich and our first international school opening in September 2028. So, Alleyn's continues to honour the founder's legacy, as one of this country's leading co-educational schools, here in Dulwich and across various sites.

We are very over-subscribed and entrance to the school is intensely competitive. Our pupils are gifted and ambitious and, unsurprisingly, they do extremely well in exams. I can't pretend that we are not proud of our pupils' results; we are, of course, but they are a by-product of an Alleyn's education, not the reason for it. The 'outcomes' we most care about are the lovely young men and young women who leave us. They are engaging, kind, enthusiastic and interesting individuals, who cross the stage at graduation, aware of who they are and what they care about and very ready to go out into the world and make the world better. And we loved The Good Schools Guide summary of us this year: "Alleyn's is a south London powerhouse where bright, grounded, happy pupils take centre stage".

The really lovely staff/pupil relationships here are critical and they underpin all we do. The strength of the relationships was one of the things people told me about before I started as Head at the school and the other thing was about how delightful Alleyn's pupils are. And they were right on both counts! Our students really are enormous fun; they wear their talents lightly, they support each other, they are often impassioned and keen to fight for important causes and they are (mostly!) very engaged by the adventure of learning. They also make us laugh a great deal.

Pretty much all our pupils are involved in the co-curricular life of the school and in our partnership and outreach programmes. This matters to us and we do expect all our teaching staff to play an active role in the co-curricular and enrichment programmes, partly because so much of the fun and friendship stems from this. Equally, of course, most staff will play a role in the pastoral care and education which is delivered through Year Groups, School Sections and Houses. The Outreach and partnership programmes at Alleyn's are also a big part of who we are and a critical part of the education we offer here.

I hope this summary has been helpful and that you feel excited by this opportunity and keen to apply. If perhaps you are thinking that a historic, academically selective, independent school might be a bit daunting or might not be the right place for you, can I urge you to reconsider this? We are emphatically not a 'one-size-fits-all' community and we take great pride and delight in individual differences and the successes these bring. And of course, our pupils benefit from seeing a varied team of adults working together successfully and happily as part of a diverse and inspiring team. If you join us, we hope that you will quickly feel part of the school community and we will warmly encourage you to make the most of the many opportunities for personal and professional development on offer.

I also very much hope that you will be able to get a sense of the energy and fun at the heart of our school during this recruitment process. The informality, the warmth and the unpretentious approach at Alleyn's really is infectious and I hope you will feel it, as I did, the moment you walk through the doors. There is nothing entitled, stuffy or pompous about this school. And we really hope that you will enjoy getting to know us a little bit.

May I wish you the very best of luck with this application and in the future, whatever it might hold for you.

Warm wishes,



Mrs Jane Lunnon
The Head





About the Role

The Head of Theatre and Performance Venues is a working, hands-on leader who runs the school's performance venues safely and brilliantly and builds a team people are proud to be part of.

Alleyn's is a busy and ambitious school with a rich programme of drama, music and dance and a growing programme of external hires. This is a rare chance to lead the venues where all of it happens. The post covers all of our performance venues, not just the theatre. You will set the direction for the technical and production team, make sure every performance is safe and polished and build a team that is confident, skilled and looks forward to coming to work.

This is not an office-based management post. You will be on the floor with the team, helping to build and rig, operating shows, stepping in when someone is away and leading by example. You will also be the calm and approachable person that students, teachers and hirers turn to and the person who makes sure the right processes are in place so the work is safe and runs smoothly. If you love live performance, care about people and want to run a venue properly, this is a post where you can make a real difference.

Main Responsibilities

Leading the Venues

- Establish and communicate a clear vision, priorities and annual objectives for the performance venues in collaboration with the Head of Events, fostering alignment, accountability and a shared sense of purpose across the team.
- Take ownership of the day-to-day running of the theatre and other performance venues so that academic departments and external clients have one accountable person to go to.
- Plan for growth in curricular and co-curricular use (including the assessment work across Dance, Drama and school shows), external hires, and say clearly what it will take in people, equipment and time.
- Use initiative and resilience to make timely decisions under pressure, balancing multiple priorities and communicating outcomes transparently, including where service limitations require alternative solutions or requests to be declined.

Leading and Developing People

- Lead the Senior Technician, Lighting Lead, Sound Lead and Admin and Production Technician with regular one-to-ones, honest feedback, appraisals, and a live development plan for each person.
- Lead the development of a collaborative team environment where specialist knowledge is valued and shared, reducing single points of dependency and strengthening operational resilience.
- Create a culture of respect, curiosity and shared ownership, where people are encouraged to learn new skills and take on responsibility.
- Manage workforce planning and scheduling to support operational needs while promoting fairness, maintaining appropriate staffing levels and supporting the wellbeing of team members.
- Build and maintain a capable and flexible casual workforce through effective recruitment, onboarding, training and ongoing development, ensuring consistent standards of performance and service delivery.
- Apply effective people management practices to support employee performance, working collaboratively with HR to address concerns, provide support and promote successful outcomes.
- Supervise and support student technicians and student engagement programmes with academic colleagues, so young people learn safely and with real responsibility.



Hands-on Delivery

- Contribute actively to the delivery of technical and production operations, applying hands-on expertise across a range of activities to support efficient, high-quality and sustainable service delivery
- Demonstrate broad technical expertise across lighting, sound, audio-visual and stage operations, applying skills flexibly to support the successful delivery of events and maintain service continuity.
- Direct production planning and schedules for every production and hire, from the first conversation to the get-out.
- Act as senior duty lead for the building during evening and weekend events.
- Work with the Events and Hospitality Manager so that front of house and the audience experience are seamless.

Health and Safety, Risk Assessments and Method Statements (RAMS) and Compliance

- Hold lead responsibility for health and safety in all performance venues, including RAMS for productions and hires, working at height, rigging, electrical safety, manual handling and special effects.
- Make sure equipment is inspected, tested, maintained and logged to industry standards - for example, Association of British Theatre Technicians (ABTT) guidance, the Lifting Operations and Lifting Equipment Regulations (LOLER) and the Provision and Use of Work Equipment Regulations (PUWER), and that safe systems of work are followed and recorded.
- Keep emergency, fire and evacuation procedures current and rehearsed and manage accident and incident reporting so that the team learns from it.
- Brief and supervise visiting companies and external hirers so that they understand and follow our safety and safeguarding expectations.

Safeguarding

- Put the welfare of children at the centre of every decision, ensuring safe supervision of students and visitors in technical and backstage areas and that casual staff and hirers understand and follow safeguarding procedures.
- Be a visible and approachable adult for students and staff, and report concerns promptly to the Designated Safeguarding Lead (DSL).

Stakeholders

- Be the main point of contact for the Directors of Drama, Music and Dance. Attend their planning meetings and agree timelines, technical needs and decision-making early and keep them informed.
- Work closely with the Head of Events and the events team so that events in the performance venues are planned and delivered consistently.
- Work with Alleyn's School Enterprises Limited (ASEL) on external hires and pricing and client relationships, with Digital Services on AV and screens and with Site Operations on maintenance and capital projects.



Process, Planning and Finance

- Develop simple and clear procedures so that good practice is written down, shared and followed, such as build and get-out plans, booking requests, hirer briefings and pre-show checks.
- Programme the use of the venues with the Calendar Committee and resolve booking conflicts at source.
- Manage the operating budget, keep an accurate inventory of equipment and plan maintenance and replacement over several years. Prepare capital proposals when needed.
- Make sure hire and production costs are recorded accurately and reconciled with Finance and ASEL and help the school understand the true cost of what it asks of the venues.
- Use data and feedback to improve how the team works and stay up to date with industry developments.

General

- Understand and ensure compliance with the school's Health and Safety Policy.
- In conjunction with all staff of the school, support, promote and act within the school's policies and practices about data protection and the school's Safeguarding Policy.
- Promote the school's eco-agenda and ensure all work is carried out with a view to reducing waste and protecting our environment.
- Maintain first aid training (provided) and commit to an ongoing programme of continuing professional development (CPD).
- Undertake other duties commensurate with the role, as reasonably required by the Head of Events which are within the reasonable capability and responsibility of the Head of Theatre and Performance Venues.

Line Management

The Head of Theatre and Performance Venues is managed on a day-to-day basis by the Head of Events.

The role holder will also have free access to the Chief Operating Officer who holds ultimate responsibility for operational staff.

The role holder line manages the technical team (the Senior Technician, Lighting Lead, Sound Lead and Admin and Production Technician) and sets the rota for the bank of casual technicians and student technicians.

The role holder will work closely with the Head of Events, the Directors of Drama, Music and Dance, the Senior Events Manager, the Events and Hospitality Manager, ASEL, Digital Services, Site Operations and Finance.

Our Values (the Alleyn's ROCCK!)

Respect

Opportunity

Curiosity

Courage

Kindness

Person Specification

Qualifications and Experience

- GCSE (or equivalent) in English and maths is essential.
- Substantial experience in technical theatre and venue operations, including leading and managing a team (rotas, development, feedback and difficult conversations), is essential.
- A qualification in technical theatre or a related field, or equivalent professional experience, is desirable.
- ABTT, IOSH, IPAF/PASMA or first aid training is desirable.
- Experience in a school or education setting, including working with young people or student technicians, is desirable.
- Experience of commercial hires and budget management is desirable.

Skills and Abilities

- Hands-on skill in at least two of lighting, sound, stage management and audio-visual (AV), with the ability to run a show, is essential.
- Strong knowledge of health and safety, risk assessments and method statements (RAMS) in performance venues is essential.
- Clear communication and strong organisation, with an eye for detail, are essential.

Personal Attributes

- Being calm, approachable and reliable, including under pressure, is essential.
- Being people-focused, fair, willing to roll up their sleeves and committed to developing others is essential.
- Taking pride in a safe and well-run venue is essential.
- A genuine commitment to safeguarding and to fostering a safe, inclusive and supportive environment for students and staff is essential.
- Willingness to work evenings and weekends, mostly on a rota, is essential.
- A creative interest in performance and the performing arts, with a feel for what performers and audiences need, is desirable.



Working at Alleyn's

Terms and Conditions

This is a full-time, year-round role, based on site at Alleyn's School in Dulwich, south London.

The hours for this role are 37.5 hours per week, typically across 5 out of 7 days, with shifts usually between 7am and 10pm. Due to the nature of the position, flexibility will be essential, including availability for evening and weekend work to support events as required, mostly on a rota.

The role includes 20 days' annual leave, plus bank holidays and the discretionary Christmas closure period, rising to 25 days after five years of service. The successful candidate will be required to work a full day on Founder's Day, which is one Saturday per year in late June or early July.

The salary is £51,000 to £55,000 per annum, depending on skills and experience, paid in 12 monthly instalments. The post is permanent following successful completion of a six-month probationary period.

The school provides additional benefits to its staff, including income protection insurance, an employee assistance programme, enhanced family leave pay, lunches and other refreshments, the use of school facilities including the swimming pool and gym, a cycle-to-work scheme, a tech scheme, access to the library, free tickets to school performances, and the opportunity to join one of two private healthcare plans. Staff also enjoy discounts with local businesses and may use holiday sports camps for the children of staff at a preferential rate.

Members of staff who have children attending Alleyn's Junior and Senior Schools will benefit from up to 25% fee remission pro rata to their FTE, which, subject to means testing, may increase to a maximum of 85%. This is a nontaxable benefit, and any means-tested element is reviewed annually. Staff children must meet the same admissions criteria as all pupils at Alleyn's. There is also some fee remission available in respect of staff children attending Dulwich College and James Allen's Girls' School, though the terms and conditions are different, and it is a taxable benefit.

The role holder will have access to, and may be automatically enrolled into, the school's Group Personal Pension Plan, currently provided by Legal & General. This plan may involve contributions being made via salary sacrifice based on 8% employer contributions.

On completion of the required recruitment checks, the post would be available to the successful candidate with immediate effect or once their notice period has been served.

Commitment to Safeguarding

Alleyn's is fully committed to providing a safe environment for children, staff and visitors. We promote a climate where anyone in the community can freely share their concerns about themselves, or others, in terms of individual safety and well-being.

We protect the interests of the children at Alleyn's through awareness among all members of staff of the kinds of issues of abuse, maltreatment and neglect that would impair a pupil's health or development. In this way, Alleyn's supports its pupils' development by fostering security, confidence and independence.

We provide an environment in which children and young people feel safe, secure, valued and respected, and know how to approach adults if they or those whom they know are in difficulties, with the assurance that they will be listened to.

Everyone in the staff community at Alleyn's takes responsibility for safeguarding, and we always aim to act in the best interests of the child.



Arrangements for the Appointment

Applications

Further information about how to apply can be found on our website, www.alleyns.org.uk/jobs.

The deadline for applications is midnight on Sunday 13 December 2026.

If you have any questions, you are very welcome to contact the HR Department, by email at jobs@alleyns.org.uk or by phone on 020 8613 5016.

Interviews and Appointment

Interviews will be held at the school the week commencing Monday 14 December 2026. The process will include interviews with relevant colleagues, including the Head of Events and the Chief Operating Officer. There will also be an opportunity to meet with other relevant staff. Please note that references may be taken up before the interviews.

Safeguarding Checks

Alleyn's is committed to safeguarding and promoting the welfare of children and young people, and expects all staff and volunteers to share this commitment. In line with Keeping Children Safe in Education 2026, the successful candidate will be required to undergo safer recruitment checks appropriate to the post. These include an enhanced DBS check with a children's barred list check, satisfactory references (which we may request before interview), confirmation of identity, qualifications and right to work in the UK, and online and social media checks.

Equal Opportunities

Alleyn's is an equal opportunities employer, and we welcome applications from everyone who meets the requirements of the role. We are particularly keen to hear from candidates from groups currently underrepresented at the school. We value the diversity our staff bring and the difference it makes to our community. If you need any adjustments during the recruitment process, please let us know and we will be happy to help.



ALLEYN'S

Alleyn's School, a charitable company limited by guarantee registered in England and Wales with company number 09401357 and registered charity number 1161864. Registered office address: Alleyn's School, Townley Road, Dulwich, London, SE22 8SU