



ST MARY'S SCHOOL ASCOT

APPOINTMENT OF A THEATRE TECHNICIAN

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:

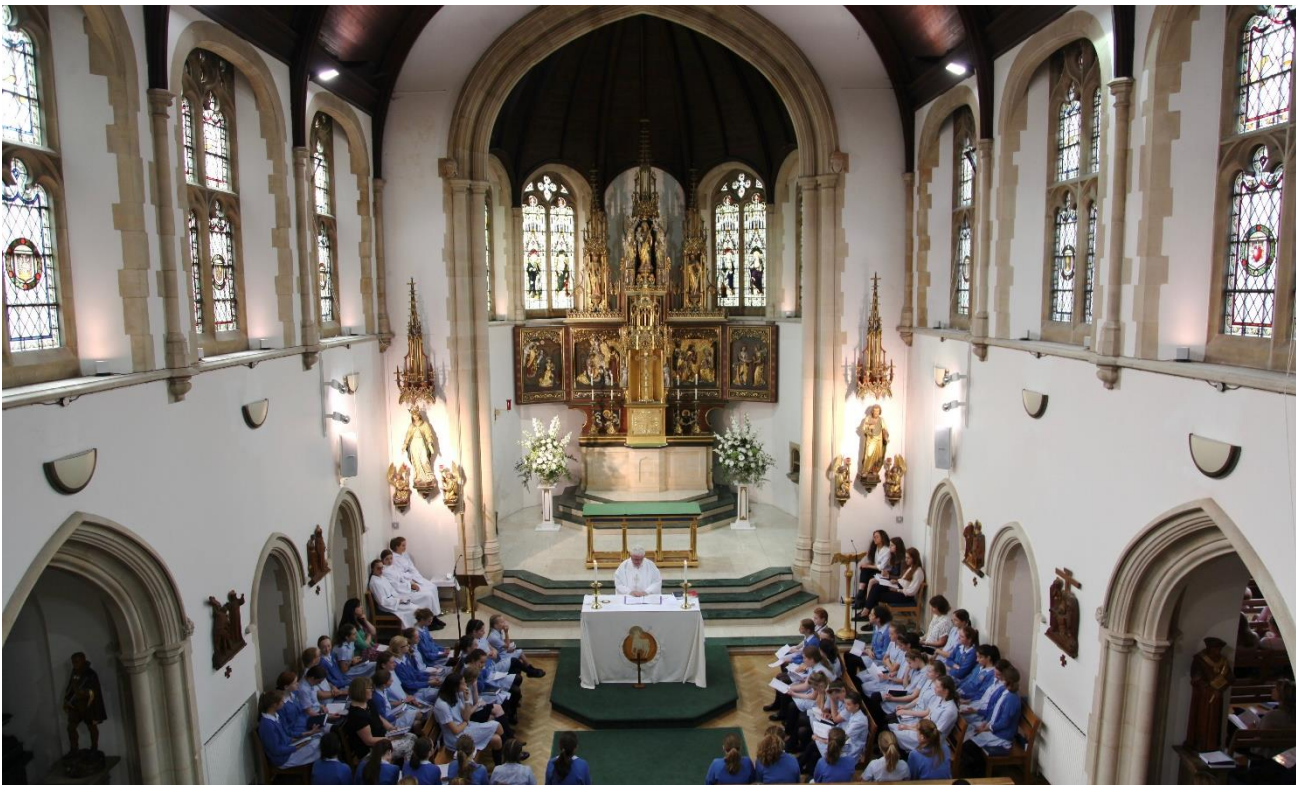
A Roman Catholic school. Over 97% of pupils and over 50% of staff are Roman Catholic. We have a full-time resident Catholic chaplain.

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.stmarysascot.com



ABOUT THE ROLE

St Mary's is seeking to appoint a Theatre Technician for an immediate start.

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 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 Theatre Technician will be a key player in term time in supporting all aspects of the School's theatre operations.

The Line Manager for the Theatre Technician is the Rose Theatre Manager.

PERSON SPECIFICATION

The Theatre Technician 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 Technician is expected to work collaboratively across departments to ensure the highest standard of support to the school. We are seeking a highly organised individual with excellent attention to detail. The successful applicant will:

- Have proven competence in theatrical set construction, including the safe use of workshop tools and equipment;
- Have a practical and creative approach to scenic design and set decoration;
- Be able to use their own initiative and work to a very high standard;
- Either have a broader range of theatre technical experience (lighting, sound, AV, scenic design), or a clear willingness and enthusiasm to develop and upskill in these areas;
- Possess a dynamic and proactive approach to tasks;
- Have the ability to undertake physical work, including lifting, carrying, and working at height;
- Have a strong understanding of Health & Safety practices and commitment to safe working in classroom, workshop and theatre environments;
- Have a commitment to producing first-class results and supporting the ethos of the School;
- Be able to work collaboratively, cheerfully and flexibly as part of a team;
- Be competent with the use of IT;



- Have the ability to manage workload efficiently by organising and prioritising tasks.
- Remain calm under pressure, be adaptable and able to respond to a changing work environment;
- Be willing to assist with tasks beyond the core responsibilities of the role;
- An experience in scenic artistry and/or prop production is desirable;
- An experience in lighting design and/or sound engineering is desirable;
- Have a basic knowledge of electrical theory (e.g., safe circuit loading), although this is not essential;
- Familiarity with audio/visual equipment for live streaming and recording is desirable;
- Experience of working in an educational environment and/or supervising pupils or volunteers is desirable.

RESPONSIBILITIES

The Theatre Technician's primary responsibility is to work closely with the Theatre Manager to ensure outstanding technical provision in the Rose Theatre and across the wider campus. The main duties and responsibilities include, but are not limited to the following:

Support to Drama and Music Departments

Work alongside the Rose Theatre Manager and the Directors of Drama and Music to provide technical support for lessons, rehearsals and performances of school productions, concerts and other events. This support will be wide-ranging, from the setting up of seating to the design and operation of technical elements.

Set construction and scenic work

Assist with the design, construction, maintenance and decoration of stage sets, working safely and competently with a range of tools and workshop equipment.

Lighting, Sound and AV

Support productions and events by rigging, plotting and operating lighting, sound and AV equipment, or by learning and developing these skills where training is required.

Health and Safety

Take a proactive approach to health and safety in the workplace, ensuring that any issues are logged and resolved with appropriate support. Training for all aspects of health and safety will be available.

Equipment maintenance

Assist in the upkeep, repair, and safe use of technical equipment across lighting, sound, AV, staging and workshop.

Events support and lettings

Provide technical support for events, talks, presentations and lettings, both within the Rose Theatre and across the wider school site.

Front of House & Box Office

Assist with FOH duties, box office management and supervision of pupil volunteers.

Collaboration

Attend department meetings and work collaboratively with the Theatre Manager and other members of the team to ensure tasks are prioritised and completed to schedule.

Other duties:

This job description sets out the main duties of a Theatre Technician. No job description can be fully comprehensive and a Theatre Technician 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 is a part-time term time appointment with some work during the school holidays.

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

Salary. The salary range for this position is £25,000 - £28,000 per annum.

Working Days and Hours. This is a part-time appointment based on 32 hours over 4 days per week during term time which includes half terms plus three additional weeks during school holidays. The specific hours of work will be agreed with the Rose Theatre Manager. Core working hours are between 8.30am to 5.00pm with a half hour unpaid lunch break. Due to the nature of the role, flexibility is required, including evening and weekend work.

Additional Days. The Theatre Technician is required to attend 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.

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 one month.

Pension. The Theatre Technician 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 Technician from the drop-down menu.
<https://www.st-marys-ascot.co.uk/recruitmentapplicationform/>

A short letter of application addressed to the Bursar, Mr Giles Brand should be included with your application form. Closing date: **9 am on Monday 1 December 2025**. Applications will be considered upon receipt.

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 an equal opportunities employer. We are 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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