



Ibstock Place

CO-EDUCATIONAL DAY SCHOOL



Information for Candidates

Theatre Manager

Head's Welcome



Thank you for your interest in joining our team. This is an opportunity to play an integral role in a school with a rich history at the vanguard of educational change. We have a powerful sense of the way in which we shall develop in the decades to come and we seek energetic professionals to join us and to help us to build and realise our vision.

We take pride in a school culture which is inclusive, and which is both forward looking and rooted, dynamic and yet caring. Through our rigorous and imaginative curriculum and a highly responsive pastoral system, we engender in our pupils the courage and ambition which

they will need to succeed and to play a constructive role in their wider community and society.

Our staff are the School's most valuable asset and we aspire to create a sector-leading environment in which they can work. We are committed to a thoughtful process of continuing professional development and we create multiple pathways for our colleagues to progress in their knowledge, skills and experience. We are fortunate to have built a strong sense of loyalty amongst our colleagues and we regard the stability of our staff body as a major strength. Many of our employees have built successful careers with us over a protracted period and the sense of community amongst us is strong. Opportunities for promotion and advancement are plentiful. Professional fulfilment is key to staff wellbeing, but so too is access to a range of additional benefits and we are responsive to this too – the happiness of its staff is critical to any organisation's ultimate success.

Ibstock is without a doubt the most dynamic and the most interesting school in which I have worked through my career. I hope that you will be inspired to join us and to make your own contribution to our evolving mission and journey.

Chris Wolsey
Head

About the School

Ibstock Place School is an independent co-educational day school affiliated to HMC, the Head's Conference and to IAPS, the Independent Association of Prep Schools. We occupy a beautiful and well-appointed ten-acre site on the edge of Richmond Park in South-West London.



Established in 1894, we have championed the merits of co-education since our foundation. The School was originally created to showcase the ideas of a progressive German educationalist, Friedrich Froebel and, early on, it specialised in Early Years education. Indeed, it was Froebel who coined the term Kindergarten. While EYFS provision remains an important part of our provision, we have grown considerably since 1894 and we now provide an integrated pathway for our pupils all of the way from 4 to 18 years. We are heavily oversubscribed, and we currently educate around 1100 young people. We have major points of entry at 4+, 7+, 11+ and 16+ and a thriving Sixth Form of around 200 pupils. Our catchment area is steadily growing and our pupils join us from a wide range of both maintained and independent schools.



Academically, the School is strong and we routinely appear in the upper reaches of newspaper league tables, both for GCSE and A Level outcomes. About 80% of our pupils move on every year to Russell Group universities, including Oxford and Cambridge. There is also growing interest in higher education pathways outside of the UK, including those in North America.

Our curriculum is broad and balanced. We seek a unique synthesis of learning which combines the best traditions of a liberal and humane education with an outlook which is forward-looking and dynamic. We have invested heavily in new technology in recent years and we seek to be at the forefront of educational change.



About the School

We recognise that AI will re-shape the landscape of schools in the decades to come and we are taking steps to ensure that we are well-placed to benefit from it. We understand too the importance of a strong co-curricular offer – from our inception, we have been convinced of the virtues of a “whole education”. Our pupils can access over 140 different clubs and activities and we have exemplary provision in sport, music, drama, dance and debating. In the Senior School, the Duke of Edinburgh Award Scheme is notable for its strength and quality of provision. We expect all teaching staff to make a meaningful contribution to it.

Our pastoral system is exceptionally well-developed and responsive to the individual needs of our pupils. The work of our pastoral teams is supplemented with a class-leading pupil counselling service which we run in collaboration with The Soke, a specialist mental health and wellbeing provider based in South Kensington.



We are committed to the integration of pupil voice in the life of the School and our prevailing organisational culture prioritises the importance of listening, just as it does the celebration of our diversity and the affirmation of our pupils' achievements. The same extends to our other stakeholders – our parents and, of course, our staff.



As a charity, we work hard to ensure public benefit. In addition to a generous and expanding programme of bursaries to support pupils for whom an independent school education would ordinarily be out of reach, we sustain a burgeoning partnership programme with many local state schools and community organisations. In addition to the frequent sharing of our facilities, we undertake a wide variety of projects across all aspects of our operation which ensure that in Roehampton and beyond, we are a force for good. For more details of our work, see www.schoolstogether.org and search for Ibstock Place.

We are ambitious for our future. We have grown considerably in recent years – in size most certainly, but also in terms of our profile and our achievement. Our ambition is to build yet further upon this recent success and to become the leading co-educational independent day school in London.

About the Role



We are seeking an organised and motivated **Theatre Manager** to join the team at Ibstock Place School.

This is a full-time, permanent role, 5 days per week from 8am to 4:30pm (30min unpaid lunch break), 25 days annual leave + Bank holidays, with six months probationary period. Occasionally, the Theatre Manager will be required to work some evenings and weekends, therefore the flexibility in working hours is necessary.

Start date **as soon as possible**.

Salary will be **circa £35,000 per annum** (depending on skills and experience).

The deadline for applications is **19 October 2025**. *We reserve the right to start the interview process as soon as applications are received.*

Duties and 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 of 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 the 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;
- 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.

Duties and Responsibilities

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 equipment is 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.

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.

Person Specification

Essential

- Experience in Theatre management;
- Ability to work under pressure, manage workloads effectively, and meet deadlines.
- Discretion and professionalism when handling sensitive data.
- Proactive and investigative mindset, with a willingness to solve unfamiliar problems independently.
- Ability to explain technical concepts clearly to non-technical audiences.
- Commitment to continuing professional development including learning new skills and IT systems. Potential for progression into more responsibilities over time, subject to performance.
- Commitment to promoting and safeguarding the welfare of children and young persons.

Person Specification

Experience, Knowledge and Understanding	
Displays a commitment to the protection and safeguarding of children and young people	Essential
Is flexible and resilient and able to adapt quickly to new environments and challenges	Essential
Has good inter-personal skills and can establish positive relationships with multiple stakeholders	Essential
Is reliable and trustworthy, and able to work effectively with limited supervision	Essential
Sets an example of personal integrity and professionalism	Essential
Adheres to the ethos of the School	Essential
Promotes the vision and aims of the School	Essential

Staff Benefits



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
- Free breakfast and lunch (in term time)
- Defined contribution pension scheme for teaching staff and a pension scheme for support staff
- Commitment to training/development
- 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)

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 interview and 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 2025, 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.

Ibstock Place School



Ibstock Place

CO-EDUCATIONAL DAY SCHOOL

Ibstock Place School,
Clarence Lane,
Roehampton,
London SW15 5PY
020 8876 9991

www.ibstockplaceschool.co.uk

An inspiring
place to
flourish

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



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