



ST MARY'S SCHOOL ASCOT

APPOINTMENT OF THEATRE MANAGER

WELCOME TO ST MARY'S SCHOOL ASCOT



Thank you for taking an interest in joining us at St Mary's School Ascot. Ours is a warm and caring community where we are passionate about bringing out the full potential of each of our 390 pupils. We are proud of the strength of our academic achievements and work tirelessly to build on our tradition of excellence both in and out of the classroom. As a full boarding school, we offer a wealth of co-curricular opportunities, meaning that life at St Mary's is vibrant, exciting and always good fun.

St Mary's offers a stimulating and fulfilling working environment. Our staff are talented, friendly, and absolutely dedicated to the work they do. They enjoy supporting each other, and take pride in helping us to provide the very best all-round education for the pupils in our care.

We know that the successful candidate will love working here. We look forward to hearing from you.

Mrs Danuta Staunton
Headmistress



THE VISION AND ETHOS OF OUR SCHOOL

The school's **Vision** is to provide a modern and holistic Catholic education of outstanding quality for young women to inspire and empower them to play their full part in the global community.

The school's **Ethos** to realise this Vision is:

- **Nurturing** in each pupil a sense of their own worth and talents by fostering their intellectual, spiritual and personal development.
- **Developing** in each pupil a love of learning and independent thought through a rigorous academic education.
- **Promoting** a strong sense of personal responsibility, kindness, cooperation and social justice founded in respect for the diverse needs of others in a global community.
- **Encouraging** each pupil to enjoy the full sacramental life and spiritual richness of the Catholic Church.
- **Fostering** a partnership between parents, school and the wider community.
- **Inspiring** in each pupil the confidence to collaborate and to lead through an enriching and fulfilling boarding experience.
- **Following** in the spirit of Mary Ward who cherished 'freedom of spirit, sincerity, and a cheerful disposition'.



OUR KEY FEATURES

The Board of Governors defines the school through five features:

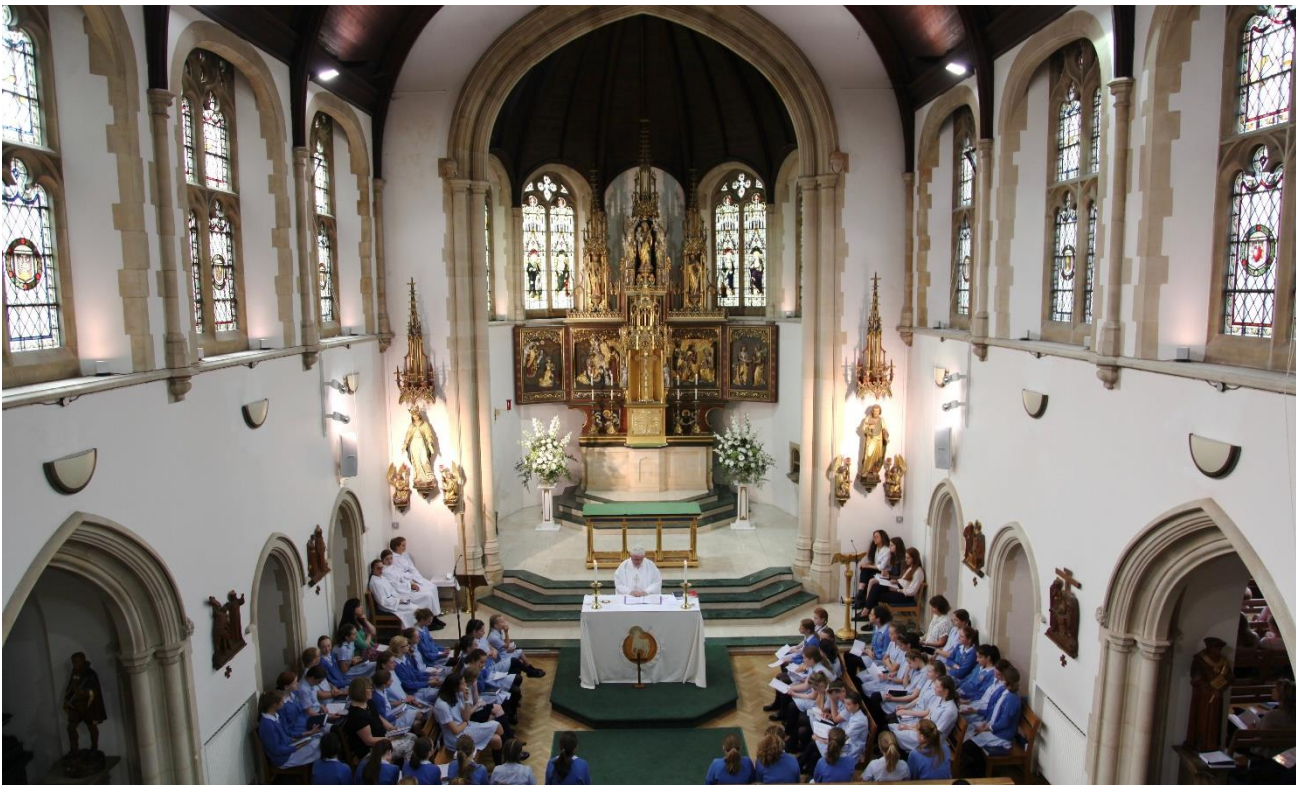
A Roman Catholic school. Over 97% of pupils and over 50% of staff are Roman Catholic. We have a full-time resident Catholic chaplain.

A girls' school. St Mary's puts the interest of girls first, allowing them to reach their full potential in all that they choose to do.

A full boarding school. Over 95% of our pupils are full termly boarders and the rest are day boarders. All staff contribute to the boarding life of the school.

A relatively small school. We are proud to be a small school which enables us to provide first class individual education and pastoral care to all our pupils.

An academic school. St Mary's has a strong record of academic excellence. There are over 120 pupils in the Sixth Form all following A Level courses, and all are supported in their journeys into higher education, including Oxbridge.



ABOUT THE SCHOOL

St Mary's is a leading Roman Catholic girls' boarding school set in 55 acres of beautiful grounds in the Berkshire countryside, a 45 minute journey from London, and a 20 minute walk from Ascot train station. The school was founded in 1885 by the Institute of the Blessed Virgin Mary, drawing on the inspiration of the Institute's foundress, Mary Ward, who dedicated her life to promoting girls' education across Europe in the 17th century. Mary Ward's belief, that 'women in time will come to do much', infuses the very fabric of St Mary's to this day.

St Mary's is a boarding school, with only a handful of day pupils who live nearby. The majority of our intake is at Years 7 and 9. Very few girls leave at the end of Year 11. The girls follow a full and challenging academic curriculum throughout the school day. In the afternoons and evenings and on weekends, they take advantage of a vast range of activities, including visiting speakers, academic support sessions, clubs and societies, sport and trips.

The school continues to invest in the development of first class facilities. These include a state-of-the-art performing arts centre, a purpose-built sports complex and all-weather athletics track, two libraries, a new pupil refectory, and most recently a sixth form boarding complex.

The Headmistress is a member of HMC (Headmasters' and Headmistresses' Conference), the GSA (Girls Schools Association), CISC (Catholic Independent Schools Conference) and the BSA (Boarding Schools Association).

For more information about the school, please visit our website: www.st-marys-ascot.co.uk



ABOUT THE ROLE

St Mary's is seeking to appoint a Rose Theatre Manager from September 2025.

THE ROSE THEATRE

The Rose Theatre is a modern purpose-built Performing Arts Centre. Drama and Music have always played a leading part in life for the pupils at St Mary's but the new building provides the impetus to enrich the drama and music experience through provision of first class facilities. These include:

- A purpose built theatre and drama teaching complex.
- A flexible auditorium, balcony and telescopic seating.
- Professional quality lighting and sound systems in rehearsal and performance areas.
- Lighting catwalks and control room with teaching facilities.
- Fully equipped drama studio.
- Make-up and dressing rooms.
- Foyers for audience and exhibitions.
- Space for art displays.
- Wardrobe and scenery storage space.
- Office and flexible space.
- Theatre workshop and store.

The Line Manager for the Rose Theatre Manager will be the Deputy Head Co-Curricular. The Theatre Manager will also have a close working relationship with the Directors of Music and Drama and the Estate Manager. During school holidays the Theatre Manager will be responsible to the Bursar.

The Theatre Manager will line manage the theatre technicians employed by the school.

PERSON SPECIFICATION

The Theatre Manager will be joining St Mary's School Ascot support staff team which takes pride in delivering first-class support to all aspects of the school's operations. In common with most schools, and in particular because we are a boarding school, this role is not a Monday to Friday, nine to five appointment. The role is clearly 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 widening access to its facilities through, for example, an expanding range of lettings.

The Theatre Manager will be a key player in both term time and school holidays in supporting all aspects of the school's operations and in particular the operation of the Rose Theatre. Their role will be both technical, requiring knowledge and experience in lighting and sound systems, as well as routine, such as setting out seating for an event.

The Theatre Manager will work closely with both academic and support staff, as well as engage with pupils across all age groups. This role requires a hands-on, proactive individual with a strong work ethic and a consistently positive attitude, even when undertaking repetitive or physically demanding tasks, such as resetting seating arrangements multiple times a week. Flexibility and a team-oriented mindset are essential as the Theatre Manager is expected to work collaboratively across departments to ensure the highest standard of support to the school.

The Rose Theatre Manager will:

- Demonstrate a dynamic and proactive attitude, with the ability to work effectively in a fast-paced environment and manage conflicting demands with discretion and efficiency.



- Maintain a practical and pragmatic approach to tasks, staying calm and composed under pressure while delivering high-quality outcomes.
- Act as a fair, supportive and enthusiastic team leader with a commitment to professional growth and continuous learning.
- Consistently strive to produce work of the highest standard, showing commitment to excellence in all areas of responsibility.
- Be familiar with the use of IT including specialist software to support the technical aspects of drama productions and concerts.
- Remain flexible in approach to work and willingness to collaborate across teams; the support staff ethos is to help and assist each other to resolve problems.
- Be a team player, willing and able to “roll up sleeves” and get involved with anything should it be necessary.
- Have an understanding of the importance of Health and Safety and be willing to actively promote the positive Health and Safety culture within the school, ensuring that activities within the Rose Theatre are run in a safe manner and meet auditable standards.
- Have a genuine interest and enthusiasm for education and in particular the role of the performing arts in education.
- Take initiative to identify potential areas of work and take ownership of them.
- Manage workload efficiently by organising and prioritising tasks according to assigned priorities.
- Have knowledge of intelligent lighting system (training may be available).

RESPONSIBILITIES

The Theatre Manager’s primary role is working closely with the Director of Drama and the academic Drama Department to manage the Rose Theatre and provide a wide range of technical and general support to the school within the Rose Theatre.

Core Responsibilities and duties will include:

General duties

The Theatre Manager has broad and wide-ranging administrative and operational responsibilities for the general day to day management of the Rose Theatre. These duties will be carried out in close consultation with the Director of Drama.

Support to Drama and Music Departments

The Theatre Manager will support the school (principally the Director of Drama and Director of Music) in all aspects of the preparation, rehearsal and presentation of all school productions, concerts and events. This support will be wide-ranging and will include setting up seating to preparation of props. The Theatre Manager will supervise and work with pupils including instructing pupils on the effective use of technical equipment.

Team Leadership.

The Theatre Manager will lead and manage the team of theatre technicians. Responsibilities include chairing a weekly departmental meeting, assigning roles and responsibilities for upcoming projects, and offering hands-on support and mentoring as needed. The postholder will foster a collaborative and solution-focused working environment, ensuring that all members of the team have the resources and support needed to contribute effectively to the smooth running of the theatre.

Pupil Instruction.

The Theatre Manager will be required to work with and instruct pupils on a variety of technical aspects of theatre in support of the GCSE and A Level qualification.

Lighting and Sound.

The Theatre Manager will take a leading role in the design, rigging and operating of lighting and sound systems for school productions, concerts and other events.



Wardrobe.

The Theatre Manager will support the Director of Drama in the control, storage, procurement and maintenance of the school's costume and props collections.

Set Building.

The Theatre Manager will take a leading role in the design and construction of sets.

Fork Lift Operator.

Access for heavy equipment and sets to the performance level will be through use of a fork lift truck. The Theatre Manager will be trained to become a fork lift truck operator.

ICT.

The Theatre Manager will need to be comfortable with the use of computers and will have knowledge of specialist software to support drama productions (e.g. light and sound systems).

PAT Testing.

The Theatre Manager is responsible for the PAT testing of all drama equipment (including lighting and audio equipment) and all electrical portable appliance including ICT equipment within the Rose Theatre.

Health and Safety.

The Theatre Manager must have a sound knowledge of Health and Safety (in particular Working at Height Regulations) including the production of risk assessments and method statements. They must have the moral courage to insist on appropriate safety standards within the Rose Theatre whilst not using Health and Safety as an excuse to water down the educational experience for the pupils. The Theatre Manager will need to assume responsibility for PAT testing within the Rose Theatre and this skill is likely to be utilised throughout the school during quiet periods. Training for all aspects of health and safety will be available.

Letting.

The Theatre Manager support the school in its letting programme throughout the year, but in particular during the summer school holidays.

Technical Stores Manager.

The Theatre Manager will be responsible for the safe storage and maintenance of the Drama Department's technical equipment including lanterns, lighting desks and lighting accessories, sound desks and systems, smoke machines and the backstage communication system.

Box Office.

The Theatre Manager will be responsible for setting up the online box office for ticketed events and management thereof. Responding directly to parents, pupils and staff regarding queries/requests relating to their attendance.

Crew.

The Theatre Manager will be responsible for recruiting front of house volunteers (pupils) for productions, training and supervising them during the course of their duty. Supervising their training, allocating roles and responsibilities during their duty (technical and dress rehearsals and performances).

Maintenance of the theatre building.

The Theatre Manager will be responsible for monitoring the condition of the building through routine checks/inspections and reacting to reports. Working close with the Estate department to schedule works required with minimal disruption to lessons and events within the theatre. Appointing contractors for regular inspections of rigging and seating.

Room booking system.

The Theatre Manager will manage the room booking system regarding use of the theatre building spaces. Considering potential conflicts within the proposed diary regarding functions and availability of the spaces along with the need for build and technical time generated by productions and other events.



Management of COSHH.

The Theatre Manager will have the responsibility for the review and upkeep of the COSHH folder for the theatre building and awareness by theatre staff of its contents.

Open Mornings and Parent Talks.

The Theatre Manager will have the responsibility for correct presentation of the theatre for potential and present parents and attending all such events.

Other duties:

This job description sets out the main duties of the Theatre Manager. No job description can be fully comprehensive and the Theatre Manager will be required to support the Headmistress in any work reasonably required to support the operation of the School.



WORKING AT ST MARY'S

A Catholic school. Nearly all pupils and about 50% of the staff are Roman Catholic. It is not a requirement of this post that applicants should be Catholic but all staff at the school are expected to be sympathetic to the religious and boarding character of the school.

Full-Time/Part-Time. This position is offered as a full-time, all year-round role.

Salary. £50,000 - £55,000 per annum depending on experience and qualifications.

Accommodation. The post holder is not required to be resident on site and accommodation is not offered with this role.

Working Days and Hours. The Theatre Manager is employed based on 45 hours per week. However, the nature of the role means that some working weeks will far exceed this number and so consequently fewer hours will be worked in other weeks. The Theatre Manager is expected to manage their own working hours keeping the line manager informed.

Additional Days. The Theatre Manager is required to attend one day of new staff INSET and a further six full days of INSET per year which are currently scheduled in the week before the start of each term. The individual is required to attend the school's annual Open Day which currently takes place on a Saturday during the summer term.

Holiday. The Theatre Manager will be entitled to 33 days annual holiday (this includes bank holidays). Normally holiday must be taken outside the school terms. During the summer language school letting period the Theatre Manager will be required to work.

Probationary Period. The first six months of employment is a probationary period and during the probationary period the notice period by both the post holder and the school is two weeks.

Notice Period. On successful completion of the probationary period, the notice period for both the job holder and the school will be three months.

Pension. The Theatre Manager will be automatically enrolled into the school's workplace pension scheme provided by The People's Pension.

Meals. Staff are currently able to enjoy lunch in the staff refectory. This privilege is currently provided free of charge, but this is kept under review and the school reserves the right to change the arrangement.



HOW TO APPLY

Please complete the online application form selecting Theatre Manager from the drop-down menu.

<https://www.st-marys-ascot.co.uk/recruitmentapplicationform/>

A short letter of application addressed to the Headmistress, Mrs Danuta Staunton should be included with your application form. Closing date: **Friday 30 May 2025**. Interviews will be held in the weeks commencing **Monday 2 June** and **Monday 9 June 2025**.

We reserve the right to interview suitable candidates before the closing date or to close the vacancy prior to closing date if deemed appropriate. Interested applicants are advised to submit their application as early as possible to avoid missing your opportunity to apply. **Applicants must have a valid right to work in the UK.**

St Mary's School Ascot is committed to safeguarding and promoting the welfare of children and young people. Applicants will be required to undergo child protection screening appropriate to the post, including checks with past employers, the Disclosure & Barring Service (DBS) and social media checks.





ST MARY'S SCHOOL ASCOT

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