

# ST MARY'S SCHOOL ASCOT



## Job Description: Theatre Technician (maternity cover, part-time, term time only)

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St Mary's School Ascot is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

1. **Title.** Theatre Technician (part-time)
2. **Location.** St Mary's School Ascot, St Mary's Road, Ascot, SL5 9JF.
3. **Background.**

St Mary's School Ascot is a leading Roman Catholic girls' boarding school set in 55 acres of beautiful grounds in the heart of Berkshire. We are a friendly, stable and caring community, proud of our academic and sporting achievements and dedicated to bringing out the full potential of each of our 390 pupils. We are committed to full boarding, with spaces for a few day pupils living nearby. We offer a stimulating range of extra-curricular activities which take place in the evenings and throughout the weekend.

For further details see the website: [www.st-marys-ascot.co.uk](http://www.st-marys-ascot.co.uk)

4. **Primary Role.** The part-time Theatre Technician's primary role is to provide St Mary's School Ascot with a range of technical support primarily within the Rose Theatre. This is a temporary role to cover maternity for immediate start to the end of October 2020.
5. **General Description.** The part-time Theatre Technician will be joining the support staff team which prides itself in the provision of first class support to all aspects of the St Mary's School Ascot operation. In common with most schools, and in particular because we are a boarding school, this role is not restricted to normal or routine working hours. The role is focused on support to pupil activities, whether this be academic or pastoral in nature. However, the School, in line with the requirements of the Charity Commission, is constantly expanding access to its facilities through, for example, an increased number of lettings. The part-time Theatre Technician will be a key player in term time in supporting all aspects of the School theatre's operations. The part-time Theatre Technician will work closely with the Rose Theatre Manager, the Director of Drama, the part-time Drama Technician and with pupils of all ages.
6. **Person Specification.** The part-time Theatre Technician will require the following characteristics:
  - Although no formal technical qualifications are required, good knowledge of the technical operations (especially light and sound) within a theatre is essential.
  - Dynamic and proactive, being able to work in a busy and sometimes hectic environment satisfying often conflicting requirements in a quiet and efficient way.

- A practical and pragmatic approach to work whilst being able to work calmly and efficiently under pressure.
- The ability to demonstrate competence in technical rigging.
- Committed to producing first class results at all times.
- An understanding of the importance of Health and Safety and be willing to embrace the positive Health and Safety ethos within the School, ensuring that activities within the Rose Theatre are run in a safe manner that is entirely auditable.
- Knowledge of electronics would be an advantage.
- Comfortable with working at heights.
- Comfortable with physical work including lifting and carrying loads.

7. **Line Manager.** The Line Manager for the part-time Theatre Technician will be the Theatre Manager.

8. **Responsibilities and Duties.** The main duties of the part-time Theatre Technician will include:

**Support to the Rose Theatre Manager.** The part-time Theatre Technician will technically support the Rose Theatre Manager in running a busy whole school building used for performances (drama and music), events, talks, presentations, examinations, training and teaching. A basic level of IT competency (word processing, presentations and spreadsheets) is required.

**Support to the Drama Department.** The part-time Theatre Technician will support the Rose Theatre Manager in preparation of the theatre for school productions and exams. This support will include the rigging and use of technical equipment including that for lighting and sound.

**Equipment maintenance.** The part-time Theatre Technician will support the Rose Theatre Manager in keeping the theatre running including all aspects of equipment maintenance. An ability in electronics would be an advantage.

**Miscellaneous.** The part-time Theatre Technician will be willing to undertake any other duties as reasonably requested by managers throughout the School.

9. **Working Hours.** This is a part-time, term time only appointment. Hours per week are approximately 37.5 but are flexible according to the needs of the department. The Rose Theatre Manager and the part-time Theatre Technician are required to keep a record of the hours worked and remuneration is made on the basis of time sheets. There are no specific hours or days of work; these will be decided by mutual agreement in advance between the part-time Theatre Technician and the Rose Theatre Manager. The part-time Theatre Technician should anticipate that work will include evening and weekend hours. There is a requirement for flexibility with regard to the days and hours of work.

10. **Holiday.** Holidays must be taken during school holidays and agreed by the Rose Theatre Manager. Your holiday pay will be paid in addition to your normal hours. The part-time Theatre Technician will be paid for 28 days pro-rata annual holiday.

11. **Remuneration.** The part-time Theatre Technician will be remunerated on the basis of £15 per hour depending on experience. This rate takes into account the need for evening and weekend work. There will be no overtime offered. Remuneration will be monthly in arrears.

12. **Applications.** A short letter of application, completed application form and the names, addresses and telephone numbers of three referees (including the current or latest employer) should be sent by noon on 3 March 2020 to: Mrs Cathy Elliott, Senior Deputy Head, St Mary's School, Ascot SL5 9JF.