

ST GEORGE'S  
ASCOT 



# Application Pack

for the position of  
Theatre Technician & Designer

Start date: February 2025

Negotiable for the right candidate



## About St George's

St George's is a thriving independent boarding and day school of 270 girls aged 11-18, around 45% of whom are boarders (full, weekly and flexi), and with a Sixth Form of approximately 80 pupils. St George's offers an ambitious, connected and future-facing education tailored for pupils to realise their potential both at school and in fulfilling adult lives ahead.

Awarded 'excellent across the board' in its November 2022 ISI inspection, the school is a place where girls flourish academically, creatively, physically and morally, a place where risks can be taken, lessons are learnt and challenges are welcomed.

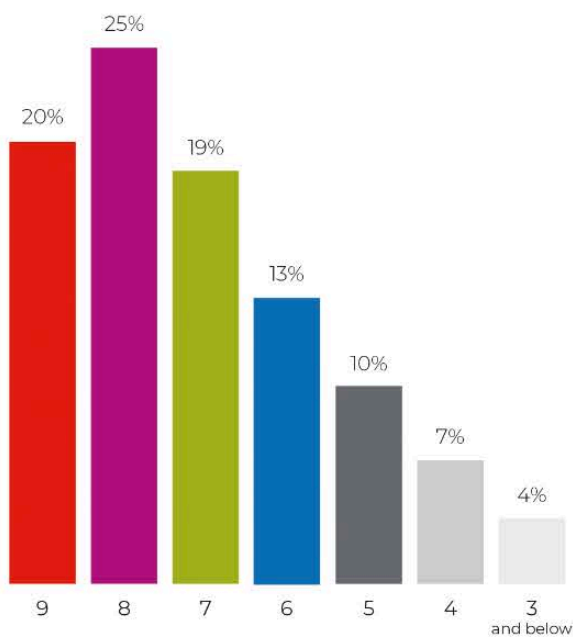
We are a welcoming school with a warm sense of community. Visitors are impressed by our facilities within a beautiful setting and the ambition of our educational provision.

Our unique extended day and flexible boarding model allows all girls the time and space to foster confidence, independence and academic curiosity providing a future-facing education exclusively for girls in a world not yet designed for girls and introduces them to contemporary subjects and topics, through speakers, workshops, classes and visits.

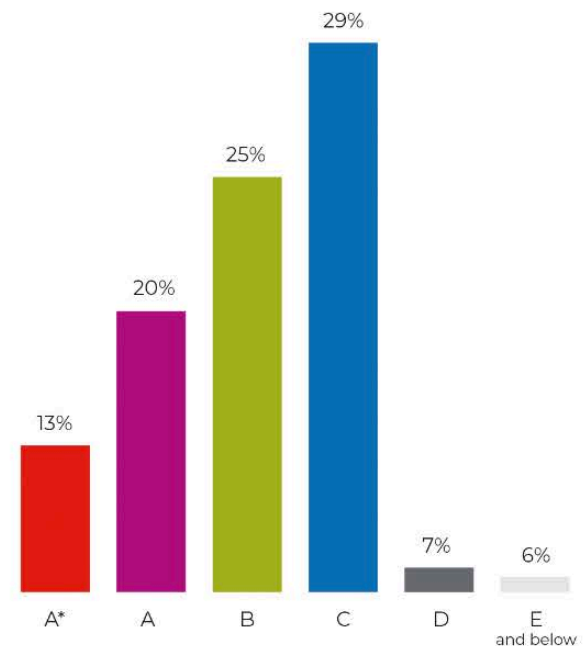


Our academic results are impressive, with the 'value-added' in public examinations a real strength. We understand how girls learn effectively and we regularly add at least one grade higher at GCSE and A Level than baseline testing would suggest. Our pupils achieved the following results in 2024:

## GCSE RESULTS 2024



## A LEVEL RESULTS 2024



N.B. Data correct at time of print but is subject to change.

**Over the past two years at GCSE, St George's has been placed in the top 5 to 10% of schools nationally for academic progress.**

St George's offers an education that is grounded, relevant and fosters employability. The school operates as an Educational Trust administered by a Board of Governors, is a member of the Girls' Schools Association (GSA), Boarding Schools Association (BSA), ISBA, AGBIS and is ISC accredited.





CONFIDENT | CAPABLE | CONNECTED



“

The girls are the biggest advocates for SGA  
– funny, bright, ambitious and honest.

”

MUDDY STILETTOS

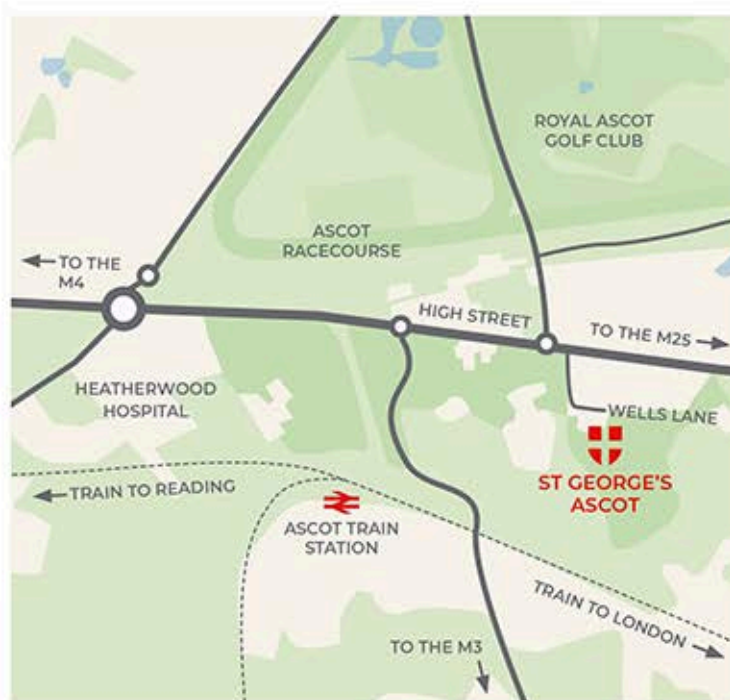


## Our Location

The School is approximately 25 miles west of central London, on a beautiful, leafy 30 acre site, within walking distance of Ascot High Street.

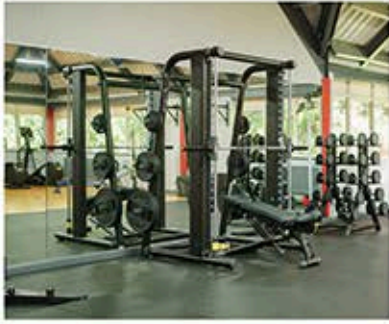
We are close to Windsor and Bracknell and equidistant from the M3 and M4 motorways.

Ascot High Street can be reached on foot in five minutes while Ascot Railway Station is less than a mile away.

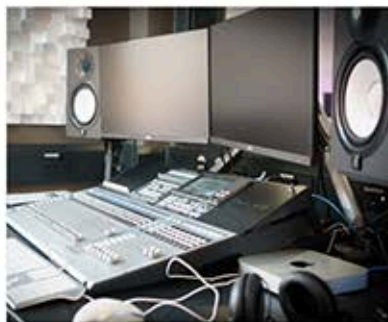


### All facilities are on site and include, amongst others

- 25m, 6-lane indoor swimming pool
- Separate drama studio
- Large sports hall
- Three lacrosse/football pitches
- Eight tennis courts
- Light airy classrooms
- Purpose-built library
- A fabulous dining room serving our delicious award-winning food
- Three cosy, family-style boarding houses - one of which is solely for use by the Upper Sixth giving all girls (boarding and day) the space to study for their A Levels
- State of the art 300-seat theatre
- Brand new dance studio
- Technogym fitness suite
- Sports pavilion
- Six floodlit netball courts
- Squash court
- Science centre
- Photographic, textiles and art studios
- New state of the art music technology suite and recording studio
- One fully equipped ICT suite and two additional ICT labs
- State of the art cookery and food technology room



“ St George's  
combines small-school  
cosiness with big-school  
facilities. ”  
TATLER





## Role and Responsibilities

The Theatre Technician and Designer is responsible for the operation of the School's Sue Cormack Hall and its Drama Department spaces. The School has an outstanding reputation for its Drama and Performing Arts productions and the Theatre Technician and Designer is pivotal to this. A number of high quality productions are mounted every year and our 300 seat theatre is purpose built and enjoys state-of-the-art lighting and sound systems, with scenic resources including flying and projection.

The successful applicant will be responsible for the stage lighting, sound, scenic and AV equipment in the Drama Department. They will work with relevant staff to provide design, creative input, technical assistance for all Performing Arts events as well as managing the day-to-day operations of the School's performance spaces and their safe operating procedures.

The post holder will also be required to provide assistance to cover other significant whole school events which require technical expertise, such as Prize Giving.

The Theatre Technician and Designer is responsible to the Director of Drama. For other duties, including those relating to Health and Safety, the Theatre Technician is responsible to the Bursar.



# Duties

- To rig for and production manage major events taking place in Drama Department spaces, including the co-ordination of external specialists where necessary. These include plays, musicals, music events, lectures, visiting speakers, house events, open days, prize givings, assemblies and conferences.
- To be responsible for the scenic and technical design of all Performing Arts events.
- To supervise and maintain the School's lighting, sound and AV equipment, including stock checks and inventory.
- To assist with the planning of the School calendar with reference to the theatre spaces and events and to attend the termly Calendar Meeting.
- To work with the School Estates Compliance and Enterprise Manager with the booking and execution of external hires of the Drama Department spaces, which may include the provision of technical support.
- To support academic staff in Drama/Theatre Studies lessons, including providing specific guidance to pupils wishing to specialise in technical theatre options.
- To provide technical support during assessed GCSE and A Level examination work, including recording and uploading exam work to be sent to exam boards.
- To change and set up the Sue Cormack Hall in different layouts to accommodate its range of uses such as flat floor, concert hall, examination hall and theatre.
- To support the activities of the technical theatre pupil activity groups, in particular supervising all aspects of technical and Health and Safety training.
- To manage the Drama Department spaces' technical budget, both for daily operations and for specific productions.
- To comply with the School's Health and Safety policies and procedures and ensure that any external contractor complies with their duties and has undertaken the necessary checks.
- To update Health and Safety and risk assessment documentation relating to the theatre spaces, manage COSHH assessments, manage the inspection and testing of all equipment in the Drama Department spaces, including undertaking portable appliance testing.
- Any other tasks as reasonably requested by the Head, Bursar or the Director of Drama.



## Person Specification

The successful candidate is likely to be able to demonstrate the following skills, qualifications and experience:

- Relevant degree or professional experience of technical theatre and design.
- Experience of lighting and sound design, rigging and operation.
- Experience of the use of Audio Visual/Video in theatrical work.
- Experience of set design and building, including woodworking.
- Strong IT skills in the Google Workspace (GMail, Docs, Sheets and Calendar) and knowledge of Macs and Qlab is desirable.
- Knowledge of Health and Safety and experience in preparing risk assessments for performance spaces and productions.
- Excellent organisational skills with an ability to plan, prioritise and to work calmly to meet deadlines and to be flexible and adaptable in order to meet ever-changing needs.
- Excellent interpersonal skills, oral and written communication skills, with a willingness to go the extra mile and a “can do” approach.
- Enthusiasm, willingness and flexibility to work evenings and weekends as required.

## Salary and Benefits

- **Start date:** Late February 2025, although this is open to negotiation for the right candidate
- **Salary:** £29,000 - £32,500 subject to experience.
- **Pension:** The successful candidate will be auto-enrolled into the School's defined contribution pension scheme.
- **Hours of work:** A full time, all year round position requiring flexible working with time off in lieu being coordinated with the line manager.
- **Notice Periods:** The first year of employment will be a probationary period. During this time, performance and conduct will be monitored. The School may extend the probationary period at its discretion. In the probationary period, the notice required to terminate the employment will be one month, increasing to three months by either side on the successful completion of the probationary period.
- **Holiday entitlement:** The School holiday year runs from 1 January to 31 December. The entitlement is five weeks holiday plus bank holidays annually; five days of leave are to cover the period surrounding the Christmas and New Year shutdown.



“ The school is an inclusive community in which those from different backgrounds get on extremely well together. ”

INDEPENDENT SCHOOLS  
INSPECTORATE







CONFIDENT | CAPABLE | CONNECTED

Awarded 'Excellent' in all areas in November 2022,  
the ISI particularly identified –

“

'Pupils' positive attitudes towards learning  
are a striking feature of the school.

”

INDEPENDENT SCHOOLS INSPECTORATE

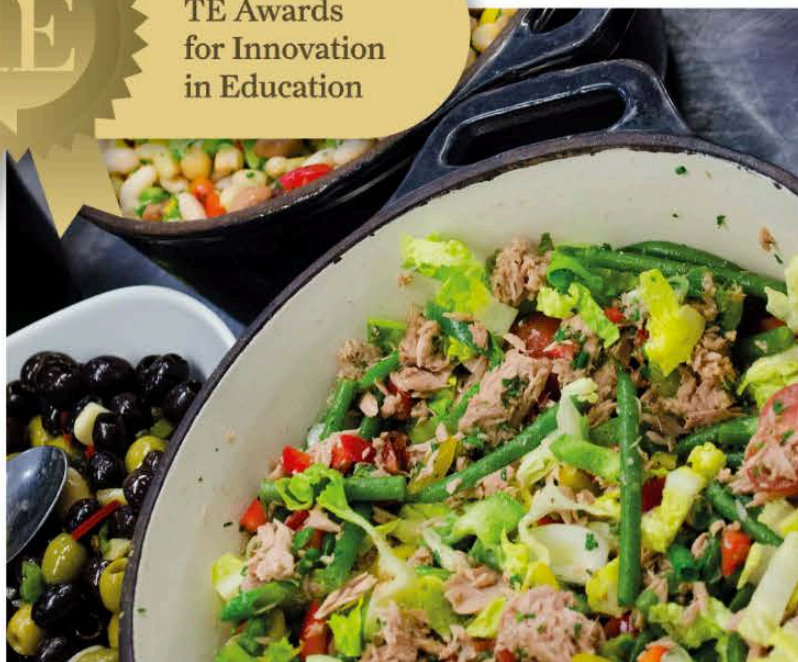


## Additional Staff Benefits

- Use of facilities
  - Staff have use of state-of-the-art gym with Technogym equipment at allocated times
  - Staff swimming sessions and family swimming sessions in the recently built 25m, 6-lane indoor pool
- Supportive Continuing Professional Development (CPD) programme
- Ample free onsite parking
- Freshly prepared, award-winning nutritious lunches in the Dining Room during term time. Refreshments are also available throughout the day in the Staff Room. Meals and refreshments are free of charge.
- There are a number of social events throughout the year that staff are invited to attend.
- The post holder's children may, upon passing the entrance assessments, be eligible at the discretion of the Governors for a reduction on the basic tuition fees.



**2024 WINNER**  
TE Awards  
for Innovation  
in Education







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“

We're delighted to welcome St George's Ascot to the Google for Education Reference School Program!

Your school is doing exemplary things with Google tools and we're excited for you to join this select group of Reference Schools.

”

THE GOOGLE FOR EDUCATION TEAM



## The Process

Letters of application to the Head, Mrs Hewer, should be no more than two sides of A4 and, together with the completed application form and confidential cover sheet should be emailed to [recruitment@stgeorges-ascot.org.uk](mailto:recruitment@stgeorges-ascot.org.uk)

**CVs will not be accepted. Please complete the relevant application form and confidential application cover sheet found here:**  
<https://www.stgeorges-ascot.org.uk/our-school/job-opportunities>

**Deadline: Midday Friday 10 January 2025**

**Interviews: Friday 17 January 2025**

*The School reserves the right to interview and/or appoint at any time during the recruitment process.*

Any queries about this post may be made in the first instance to Mrs Amanda Liddle, Director of Drama: [aliddle@stgeorges-ascot.org.uk](mailto:aliddle@stgeorges-ascot.org.uk).

St George's School is committed to safeguarding the welfare of children at the School. A review of open source social media and online content will be conducted after candidates have been shortlisted and you may be asked about this at interview. The appointment will be subject to a successful disclosure check from the Disclosure and Barring Service. This will give details of all spent and unspent convictions and other recordable matters. A policy on the recruitment of ex-offenders is available, if required, from the School Office. The supplied references will be taken up and the School may approach previous employers for information to verify particular experience or qualifications. A medical questionnaire will be required to be completed by the successful candidate.





**25** MINUTES FROM  
**HEATHROW  
AIRPORT**

UNDER AN HOUR FROM  
**GATWICK**



**20%**

INTERNATIONAL  
PUPILS



FOUNDED IN  
**1877**



**99%**  
PASS RATE  
AT A LEVEL  
GRADED A\* - C



**99%**  
PASS RATE  
AT GCSE  
GRADED 9 - 4

**EXCELLENT  
PASTORAL  
CARE**

AND ONSITE  
CHAPLAIN



**70+**  
CO-CURRICULAR  
**CLUBS**



**3** OUT  
OF **4**  
PUPILS  
ACHIEVED THEIR  
**1<sup>ST</sup> CHOICE  
UNIVERSITY**



★ **PRESTIGIOUS** ★



GOOGLE FOR  
EDUCATION  
REFERENCE SCHOOL

**25 GCSE  
SUBJECTS  
AND  
23 A LEVEL  
SUBJECTS  
ON OFFER**



**AMBITIOUS  
ROLLING  
DEVELOPMENT  
PLAN  
INCLUDING:**

**SWIMMING  
POOL**



**COOKERY  
ROOM**



**MUSIC TECH**

**DANCE  
STUDIO**

**FITNESS  
SUITE**



**12**

THEATRE  
PRODUCTIONS  
EACH YEAR



**60%** DAY  
PUPILS

**40%**  
BOARDERS



**30**

ACRES OF LEAFY  
COUNTRYSIDE ON SITE



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[www.stgeorges-ascot.org.uk](http://www.stgeorges-ascot.org.uk)

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