



WYCOMBE
ABBEY

Performing Arts
Technician

September 2026

Information for Applicants



Consider Wycombe Abbey

Wycombe Abbey is an exceptional place; we operate as a modern full boarding school for around 650 girls, and we are committed to the development of each one. We have over 125 years of experience in educating young women and our vision remains to provide our pupils with a world class education. We are excited about encouraging curiosity, bold ideas, innovation, leadership and delight in learning - inside and outside the classroom.

We are a welcoming and vibrant community for all staff. Our school is set in 170 acres of parkland within a five-minute walk of the town of High Wycombe. We offer superb modern facilities, including a sports centre, a performing arts centre, a wide range of teaching facilities and 11 boarding houses. We are constantly improving our site and, through our new visionary masterplan, we will see the creation of a truly world-class campus over the next decade.

Wycombe Abbey's outstanding reputation for excellence is built on the dedication and skills of the people that work at the School. Every member of staff at Wycombe Abbey contributes towards the School's thriving community and works to continually strengthen our ambition for excellence. We seek to recruit well-qualified and enthusiastic staff who demonstrate knowledge of, and passion for, their area of expertise and contribute to the wider life of the School. In return, the School provides staff with a wide variety of opportunities to develop professionally within a supportive team and wonderful working environment. Please do watch the video to hear more from the staff themselves about working at the School.

Superb academic outcomes are the hallmark of a Wycombe Abbey education and girls regularly secure places at the most prestigious universities globally. However, we understand the importance of looking beyond the narrow confines of excellent examination results to define success. Our rich co-curricular programme includes an array of activities and opportunities, ensuring that every girl develops her passions and explores new possibilities. These experiences, in turn, help to build the skills, discipline and character that will support her future life.

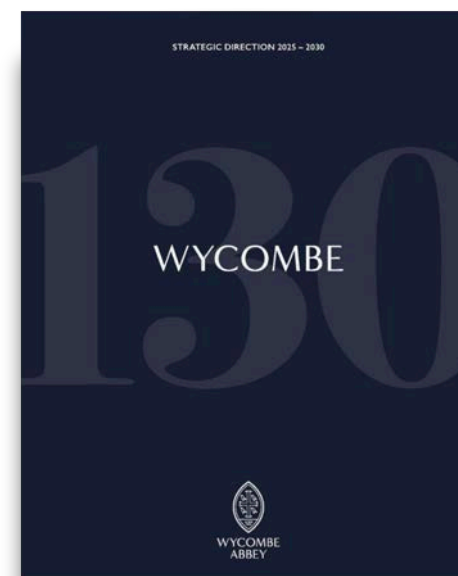
Ultimately, schools are about people and at the heart of Wycombe Abbey's success is our total commitment to pastoral care through boarding. The core values of trust, encouragement and mutual respect underpin everything we do; in this happy and close-knit community everyone is known as an individual, friendships flourish and girls enjoy each other's company.

Thank you for your interest in joining Wycombe Abbey. We hope that you will find the information in this pack useful, and we look forward to hearing from you if you feel that this post may suit your skills and experience.

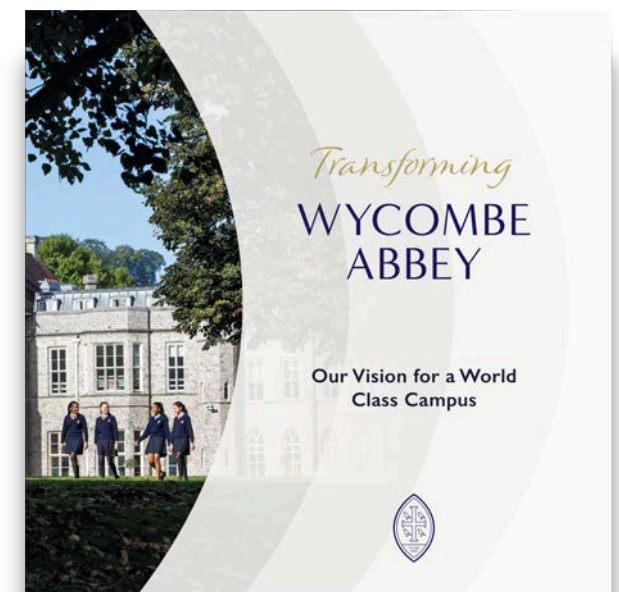
Mrs Jo Duncan
Headmistress



[Watch our film to hear why you should consider working at Wycombe Abbey.](#)



[Read our Strategic Direction](#)



[Read about our Masterplan](#)



Our Values

Our values are the principles that guide the way we interact with other individuals and groups and are especially important in a boarding community like ours.

These are the values that shape our school.

Trust – we foster strong relationships built on trust through good communication, willingness to listen and honesty.

Encouragement – we promote a positive atmosphere where all members of the community are supported to develop and fulfil their potential.

Mutual Respect – we seek to understand and embrace differences in people, ideas and experiences with tolerance and understanding.

Dynamism – we are a forward-thinking school that nurtures the leaders of tomorrow for a global workplace.

Excellence – we believe in the importance of striving to be exceptional in whatever we do through the setting of ambitious goals and taking ownership of our decisions and actions.

Balance – we understand the importance of supporting staff and pupils to thrive by maintaining a healthy mind and body.

Innovation – we are excited about creating the future through being open-minded, curious and embracing change.

Service – we recognise the great rewards that individuals reap in helping, supporting and giving to others both within the School community and beyond it.



Working at Wycombe Abbey

Wycombe Abbey is an exceptional place to work. Set in 170 acres of beautiful Buckinghamshire parkland, the School aims to encourage all staff to develop their talents within an inspiring, fulfilling and caring community.

In total, approximately 420 teaching and support staff are employed at the School on either a full or part-time basis. Each year a number of newly qualified, and in some cases unqualified, recent graduates join the staff body. There is proactive support for all new members of staff, who are guided through their first year at School by a variety of colleagues, with the line manager and an individually-appointed mentor taking the lead.

Staff wellbeing is a key focus for the School with the Headmistress taking a lead role in this area. Our core values of trust, encouragement and mutual respect shape our interactions with each other and those outside the School.

Professional development is highly valued at Wycombe Abbey and all staff are encouraged to participate in a vibrant and robust professional development programme offering a range of opportunities including inspirational speakers, workshops, accredited courses, conferences, coaching and mentoring.

All staff at Wycombe Abbey are encouraged to embrace and be part of boarding school life and are linked to a boarding house when they join. Staff are welcome to participate in House activities, such as trips and events and all are invited to School events throughout the year.

During the School holidays, a number of commercial activities and external programmes take place on School grounds. These activities are important for our community engagement and revenue generation. All staff are expected to support these operations as required.

We provide a variety of employee benefits which we are continually adding to, some of which are listed below.

Benefits of Working at Wycombe Abbey

- A focus on staff wellbeing with a dedicated Wellbeing Committee chaired by the Headmistress. Events and activities include regular get togethers, a walking club and book-swap.
- Free parking provided on-site.
- Free use of the Sports Centre including swimming pool, gym and courts/pitches.
- Fee remission for daughter(s) who are eligible and meet the School's entrance criteria is applicable.
- Prep School Fee Remission is available with selected preparatory schools for children who are eligible and meet the relevant entrance criteria is available.
- All eligible staff enrolled automatically to the School's Defined Contribution pension scheme.
- Invitations to school productions and concerts throughout the year.
- Salary sacrifice on electric vehicles.
- Easy access to London (24 minutes to Marylebone), the Chiltern Hills and attractive towns such as Marlow, Henley-on-Thames and Beaconsfield. Heathrow is also just 20 miles away plus good transport links to other London airports.
- Provision of meals and refreshments all year.
- Provision of laptop during tenure at the School.
- Generous training and development scheme with regular whole staff in-house and external training.
- Free eye tests.
- Use of the School Library to borrow books.
- Access to the Employee Assistance Programme.
- Cycle to work scheme.
- Free will writing.

University Destinations and Results

Wycombe Abbey has a long tradition of academic success. The learning environment is supportive, yet challenging, and our teaching specialists communicate a genuine love of their subject, encouraging all our pupils to pursue an intellectual curiosity beyond the curriculum.



Examination Results
and University Destinations

2025

[Click to see results and destinations](#)



The Role: Performing Arts Technician

Wycombe Abbey seeks a resourceful Performing Arts Technician to support the technical delivery of productions, events and external lettings across the School. This pivotal role encompasses lighting, sound, AV, stagecraft and health and safety within the Performing Arts Centre and beyond. Working closely with Drama, Music and other departments, the post holder will enable high-quality performances and smooth-running events.

Reports to:

Director of Drama.

Contract:

This is a full-time, permanent contract. The first three months will be a probationary period.

Hours of Work:

40 hours per week on a flexible basis over 52 weeks (excluding 1-hour unpaid lunch break). Working hours will be flexible as required for events, including evenings and weekends. It is intended that excess hours during busy periods will be offset in quiet times and during school holidays when working hours will reduce (subject to the demands of holiday lettings and events).

Holiday:

30 days per annum, plus bank holidays.

Salary:

£26,350 - £33,325 per annum, depending on experience.

Areas of Responsibility

Internal:

- Operate and maintain the lighting board. Position, focus and patch the lighting rig.
- Provide the lighting, sound, set building, prop making and stage management for all School plays including exam-based productions.
- Responsible for the preparation of rooms for lectures, meetings, conferences and concerts, as directed by the Director of Drama in conjunction with the Director of Music, including setting up audio visual equipment and assisting with the smooth running of such events as required.
- Responsible for the editing/transfer/storage of video and audio files associated with performances/exams/classroom drama.
- Organise the storage of and maintain an inventory for props and scenery/set.
- Prop management and distribution for all internal Theatre events and within the Drama Department.
- Ensure building security and lock-up of PAC when required.
- Ensure PAT testing and maintenance of lighting and sound equipment is carried out in PAC in conjunction with other qualified PAC Technician and Maintenance Team.



The Role: Performing Arts Technician

- Responsible for Health & Safety monitoring in PAC.
- Keep teaching and performance spaces clear and in good working order.
- Manage the theatre booking system.
- Maintain lectern systems in LAC and ARH. Train staff how to use these for assemblies, lectures, etc.
- Oversee tech design, setup and operation for Dove Day, GlastonAbbey and other School events which are outside the Theatre and require the use of sound, lighting or other production equipment.
- For large scale internal productions, liaise with external production companies regarding hire of extra tech / set / props.
- Miscellaneous internal tech requests i.e. staff / departments who need to borrow or use speakers, microphones or uplighters. Arrange delivery or handover of items and train staff how to use the tech.
- Support performances from other departments (e.g. Spotlights / Highlights) – meet with the relevant staff to discuss requirements, attend rehearsals in LAC, plan and produce all sound and lighting.
- Design and oversee Theatre tech upgrades e.g. new PA or lighting requirements.
- Any other duties required by the Director of Drama to support the smooth running of the Performing Arts Centre or the Drama or Music Departments.

External:

- Work closely with the Commercial Manager to support external lettings requiring the use of performance and music spaces within the School.
- Be responsible for overseeing the appropriate use of performing arts venues and Big School when leased out to external companies.
- Communicate with external clients regarding technical requirements / solutions followed by liaison with external production companies regarding technical systems and solutions to meet client specifications.
- Manage preproduction of lighting, sound and stage for all external lettings.

Whole School

- Organise lighting and audio for whole-School events such as School meetings, Chapel, visiting speakers, talks and lectures.
- Work with the Music and Sound Technician to maintain the AV systems in the PAC.
- Work with the Music and Sound Technician to provide AV support for external lettings where required.
- Work with the IT Department and other colleagues as necessary to maintain and operate the AV systems in Big School and Chapel, providing a second line of support as required.
- Deputise for the Music and Sound Technician when necessary.

Person Specification

Specialist Knowledge and Experience

- Experience and knowledge of technical work in a theatre or public entertainment environment.
- Experience of set building, set painting and stage management.
- Experience of rigging and operating sound and lighting equipment and of stage presentation in theatre venues.
- Significant knowledge and experience of the health and safety requirements of technical work, including working at height, and experience of risk assessment.



The Role: Performing Arts Technician

- Knowledge of the maintenance and care of sound, lighting and stage equipment.
- Knowledge/experience of AV equipment and video/audio editing software.
- Experience of previous work with children would be an advantage; the ability to build good, professional relationships with young people and to ensure excellent safeguarding is essential.
- Ability to work accurately with an eye for detail.

Team working

- Ability to develop effective and supportive relationships with colleagues, both in terms of social interaction and positive support with team.

Using initiative

- Ability to work unsupervised and to take responsibility for own actions.
- Ability to be proactive in seeking solutions to enable conclusion of tasks.

Communication

- Experience of communicating confidently and effectively at all levels, both verbally and in writing, adapting style to suit the audience.
- Able to build rapport easily, put pupils and staff members first and work hard to meet their needs.
- Able to maintain confidentiality.
- Work effectively with event organisers (internal and external) to ensure smooth running of events from a technical perspective.
- The ability to interpret legislation related to specialist areas and other laid down procedures and be able to explain the requirements in simple, practical terms to non-specialists.

Flexibility

- Willingness to adapt and acquire new skills.
- Able to support performances and events during some evenings and weekends.

Resilience

- Ability to remain calm and self-controlled under pressure.

Organisation

- Ability to remain calm under pressure, organise time effectively, creating work schedules, prioritising workload and meeting deadlines.
- The ability to think ahead and draw up schedules of review and follow-up, as necessary

Safeguarding

Wycombe Abbey 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 Disclosure and Barring check.



Terms of Appointment

A formal contract of employment will be drawn up on appointment.

- Contract
 - This is a full-time, permanent contract. The first three months will be a probationary period.
- Appointment Date
 - September 2026.
- Salary
 - £26,350 - £33,325 depending on experience.
- School Fee Remission
 - Fee remission for daughter(s) who are eligible and meet the School's entrance criteria is available.
- Prep School Fee Remission
 - Fee remission with selected preparatory schools for children who are eligible and meet the relevant entrance criteria is available.
- Pension Scheme
 - The School offers membership of the School's Defined Contribution Pension Scheme.
- Death in Service Cover
 - Life cover at 4 x annual salary, subject to contributing to the Pension Scheme.
- Equal Opportunities
 - It is the policy of Wycombe Abbey to ensure equality of opportunity for all members of staff, both teaching and non-teaching.
- Safeguarding
 - All staff share responsibility for promoting and safeguarding the welfare of pupils and must adhere to, and comply with, the School's Safeguarding and Child Protection Policy at all times.
- Pre-Employment Checks
 - The appointment is subject to an Enhanced Disclosure and Barring check.



Wycombe Abbey Community

Wycombe Abbey is a welcoming and vibrant community of 420 teaching and support staff.

Our School is set in 170 acres of parkland within a five-minute walk of the town of High Wycombe. There is easy access to London, the Chiltern Hills and attractive towns such as Marlow, Beaconsfield and Henley-on-Thames nearby.

There are many National Trust properties within five miles such as Hughenden Manor, Disraeli's home for many years, West Wycombe Park and Cliveden.

There are outstanding primary, prep, and secondary (including grammar) schools in High Wycombe itself and also in surrounding towns. London is within easy reach, with the fast train from High Wycombe to London Marylebone taking just 24 minutes. Oxford and Bicester Village are within 30 miles, with a direct train link. Wembley Stadium and Heathrow are just 20 miles away and there are good transport links to other London airports..

There is a range of committees that staff can join including Staff Wellbeing, Equality, Diversity and Inclusion, CPD and others. The Staff Wellbeing Committee organises staff wellbeing and social events on a regular basis, which are well attended.



Follow us on social media:
@WycombeAbbey



Closing date: 31 May 2026

Interviews: w/c 8 June

To apply, please fill in an online application
by clicking Apply Now.

We are an equal opportunities employer.
Registered Charity No. 310638

We are a Disability Confident Committed Employer.

[Apply Now](#)



If you have any questions, please do not hesitate to contact
the HR Team on 01494 895575
or hr@wycombeabbey.com.

