



Music Technician

Oundle School was established in 1556 and is one of the country's leading co-educational boarding and day schools. The School has a turnover in the region of £40m and a staff of approximately 800. The School prides itself on being associated with the best in modern independent school education.

Oundle School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be required to undergo child protection screening appropriate to the post including checks with past employers and the Disclosure and Barring Service.

About the role

To provide specialist support for all matters concerning Music Technology, Production, Live Sound, Recording and Broadcasting across the whole School, as directed by the Head of Music Production.

About the department

The Music Department is very strong with approximately 9 full time staff and 45 part time staff and is renowned for the quality of its teaching of music. Visiting Music Teachers are employed on a part-time basis by Oundle School

Department:	Music
Section/Department/Team:	Technical
Responsible to:	Head of Instrument (VMT work)
Responsible for (staff):	Nil

Role specification

The main duties and responsibilities of the role are listed below. Please note these are not exhaustive, but highlight the main tasks.

- To assist with the transporting, setting up, putting away of any needed equipment for any school event, such as (and not limited to) PA set ups, amps, recording equipment, stage set-ups, and drum kits.
- To assist with tracking of music department equipment across the school, keeping an accurate and up to date booking sheet, alongside a detailed inventory list of equipment. Common venues will include Stahl Theatre, the Chapel, the Great Hall and the Music Department.

- To check electrical equipment and cables as directed by the Head of Music Production, helping ensure the music department's resources are constantly in fine working order.
- Larger scale events that need technical assistance will be agreed with the Head of Music Production, and will include late evenings such as for Reloaded, Reloaded Introducing, OSJO concerts, Hepburn Festival, Lunchtime Concerts. For all events, the Music Studio Assistant will be instrumental in collating gear, get in and set up, sound check, pack down after event, and with next day sorting and repatriating of equipment.
- Smaller events might include recording projects, and smaller concerts, all as directed by the Head of Music Production.
- To help record, edit, master and render to CD or other format as appropriate, school concerts and all public exam recordings, for examination deadlines. To maintain an archive of all audio recordings.
- To attend and play in performances as required. Additional pay will be offered for performing.
- To help service and maintain the Gascoigne computer suite and recording studio.
- To carry out any other duties commensurate with the post as may be reasonably required by the line managers.
- Act at all times consistently with Oundle School's Safeguarding Policy, associated procedures and standards of behaviour and in line with Keeping Children Safe in Education (KCSIE) Part 1 and Annex B.
- Support the School's Prevent Strategy as outlined in the Prevent Policy in the Staff Handbook, ensuring that visitor and other relevant protocols are observed.
- Demonstrate an appreciation for the importance of diversity, through your actions and behaviours, with the School's Equality, Diversity and Inclusion Strategy.
- Ensure compliance with the School's Health and Safety policy and requirements.
- Carry out any other duties commensurate with the post as may be reasonably required by your Line Manager.

These tasks are not intended to be exhaustive.

It is the shared responsibility of the post-holder and line manager to ensure that the job description is kept up to date.

Equal Opportunities

Oundle School and Laxton Junior School are proud to be equal opportunities employers. We welcome applications from all and value diversity throughout the School community. The School is committed to the elimination of unconscious bias, promoting an ethos of inclusion, respect for others and celebrating diversity in all its forms throughout the School community.

The recruitment process will be conducted in line with our Recruitment and Checks Policy and in such a way as to result in the selection of the most suitable person for the role in terms of relevant experience, abilities and qualifications, as well as to meet the School's compliance requirements.

The School will make reasonable adjustments to assist in the application and interviewing process of any disability identified by potential applicants, please make contact with the HR team in the first instance c/o opportunities@oundleschool.org.uk or ring 01832 277193.

Person Specification

The selection of candidates for short-listing will be based on this specification. Candidates should bear this in mind when preparing their application and completing the application form.

Qualifications	Essential	Desirable
Intention for further study in Music Production	•	
A-C grade in Music A Level	•	
Knowledge of guitar, bass and drums		•
Knowledge of software such as Ableton, Logic		•
Competencies, Skills & Experience	Essential	Desirable
Enthusiasm for understanding of current Music Technology, Recording, Live Sound and Broadcast experience.	•	
Working with young people		•
Composition, arranging and instrumental skills.		•
Personal qualities	Essential	
Ability to work under pressure.	•	
Ability to work as a member of a professional team.	•	
Good verbal and written communication skills.	•	
Enthusiastic approach in all dealings with pupils, colleagues and parents.	•	
Empathy and understanding towards different learning styles and approaches.	•	
Uses initiative e.g. provides solutions if the equipment breaks down.	•	

All roles at the School are classed as 'regulated activity' as per the Keeping Children Safe in Education guidance, therefore a good understanding of safeguarding procedures is essential.

Employment Information

The role is subject to a six-month probationary period. On completion, you will be expected to participate in the School's appraisal system.

All members of staff are appointed to the School as a whole and may reasonably be asked to undertake similar or related duties in a department or team other than that to which they were originally appointed, or for any subsidiary company.

The School is committed to safeguarding and promoting the welfare of children and young people, and expects all staff to share this commitment. All staff appointed to the School are required to be checked through the Disclosure and Barring Service, and to provide evidence of identity, evidence of their entitlement to work in the United Kingdom, and evidence of qualifications deemed essential to the role, or declared on their application form.

- **Start date:** September 2026, subject to completion of pre-employment checks.
- **Contract:** Zero hours.
- **Hours of work:** Hours of work will vary according to pupil needs but is estimated to be 12 hours per week. All meal breaks are non-working hours and unpaid.
- **Salary:** £12.71 per hour. You will be paid each month through the year.
- **Holidays:** Holidays are not to be taken during Oundle School term time. 32 days' (6.4 weeks) paid holiday in each complete holiday year, including public holidays. This is pro-rata for part-time staff. There is a requirement to work any Bank Holiday when the School is in operation.

To apply, please visit our Recruitment website at: www.oundleschool.org.uk/vacancies

Applications will be assessed, and shortlisted candidates invited to interview, as they are received.

If you have any questions about the role, please contact:

Human Resources

Oundle School, The Bursary, Church Street, Oundle, Peterborough, PE8 4EE

Email: opportunities@oundleschool.org.uk / Tel: 01832 277193