



CHARTERHOUSE

Technical Theatre Graduate Assistant
August 2026

Welcome from the Head



Thank you for your interest in this role at Charterhouse.

Charterhouse is an exceptionally rewarding place for our pupils and staff. The developments in our academic and co-curricular provision, boarding and social spaces have facilitated a highly successful move to full coeducation, demonstrating an intentional and strategic drive to deliver a world-class, future-ready education, where every individual is empowered to reach their potential.

Our vision and values place kindness and belonging at the core, and our culture is one of welcome and acceptance. Open our doors and you will find a diverse and enriching range of people, experiences, thoughts and interests that all contribute to our thriving community. We nurture our talent and offer a myriad of opportunities to learn and grow together.

We warmly invite people from all backgrounds to share their passions, skills and ideas and who can help us to continuously lead and inspire the next generation, in an environment where everyone can flourish.

A handwritten signature in black ink, appearing to read "Alex Peterken".

Dr Alex Peterken
Head



About Charterhouse

Charterhouse is a beautiful school in a 250-acre campus – a wonderful setting for the whole community to live and work together and a splendid backdrop for teaching and learning.

Founded in 1611, Charterhouse is one of the world's leading coeducational independent schools, welcoming boarders and day pupils at 13+ entry and 16+ entry.

Surrounded by a world of opportunity and connected by a feeling of belonging, each pupil at Charterhouse is educated to embrace life's full potential, and empowered to carry this into their future. A Charterhouse education prepares for both academic success as well as laying the foundations for future professional, social and personal fulfilment.

The School is academically ambitious for every pupil, with all strands of a Charterhouse education leading towards being fully prepared for the real-world of tomorrow and equipped to grasp future opportunity.

The curriculum is all about choice for the individual and is firmly rooted in academic rigour, intellectual curiosity and independent learning. Year 9 pupils follow a real breadth of academic subjects, with the curriculum in Years 10 and 11 culminating in (I)GCSEs.

Pupils benefit from the dual offer available in the Sixth Form: A Levels with an Extended Project Qualification or the breadth of the IB Diploma Programme. A wonderful range of academic electives are on offer, including the Charterhouse Entrepreneurship Diploma (accredited by the Institute of Enterprise and Entrepreneurs) and the Ivy House Leadership Award.

From an outstanding and varied academic education to the raft of co-curricular options – opportunities abound at Charterhouse. With over 80 activities, the co-curriculum is an essential strand of a Charterhouse education, combining opportunities for leadership development, creativity, exercise and team work.

The Boarding House teams are at the heart of supporting each young person on their journey through the School. The Heads of House live in the Houses, and are supported by a team of tutors and pastoral staff – two of whom are also residential. The House Teams are supported by a 24-hour Health Centre and pupils also have access to support through the Wellbeing team, counsellors and chaplaincy.

Shared values are central to life at Charterhouse, enabling each person to be themselves – everything at Charterhouse begins with kindness. We warmly welcome applicants who will share our values and with the enthusiasm and energy to make a significant and lasting contribution to life at the School. Together we can ensure that Charterhouse continues to be a world-class education provider.

PERSEVERANCE CHARTERHOUSE

RESPONSIBILITY MORAL COURAGE OPEN-MINDEDNESS KINDNESS

Our Values

At Charterhouse we recognise that we each have a responsibility to reflect upon everything we have been given and strive to make the most of the opportunities available to us in order to live our motto: '*Deo Dante Dedi*' – God having given, I gave.

Everything we do at Charterhouse is centred around living to our core set of values. They help steer how we behave, learn and treat each other. They are embedded in and reflected upon in all aspects of school life. Of these, kindness – to ourselves and to others – is the most important and something we encourage in all pupils from their very first day.

We concentrate on educating the individual, to provide a comfortable and welcoming atmosphere where each child feels valued and can flourish. Every year we welcome children from a diverse range of backgrounds and experiences; this enriches our community and is vital in preparing all our pupils for today's world.

Why Choose Charterhouse

Charterhouse is an exceptional place to work. You will be part of a vibrant and inclusive community with a teaching career in a world-class school at the forefront of educational innovation. Throughout this job description you will see the many reasons to join us. Below are some practical benefits that are offered, complementing a generous renumeration package:

- Competitive contributory occupational pension scheme (currently a choice of GPPP and TPS)
- Death in service benefit up to the age of 70 (if not already included in occupational pension scheme)
- Single Membership of a private medical insurance scheme (subject to eligibility)
- Cash Health Plan currently provided by +Medicash
- Payment for eye tests for users of visual display screen equipment, and a contribution currently amounting to £50 to the cost of any corrective eye wear (normally claimable once every 3 years)
- Personal Accident insurance
- Access to an Employee Assistance Programme
- School fee remission (subject to eligibility).
- Membership of the School Sports Centre
- Membership of the School's 9-hole golf course at a reduced subscription
- Participation in a 'Cycle to Work' scheme (subject to eligibility)
- Salary sacrifice on electric vehicles (subject to eligibility)
- Lunches, during your normal working day
- Free on-site parking
- Invitations to school productions and concerts throughout the year
- Use of the School Library to borrow books & other media
- Continuing professional development as part of our talent management programme.



'Dynamic and energetically ambitious'

- CARFAX TOP 120 SCHOOLS IN THE WORLD



PRINCESS ROYAL
TRAINING AWARD
2023

'Crackling with dynamism, this is a place
where things are always happening.'

- TATLER SCHOOLS GUIDE 2023

Technical Theatre Graduate Assistant

We are seeking an outstanding Technical Theatre Graduate Assistant (TTGA) to aid in the technical workings of a very busy and vibrant Performing Arts Department, here at Charterhouse.

We are particularly interested in industry professionals, preferably Technical Theatre/Stage Management trained at Drama School, who are perhaps looking to diversify into education.

The candidate must be competent and skilled in all technical areas of Theatre. We expect that they should be qualified, committed, energetic, confident, charismatic, empathetic, kind, and inspiring to our pupils and possess excellent team skills.

Performing Arts at Charterhouse

Charterhouse has developed a dynamic and hugely ambitious programme in Performing Arts, under our Director of Performing Arts and a dedicated team of staff, and within our newly refurbished, well-appointed, on-site theatre complex, the Ben Travers Theatre.

We aim to produce 7 public productions of varying genres in the academic year, including two large scale musicals, a dance production, several plays and drama presentations and projects that engage the community beyond the school gates.

The candidate's remit would include helping the theatre's Technical Manager with all requirements off stage – with set builds and carpentry amongst many other duties and, assisting the Technical Theatre Manager with the administration and maintenance of the Department, ensuring our high standards are continually met.



Overall Purpose and Responsibilities

Responsible to: Director of Performing Arts

Responsible for: No direct reports

The TTGA will support the Performing Arts Department by offering the following skills (and many more):

- Rigging lights/sound
- Programming and operating lights/sound
- Capable of running student tech clubs and technical rehearsals
- Building sets/woodwork/carpentry
- Knowledge of QLAB and ETC
- Drawing set to scale designs
- Working at height (desirable but not essential IPAF 1a & 3a)
- Stage management duties (spiking/prompt scripts, rehearsal mark ups, props)

- Technical support on Open Days and external events and, on occasion, at external venues
- Willing to work unsociable hours
- Accomplished in maintenance of cables, lights and sound equipment
- Assisting Theatre Technical Manager with all aspects of administration: competent computer skills are therefore needed.
- A keenness to be a key part of a growing and energetic department.
- A willingness to assist in academic lessons when needed.
- Entering fully into the Performing Arts life of the school which will include attending performances, both internal and external, being involved with community projects, helping nurture and broaden Performing Arts interest and participation within the school.
- Preferably Drama School trained but not essential.

Pastoral Residential Duties

- To be a key part of the management of the house in support of the Head of House, acting as first port of call when additional staffing is required or at times of crisis.
- To encourage the pupils by supporting and enabling their activities.
- To undertake duties in line with the appropriate rota (bearing in mind the need for flexibility).
- To communicate with parents as necessary.
- All House staff to be on duty for first and last day of the academic year.
- To help with House and School events which may include induction, trips, pupil recruitment/ Admissions, House of the Week team, pupil development, and team building, under the reasonable direction of the Head of House.
- Communicate House-related matters appropriately to Head of House, Deputy Head (Pastoral) or other relevant member of the Leadership team.
- To provide comprehensive feedback and handover to Head of House/duty member of the House team at the end of duty periods.

Person Specification

The TTGA will be a graduate from either a University or Drama College and will be able to offer practical Theatre skills, entering fully into the technical aspect of the Department whether it be building, rigging, operating, teaching, programming, mentoring or supporting other department staff.

The TTGA will also assist in administrative duties as well as House boarding duties.

The TTGA will be a trained and skilled technician but will also bring their own personality, specialist skills and interests to a varied, ambitious and dynamic department.



Desirable Personal Competencies, Skill, AND Qualifications

- Committed to developing and instilling excellence, commitment and enthusiasm in pupils.
- Ability to engage, inspire and motivate young people.

- Motivated and self-driven to develop themselves in their chosen career.
- A strong team player, capable of integrating their own ideas with those in the broader organisational environment.
- Capable of planning and delivering against identified goals.
- A self-starter capable of creating new ideas and implementing them.
- Committed to equality and diversity.
- Willing to work flexibly in support of the Performing Arts Department, Head of House, and House Team.
- Able to present a welcoming, friendly, and enthusiastic demeanour to all visitors to the Theatre, School and Boarding House.
- To display high levels of energy, enthusiasm, commitment, and reliability.
- Able to build strong, yet professional, relationships with pupils, parents, Head of House and other boarding colleagues.
- Possess good, positive behaviour and management skills.

Terms

This is a full-time position for one academic year – 10-month contract, term time only. The anticipated start date is end of August 2026.

Hours of Work

This is a term time only position; the post-holder will work at the School and at such other places as may be reasonable required. The Employee shall work hours as instructed by the Director of Performing Arts, in conjunction with the Theatre Technical Manager, Head of House of the Boarding House in which they reside.

Hours will be flexible to take account of evening and weekend performances.

Accommodation

Accommodation may be provided. If it is, the School reserves the right to place the Graduate Assistant in either boarding house accommodation or other school-based accommodation. There may be the requirement to share the accommodation in either situation.

As a Graduate Assistant, the Employee will be required to work a rota assuming that the Graduate Assistant is able to also undertake overnight duties where accommodation is available. These duties may be adjusted by mutual agreement between the Head of House and Graduate Assistant (within the bounds of equitable responsibilities across Houses) but the minimum framework is laid out below:

Living in house

- One evening duty per week in boarding houses (potentially in two different houses)
- Three overnights 'on calls' per week (post holders should expect to be resident in one boarding House but overnight on-call may apply to that boarding house or be part of a central rota providing back-up across all boarding houses and the Hunt Health Centre)
- Three weekend duties for House per year - either covering in House or travelling with pupils on House team-building trips.
- All resident staff are part of the main school supervision rota. This will not conflict with day-to-day duties and responsibilities as operational duties will take priority.
- All resident staff may be called on in any emergency situation to assist with cover (perhaps staff absences) in a House or on a School trip, for example. This is the basis on which free accommodation is permitted under HMRC rules.
- To be 'on call' for emergency cover for up to 4 weekends per year (to be shared among Houses).
- To be part of the international pupils early return duty rota (one duty per year)

Living out of house

- One evening duty per week in boarding houses (potentially in two different houses)
- One overnight 'on call' per week providing back-up across all boarding houses and the Hunt Health Centre)

- All resident staff are part of the main school supervision rota. This will not conflict with day-to-day duties and responsibilities as operational duties will take priority.
- All resident staff may be called on in any emergency situation to assist with cover (perhaps staff absences) in a House or on a School trip, for example. This is the basis on which free accommodation is permitted under HMRC rules.
- To be 'on call' for emergency cover for up to 4 weekends per year (to be shared among Houses).
- To be part of the international pupils' early return duty rota (one duty per year)

Accommodation

Accommodation is provided to the resident under terms provided in a Licence to Occupy Agreement. This means that full board and lodging is provided during term time. While every effort is made to allow the Resident to continue to occupy their accommodation during holiday times, the School might ask the Resident to vacate the accommodation in the holidays.

Graduate Assistants will not be required to work during School closure periods.



Application Process

Applications should be made in accordance with the School's application and safer recruitment procedures, via the School's website, selecting the relevant vacancy. The selected vacancy link will take you to our online recruitment system and give you the opportunity to register and complete an application form. You will also have the opportunity to upload your latest CV.

Early applications are warmly encouraged, and a bespoke invitation to interview may be offered in advance of the closing date.

All successful job applicants will be required to undertake a Criminal Record check and to undergo child protection screening.

Visit our website – Employment Opportunities

We are creating an inclusive culture where all forms of diversity are seen and valued – for our pupils, for our staff. A culture that supports the enduring Charterhouse education provided to pupils in our global and multi-cultural environment. Join us now to be a part of it.

If candidates would like an informal conversation before applying, Dean Chisnall (Director of Performing Arts) would be very happy to talk with you. Please contact him by email (deanchisnall@charterhouse.org.uk) to arrange a mutually convenient time.

We encourage applicants to apply promptly as we will review each application upon submission and will close this job when we have appointed the successful candidate.

No job description can fully cover all aspects of the role and consequently the responsibilities are likely to evolve and change over time. This description does however give an overall view of the position



The Charterhouse Campus



Charterhouse
Godalming Surrey GU7 2DX
+44 (0)1483 291500
hr@charterhouse.org.uk

charterhouse.org.uk

Registered Charity 312054