



Ibstock Place

CO-EDUCATIONAL DAY SCHOOL



Theatre Manager
Information for Candidates



About Ibstock Place School

Ibstock Place School is an independent co-educational day school for pupils aged 4 to 18. The school occupies a ten-acre site on the edge of Richmond Park in South-West London.

An urban location with a beautiful botanical feel, Ibstock is the perfect home for scholarly exploration and adventure. Championing co-education since our founding in 1894, we have created a diverse environment that reflects real-world communities and workplaces.

Our school is oversubscribed, with assessed entry at the age of four for Kindergarten (Reception). There is a competitive entry examination at the age of eleven and most pupils in the Prep School proceed on into the Senior School.

Head's welcome

This is an opportunity to play an integral part in a school with a rich history, at the vanguard of educational change.



Ibstock is both forward looking and rooted, dynamic and yet caring. Through our rigorous and imaginative curriculum, we engender in our pupils the courage and ambition which they will need to succeed.

At the same time, our fierce commitment to outstanding pastoral care means that our pupils are generous and self-aware, ready to make a positive contribution to the societies of tomorrow. We hope that you will be inspired by all that you read, and we thank you for your interest in Ibstock.

Mr Chris Wolsey
Headmaster



About the role

Theatre Manager

Ibstock Place School wishes to ensure that its technical theatre team is able to support a variety of Dance, Drama, and Music productions, as well as a variety of other school activities which involve the use of our Theatre.

The Theatre Manager is an imperative part of the Bursary Management Team, working closely with the Faculty of Expressive Arts and the Heads of faculty.

Responsible for the overall operation of the Theatre, including risk management, administration compliance and delivering impeccable experiences for both our pupils and parents alike.

We are looking for a driven individual who works collaboratively to achieve high standards and targets, with the drive to exceed expectations and fully embrace all opportunities on the horizon.

We are looking to recruit a person who:

- Understanding of LOLER and rigging experience
- IPAF 3a license or working at height training.
- Competent understanding of sound engineering
- Competent understanding of use of power tools
- First aid trained
- Displays a commitment to the protection and safeguarding of children and young people

This is a 52-week role, Monday to Friday, with core hours of 8am to 4:30pm.

Some evening and weekend working will be necessary given the nature of the role.

25 days annual leave, with a six months probationary period.

Further information on the role is set out in the Job Description.



Job Description

Responsibilities

- To set up and stage manage performance / event spaces;
- To set up and operate lighting, sound and multimedia equipment;
- To undertake all practical work in relation to get-ins, fit ups, strikes and get-outs including the assembly, rigging, adjustment and use of scenery, props, rigging and lifting, sound and lighting equipment and special effects;
- To liaise with relevant academic departments, administrative and maintenance staff and, in certain situations, using casual technicians, to ensure necessary support is provided;
- To provide creative support in the areas of lighting, sound, rigging, flying and project/stage management for rehearsals, productions, events and teaching sessions to all users of the School's two theatres and performance spaces;
- To assist during production days to ensure rehearsals and production meetings run smoothly;
- To instruct pupils in the use of specialised stage, lighting and control equipment and to work with key staff and pupils to provide training on equipment and processes as required. Ensure pupil crew have adequate knowledge of productions, theatre use and equipment for all events;
- To assist staff and pupils with sound recording, filming, editing and production of performances for assessments;
- To assist dance, drama and music staff and pupils with work for School competitions as above;
- To maintain the School's Performing Arts archive material and make available to staff and pupils as required;
- To hire / purchase of specialist equipment as needed with a purchase order request;
- To liaise with administrative departments of the school, to ensure the smooth running of the Theatre's calendar in conjunction with events, lessons, and productions



Job Description

- To assist in the preparation and maintenance of estimates and budgets of production and work within set budgets as set by the Bursar, as required;
- To abide by the financial regulations and keep financial records for materials and equipment;
- To ensure adequate event and technical support is in place if absent.

Theatre Maintenance:

- To provide first-line maintenance support for all relevant technical equipment, machines, furniture, fixtures and fittings;
- To ensure that the production and technical areas of the two theatres are kept clean, tidy and secure in accordance with the Ibstock Place School's Health and Safety regulations;
- To ensure all equipment is stored safely and is accessible to others when absent;
- To maintain an inventory of all equipment and materials held and used;

Health & Safety:

- To ensure all health and safety requirements are met for the use of the performances spaces and produce risk assessments for all theatre / event space activities;
- To attend training as required and maintain awareness of health and safety regulations specific to the spaces and equipment used;
- To ensure that any performance activities identified as especially hazardous are suitably supervised;
- To attend Health & Safety Committee meetings;
- To update regularly and advise all users (including pupils) on the safe use of the area and equipment of the theatres' and event spaces;
- To organise annual safety checks of all technical equipment, machines, furniture, fixtures and fittings.



Job Description continued

Venue Hire:

To set up furniture, lighting, sound and multimedia equipment for performance / event spaces;

In conjunction with the Performing Arts Assistant, ensure external hirers are fully briefed on the safe use of the two theatres;

Where required, provide technical assistance to external users (excluding NT Live). If not during normal working hours this will be paid at an hourly rate to be agreed between the School and contractor and re-charged to the hirer.

Managing technical requirements including equipment, staffing, prices of equipment, sourcing equipment etc.



The application process

How to apply

To apply for the role, please complete our application form and submit it, by email: recruitment@ibstockplaceschool.co.uk

Shortlisted applicants will be invited to attend interview. The school reserves the right to make an appointment before the closing date.

Note that all offers of appointment are conditional until the satisfactory completion of mandatory pre-employment checks.

Ibstock is committed to safeguarding and promoting the welfare of children. For further information on our Child Protection policies, please see [here](#). Safeguarding checks with the Disclosure and Barring Service will be undertaken. It is an offence to apply for this role if you are barred from engaging in regulated activity relevant to children.

This post is exempt from the Rehabilitation of Offenders Act, 1974 and the amendments to the ROA 1974 (Exceptions Order 1975, amended 2013 and 2020). For details see [here](#)

Note that, in accordance with Keeping Children Safe in Education 2023, shortlisted candidates are required to declare any past convictions. Online searches will also be conducted on shortlisted applicants as part of our due diligence process.

At Ibstock, we embrace and celebrate difference. We are proud to be an equal opportunity employer and do not discriminate against any employee or applicant based on their age, disability, gender, marriage or civil partnership status, pregnancy and maternity, race, religion or belief, sex, and sexual orientation. To ensure this, all positions are subject to blind shortlisting.



Working at Ibstock

Our aims and ethos

At the heart of our educational philosophy are five core values, which guide every aspect of our School community. These serve as the bedrock of our culture, shaping the attitudes, behaviours and aspirations of pupils, staff and parents alike.

- A joyful, nurturing culture
- Ambition to achieve
- Rooted in kindness
- An inspiring place to flourish
- Feet on the ground, eyes on the future

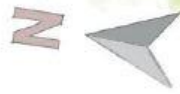
Visit our website to find out more:

www.ibstockplaceschool.co.uk

Staff benefits include:

- Cycle to work scheme
- Childcare Voucher scheme
- Free breakfast and lunch (in termtime)
- Defined contribution pension scheme for teaching staff and a pension scheme for support staff
- Commitment to training/development
- 25 days annual leave + bank holidays for support staff
- Access to BUPA Employee Assistance Programme, including counselling services
- Staff Yoga and use of the swimming pool (at designated times)
- Access to the School's BUPA health cover scheme (this is deducted monthly via payroll)

Ibstock Place School



Ibstock Place

CO-EDUCATIONAL DAY SCHOOL

An inspiring
place to
flourish

- 1 Dance Studio
- 2 Macleod House
- 3 Priory Wing
- 4 Theatre
- 5 Wellbeing Centre
- 6 Drama Studio
- 7 Armadillos
- 8 Clarence Wing
- 9 Bicycle park
- 10 Orchard
- 11 Priestman House
- 12 Roberts House
- 13 Swimming Pool
- 14 Hardcourt
- 15 Rose Garden
- 16 The Innovation Centre
- 17 The Refectory
- 18 Terrace
- 19 Main House
- 20 Footbridge
- 21 Sports Hall
- 22 Climbing Wall
- 23 School of Art & Design
- 24 Multi Use Games Area
- 25 Forest School
- 26 School of Music
- 27 Sports Pitches

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www.ibstockplaceschool.co.uk



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