



## Music Technician

12-15 hours per week  
Term-time only (39 weeks per year)

## Application Pack



  
Woking  
College



## Letter from the Principal

Thank you for your interest in Woking College.

Woking College is an oversubscribed and highly successful college of over 1800 students drawing students from more than 60 different schools. Our very successful focus will always be to create the very best environment for high quality of teaching and learning. We have a very broad range of enrichment activities, in order to greatly enhance the cultural capital and future prospects of our students. We place a very strong emphasis on maintaining our wonderful community, we have a more diverse College population than might be thought of as typical for Surrey and we are determined to maintain our inclusive ethos. We are fully committed to innovation whilst maintaining a humane and caring approach for all members of the College community which has resulted in the doubling of the student population in recent years. These approaches have been key to securing Grade 1 'Outstanding' in all seven categories in our October 2022 Ofsted inspection.

Woking College is enjoying record results, very positive value-added and an abundance of applications and quite rightly has a teaching and learning culture which is the envy of other institutions, indeed in recent staff surveys over 95% of College staff said they were proud to work at Woking College!

We believe that our physical environment should also inspire our staff and students. All have benefitted hugely from an impressive transformation of the College's estate over recent years, with the completion of a new Sports Centre (2014), a new Art building (2015) and a modern and larger Science Building (2016). A full size 3G pitch was completed in 2020. A £3m teaching block opened in early 2023, and a further £3m project working collaboratively with the adjacent community centre opened in September 2023 enhancing our Performing Arts facilities even further.

We recognise the advantages of collaboration and have worked hard over the years to build and maintain close working relationships with other education providers and the Local Authority. The College has been a long-standing member of S7, the Surrey and Sussex group of Sixth Form Colleges, arguably the leading college consortium nationally, and we look forward to continued positive engagement with schools, colleges and the local community for the benefit of all.

With strong leadership from our passionate and committed senior leadership team, and with the support of excellent teaching and support staff across all areas, we look forward to the continued evolution of the College; we also look forward to meeting committed, engaging and passionate people who want to join us to further enhance the life-chances and choices of our students – which is of course our main mission as educators.

We very much look forward to receiving your application.

Brett Freeman  
Principal



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# The Role

The College is looking to appoint a part-time Music Technician to provide high-quality technician support to both staff and students within the Performing Arts Department. The successful applicant will be proactive, technically skilled, approachable and passionate about music and music technology, who can contribute positively to a collaborative and creative departmental environment.

This role focuses on providing practical and technical assistance to both staff and student. The technician will ensure that teaching spaces are prepared, will manage and maintain instruments and studio equipment, and support the safe and effective use of facilities such as rehearsal rooms and recording spaces.

The Music Technician role involves maintaining equipment to a high standard through regular checks, cleaning schedules, and inventory management, as well as assisting with stock control and ordering supplies.

The College has a strong sense of community, and the new academic year will see the current Deputy Principal progressing to the role of Principal, affording the College the opportunity to build on its strong foundations of leadership while looking ahead to the new phase of our development. This is therefore an exciting time to join our Performing Arts Department team.

We are looking for exceptional candidates who can inspire our students and contribute positively to the department. We expect high performance from all our staff and candidates should demonstrate both their suitability for the role and their alignment with the College's values. After reviewing the job description, we strongly encourage candidates to explore our website to gain a deeper understanding of our ethos, ambitions and community.

**Start Date:** Tuesday 25 August 2026

**Hours:** 12-15 hours per week, over 3 days per week, term-time only (totaling 39 weeks per year).  
Days required are Tuesday, Wednesday, Friday to complement other technician hours within the department and ensure continuity across the week

For info, the standard College day is Monday to Friday from 8.30am to 4.00pm.

**Salary:** Actual pro rata salary: £7,383 pa (12 hours) to £9,227pa (15 hours) inclusive of fringe allowance for term time only. FTE £26,500 pa, inclusive of fringe allowance



# The Department

The Performing Arts Department is a highly successful area of the College which offers:

- A Level Dance
- A Level Drama & Theatre Studies
- Level 2 Vocational Performing Arts
- A Level Music
- A Level Music Technology
- Level 3 Vocational Performing Arts

Each September, students audition for the annual production with the most recent production being “Anything Goes” (Dec 2025), featuring a cast of 50 talented students and a live band. Previous productions include Legally Blonde, Little Shop of Horrors, Sister Act, Cabaret and Fame.

The College’s award-winning Woking Theatre Company was founded over 20 years ago. Students audition for the Company and compete in drama festivals around the country. The Company has competed in The All-England Drama Festival and the National Drama Festival where it has won numerous awards and commendations. The company’s 2026 production, *The Changing Room* by Chris Bush, has achieved significant success across the festival circuit, progressing from regional competition to the English Final of the All-England Theatre Festival.

Extra-curricular activities, include the SwitchKick Record Label, LAMDA Acting and Musical Theatre exams up to Grade 8; New Era Academy Shakespeare Certificate, Dance Technique and the Community Theatre Workshop.

Students have numerous opportunities for trips with Performing Arts students recently visiting Royal Holloway and previously to see Dear England and Rambert Archive. Many of our students continue to specialised performing arts colleges such as Arts Educational, Guildford School of Acting, Leeds College of Music, Lipa, Royal Northern College of Music and Mountview.

The department has several dedicated performing spaces and facilities including the College’s theatre and Dance Studio as well as music performance space in the Deakin Suite and the department also benefits from newly refurbished classrooms in the nearby Community Centre which opened nearly 3 years ago.

## Job Description

<b>Post title:</b>	<b>Music Technician (Part-time, Term-time only)</b>
<b>Responsible to:</b>	<b>Head of Performing Arts</b>
<b>Job Purpose:</b>	<b>To support and work with the Performing Arts &amp; Design Department to maintain the smooth running of the department and provide practical support to teaching and learning</b>

### Job Responsibilities

1. To provide support for students as they prepare and rehearse for practical components of the course.
2. To support students in preparation for coursework units.
3. To prepare resources as directed by the teacher.
4. To prepare teaching spaces as directed by the teacher, to include order, tidy and monitor the equipment including drums, Grand piano, and electric guitar.
5. To ensure that equipment and materials (instruments, studio equipment, computers and cabling) are maintained to the required standards and complete a weekly inventory and cleaning schedule.
6. To assist with stock management, maintain and safely store materials and consumable stock, re-ordering as necessary.



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7. To ensure that basic safety checks on equipment are carried out on a regular basis.
8. To support with preparation for additional events such as those involving the student record label.
9. To support and promote the college by attendance at occasional open events.
10. To act at all times in accordance with the College's Equality & Diversity policy.
11. To act at all times in accordance with the College's Safeguarding policy. Ensuring the safeguarding of students at the College, recognising one's own role in liaison with the designated safeguarding team.
12. To contribute to the safety policies of the College as directed by the Principal and to ensure that Health & Safety Regulations are observed within the Curriculum Areas and within the College in general.
13. To take part in the training programmes provided by the College and agree to the process of professional reviews.
14. To undertake any other particular duties, which may be reasonably assigned to you by the Principal from time to time.

## Person Specification

### Essential:

- An interest and commitment to work with young people in a college environment is essential.
- Experience with technical management of music technology equipment and musical instruments is essential, and in a school or college environment is desirable.
- Good interpersonal skills.
- Self-motivation.
- Good planning and organisational skills.
- The ability to prioritise and manage projects independently within a team environment
- Ability to work under pressure, for example there will be times when equipment/materials are required at short notice.
- A willingness to work flexibly and assist others when requested.
- A willingness to develop new skills
- An understanding of Health and Safety procedures
- Due to the nature of the role an ability to carry out manual lifting and moving of equipment is desirable.



# Why work with us?

Woking College has a strong sense of community in which everyone is valued; we look forward to welcoming new members of staff to join our team.

We have an inclusive ethos, and are proud of our diverse students and staff community. The College is committed to safeguarding, alongside our core values of inclusiveness, adhering to the highest personal, professional and academic standards, supporting individual wellbeing, supportive management and positive relationship and a sustainable future for all. We expect all staff, volunteers and others involved in the College community to share this commitment.

Following our grading as Outstanding at our Ofsted inspection in October 2022, Ofsted stated that:

*“Staff feel proud to work at the College. They are exceptionally positive about the culture leaders have created. They describe leaders as visible, approachable and highly focussed on staff wellbeing. Leaders celebrate achievement frequently in staff forums which helps staff to feel recognised, highly valued and a member of the Woking College family.”*

Staff survey results state that:

- ✓ 95% of staff are proud to work at Woking College.
  - ✓ 99% agreed that leaders are considerate of staff wellbeing.
- A positive approach to staff development; including regular cross-College sharing best practice sessions
  - Regular whole-College communication including weekly staff briefings
  - Regular departmental meetings to ensure support and share departmental best practice
  - Excellent student behaviour and productive working relationships with the Student Union
  - Excellent links with local schools, businesses and universities
  - Welcoming, friendly and approachable community, a harmonious working atmosphere
  - Laptop for all teaching staff

## **S7 Consortium:**

- Opportunities for staff training within the S7 consortium of Colleges & liaison with peers within the consortium: [S7 Professional Development Video](#)

## **Benefits include:**

- Free on-site parking
- Staff room with free hot drinks available to all staff, Friday cakes
- Onsite canteen with a range of healthy options to purchase, and a Costa coffee shop
- Regular staff social events: bowling, staff quiz, summer BBQ, weekend walks/cycling, Christmas lunch, Christmas party
- College gym available for staff use, yoga classes, staff football (3G pitch), run club
- Staff clubs/support groups: book club, menopause group, group for parents/carers of children with mental health concerns
- Access to prayer/multi faith room
- Free eye test vouchers
- Flu jab
- Cycle to work scheme
- Pension: eligible employees will be automatically enrolled in the Teacher’s Pension Scheme, or the Local Government Pension Scheme (support staff), unless you decide to opt-out
- Employee support: staff have access to a confidential employee support helpline
- Location: Excellent train links from London Waterloo and the South Coast, walking distance of Woking station. Close to A3, M25 & M3 junctions



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# Application & Selection

Application forms are available to download from our website: [Staff Vacancies](#) Please note that CVs will not be accepted on their own. Applicants must be able to provide evidence of their **Right to Work in the UK** - the College is unable to sponsor work visas.

We would like to see your passion for the role in your **supporting statement**, please use this opportunity to include:

- personal skills and previous experience that are relevant to this role;
- what you will bring to the College community, and reasons why you feel you would be successful in this post;
- Training you have undertaken to enable you to be successful in your current role;
- Please ensure **education** and **employment history** is completed fully, gaps in employment must be accounted for under the section entitled "Periods when not working".

To return a completed application, or for any queries regarding the role or your application, please contact Kirsty Crook via: [recruitment@woking.ac.uk](mailto:recruitment@woking.ac.uk)

- **Closing date:** 9am, Thursday 25 June 2026
- **Interviews:** to be held shortly after the closing date

Shortlisted candidates will be notified and invited to interview, full details of the interview process will be provided, and references will be requested.

All applicants will receive acknowledgement of their application, however, please note that it is not possible to inform candidates who have been unsuccessful at short-listing, due to time constraints.

## Safeguarding

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The College encourages all candidates to be familiar with the following documents, which are available to view on the College's [Staff Vacancies](#) page:

- Section 1 of the DfE paper on "Keeping Children Safe in Education" September 2025
- Woking College's Safeguarding and Child Protection Policy.
- In line with the General Data Protection Regulation (GDPR) the College asks candidates to consider the Privacy Notice for Job Applicants

