

RECRUITMENT PACK

Creative and Performing Arts Technician

JANUARY 2026



The Archbishop Lanfranc Academy
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**ARCHBISHOP
LANFRANC**

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Welcome



Thank you so much for your interest in The Archbishop Lanfranc Academy, and for considering becoming part of ‘Team TALA’. There’s been a school on this site for nearly 100 years, and, despite being a new academy with a new building, we’re proud of our history and our place in the community.

The Archbishop Lanfranc Academy is a modern, vibrant community and yet one with a long and historic tradition of educating students from the three London boroughs on whose crossroads we sit – Croydon, Merton and Sutton. The Academy is proud of its history, and through its various incarnations, has educated children from its local community since 1931.

We are an 11–16 mixed, comprehensive secondary of about 850 students, situated on the north Croydon/Mitcham border. We benefit from a lovely site with brand new buildings; some great sports facilities (including a fully equipped gym available for staff); plenty of on-site parking; good public transport links and well resourced, purpose built, classrooms and learning spaces, rebuilt in September 2017. The Academy also benefits from an on-site nursery open to both staff and the general public which has a grading of “Good” from Ofsted.

We are committed to high-quality, collaborative and relevant CPD for all members of staff to enable and support them to make the best possible progress in their role and in their future career development. As a growing school there are many opportunities for ‘in-house’ progression.

But more than that, we are a school with a vision for outstanding education and care for all of our students, and are made up of passionate, hardworking staff, and energetic determined students. We invest in our staff, whatever stage of their career, and support and challenge all colleagues to deliver the very best possible experience for our students.

For more information about the school, see:

- [Our student prospectus](#)
- [Performance tables](#)
- [Our Ofsted report](#)

Or, better still, contact us for a discussion or to arrange a visit to come and see us: office@lanfranc.org.uk

Many thanks,

Simon Trehearn
Principal

Our Values

TALA Mission Statement

The Archbishop Lanfranc Academy exists to serve and empower its diverse community by providing an inclusive, safe and nurturing environment that values and celebrates cultural differences. TALA Vision and Values are promoted to all students so they can achieve their goals in a rapidly changing world.

TALA Vision

Students at The Archbishop Lanfranc Academy are successful learners who strive for excellence academically, creatively and socially. By focusing on personal growth, they become aspirational, resilient, confident and principled adults.

TALA Values

TTEAMWORK – We all contribute to the betterment of the ‘teams’ we are in

AACCOUNTABILITY – We are responsible for our own development and behaviour

LLEADERSHIP – We have the power to exert influence and bring about change

ASPIRATION – We place no limits on what we can achieve

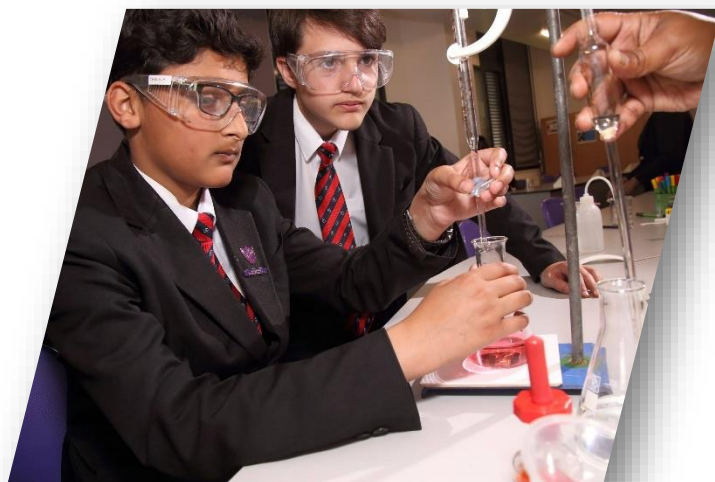
Creative and Performing Arts Technician

We are seeking to appoint a committed colleague to join our team in the role of CPA Technician and support the work of the Creative and Performing Arts Department.

The CPA Team is currently made up of four members of teaching staff, including the Team Leader (a Drama specialist) a Music Coordinator and two Teachers of Art (including the Art Coordinator). All students study Art, Music and Drama at Key Stage 3, and we have thriving GCSE classes in all three disciplines at Key Stage 4. We benefit from lovely, purpose built, facilities and well-equipped, and well-resourced rooms and lessons. Alongside lessons, and an exciting curriculum, students enjoy various extra-curricular and enrichment activities; including trips and various performances both in school, and in other performance spaces.

This is an exciting opportunity for a new colleague to join the team, and support the work of colleagues in the CPA Department.

Following a supportive induction process, on-going training and development would be in place to support this colleague.



Job Description

Job Title:	Creative and Performing Arts Technician
Accountable To:	Principal & Governing Body
Responsible To:	Team Leader
Salary Range:	£21,525 - £35,581.37 (S4 – S12 (dependent on term-time/all year and experience))

Accountable For:

Ensuring that the areas of Academy life for which I am responsible contribute to outcomes above expectations for the Academy students, especially in the standards they attain and the progress and achievement they make.

Understanding, operating and developing the ethos of the Academy so that it becomes a centre of excellence where mutual respect, tolerance, care and support are evidenced in all of the Academy's activities and that this in turn ensures that everybody takes pride in all aspects of the Academy's work.

RESPONSIBILITIES

Overall Responsibility

- 1) To provide efficient and effective technical support service to the school's CPA faculty
- 2) To provide efficient and professional support to staff, students and visitors through email, telephone and face-to-face contact
- 3) To use the Academy's systems and bespoke systems to carry out duties, including Office, Outlook, SIMS and MS Teams
- 4) To contribute to the safeguarding and promotion of the welfare and personal care of children and young people in full compliance with area Child Protection procedures
- 5) To obtain and maintain an up to date First Aid certificate to enable you to support the Academy's provision of first-response aid as required

DUTIES

- 1) To liaise with teaching staff regarding requirements for lessons
- 2) To ensure all materials, equipment and apparatus is set up ready for practical lessons, for demonstrations and to ensure it is retrieved after use, accounted for and returned to store

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- 3) To ensure all classrooms/store rooms and equipment are kept in a safe and tidy manner
 - 4) To carry out stock checks, contact suppliers, place orders for goods and services, check and safely store goods when delivered and chase up late or incorrect deliveries
 - 5) To offer admin support to members of the CPA Faculty, like overseeing the timetabling of peripatetic music lessons, and support with displays around the school
 - 6) To assist teaching staff in the running of individual practical sessions e.g. GCSE assessments and Booster sessions
 - 7) To assist with lighting and sound during school performances, productions and parental presentations
 - 8) To undertake any other duties that may be required

Other Duties:

- 1) Set a good example in terms of personal presentation, attendance and punctuality.
- 2) Recommend solutions for areas of improvement in processes and procedures.

Health and Safety

- 1) Undergo Basic First Aid updated courses.
- 2) Be aware of the responsibility for personal Health, Safety and Welfare and that of others who may be affected by your actions or inactions.
- 3) Co-operate with the employer on all issues to do with Health, Safety and Welfare.
- 4) Manage the students' Health and Safety and confidently be able to take appropriate actions related to any problems or emergencies that may occur.

Continuing Professional Development

- 1) Participate in an induction programme, which includes safeguarding training.
- 2) In conjunction with the line manager, take responsibility for personal professional development, keeping up-to-date with research and developments related to Academy efficiency, which may lead to improvements in the day-to-day running of the Academy.
- 3) Undertake any necessary professional development as identified in the Academy Improvement Plan taking full advantage of any relevant training and development available.
- 4) Undergo appropriate training to support the delivery of 'specified work' in order to develop skills for the post.

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- 5) Maintain a professional portfolio of evidence to support the Performance Management process – evaluating and improving own practice.

Other Requirements

- 1) To promote and safeguard the welfare of children at the Academy.
- 2) To maintain confidentiality at all times.
- 3) To be aware of and adhere to all Academy policies and procedures.
- 4) To carry out any other duties as may be reasonably required by the Principal.
- 5) To work in support of the Academy Improvement Plan.
- 6) To take time to read notices, keep to deadlines and carry out duties to the best of your ability.



Person Specification

Qualifications

- English and mathematics to (at least) GCSE level or equivalent

Experience

- Experience working with young people in a school setting
- Evidence of making an effective contribution to a team

Skills and Attributes

- An understanding and interest in IT hardware and software
- Capacity to work alongside colleagues, contributing effectively to overarching aims and priorities
- Ability to quickly establish and maintain positive relationships with students, staff and parents
- Ability to demonstrate and promote good practice in line with the ethos of the Archbishop Lanfranc Academy
- Understanding of safeguarding issues and promoting the welfare of children and young people
- Well-developed communication skills, including high level of written and oral literacy and competent ICT use
- Suitability to work with children
- Potential for professional progression

The Archbishop Lanfranc Academy is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment.

Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the *Disclosure and Barring Service*.

Candidates should be aware that a check of social media accounts may take place during screening.

Appointment will be dependent upon further health, medical and attendance checks.

Please see the Safeguarding Statement on our website

<https://lanfranc.org.uk/wp-content/uploads/2024/09/Safeguarding-statement-2024.pdf>

How To Apply

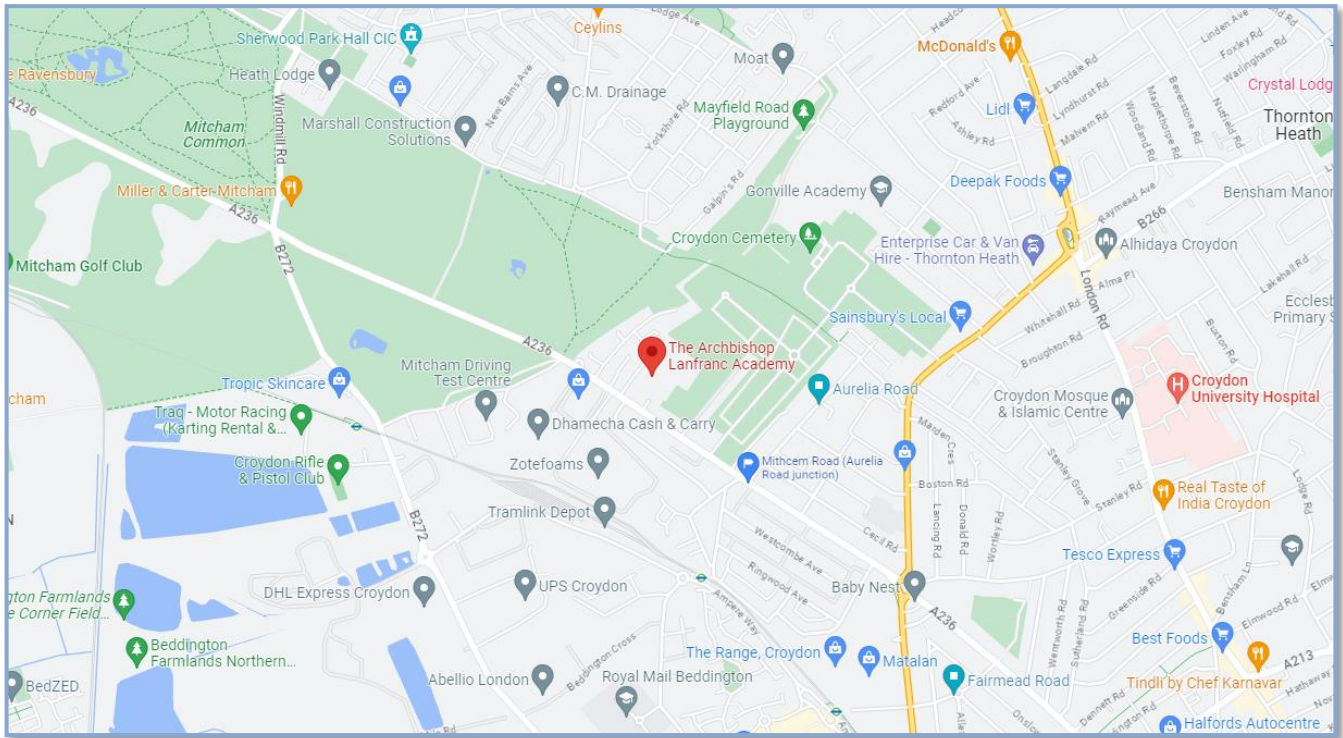
To apply for this position, please complete the Academy's application form available both on the [TES](#) and on the academy website, under the vacancies section, at www.lanfranc.org.uk.

Completed application forms can be returned by mail/ email to:

The Principal
The Archbishop Lanfranc Academy
Mitcham Road
Croydon
CR9 3AS

Email: recruitment@lanfranc.org.uk

How To Find Us



Bus Routes:

152, 255, 264, 455 and 463

Tramlink:

Therapia Lane and West Croydon

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