

VACANCY INFORMATION PACK

TECHNICAL THEATRE MANAGER

FULL TIME,
ALL YEAR ROUND

READING BLUE COAT

Dear Applicant,

Reading Blue Coat is a school with a rich heritage and a forward-thinking outlook. Our values – aspiration, compassion, courage, integrity and service – are at the heart of everything we do. They shape not only the enriching education we provide for our students but also the culture we create for our staff: one of ambition, kindness and shared purpose.

We are a vibrant and welcoming school, where talented colleagues work together to inspire a love of learning, nurture individual potential and equip talented young people to thrive in a rapidly changing world. Whether inside or outside the classroom, every role at Blue Coat plays a vital part in our mission to excel.

If you share our commitment to working hard, caring deeply and making a meaningful difference, I encourage you to explore this opportunity further. I would be delighted to meet you soon.

Pete Thomas
Headmaster





INTRODUCTION

Reading Blue Coat is a leading independent co-educational day school for students from ages 11 to 18. As at September 2026, the School has over 890 students and is now into our fourth year of full co-educational from Year 7 upwards – our Sixth Form has been fully co-educational for over 40 years; all year groups will be co-educational by September 2027.

The School was founded in 1646 by Richard Aldworth, a Master of The Skinners' Company, and a Governor of Christ's Hospital in Horsham, West Sussex. Inspired by the philanthropic nature of of Christ's Hospital, Richard Aldworth set aside £4,000 in his Will 'For the education and bringing upp of twenty poore boyes of Reading'. Through this one, simple act, Aldworth's Hospital, now Reading Blue Coat, was created. In 1660 the first students walked through the doors of a former inn in Silver Street in the Centre of Reading. And in 1947, Reading Blue Coat moved to the magnificent estate of Holme Park in the Berkshire village of Sonning, where it remains today.

The ethos of the School derives from its Christian foundation and traditions, fostering care and concern within the community and enabling all students to develop their full potential. The School aims to provide a stimulating and friendly atmosphere in which each student can realise his or her full intellectual, physical, and creative potential. Students are encouraged to be self-reliant and adaptable, and the School intends that they will learn the basis of good citizenship, founded on honesty, fairness and understanding of the needs of others. The curriculum provides a balanced blend of academic and co-curricular activities that combine to meet these objectives.

In living this ethos, we strive to fulfil our purpose to:

- Inspire in our students a life-long love of learning, and the confidence to individually flourish.
- Equip our students to thrive in a rapidly changing world.
- Cultivate a warm, kind, noticing culture where students are happy, inclusion is the norm, and diversity is celebrated.
- Develop grounded, socially responsible, outward looking students, ready to lead fulfilling lives and make a positive contribution to the world.
- Nurture a community based on our shared values of aspiration, compassion, courage, integrity and service.

The School employs more than 200 salaried staff, of whom about 50% are teaching staff. Reflecting the move to full co-education, nearly half of our teaching staff are female.



FACILITIES

Reading Blue Coat is located four miles from the centre of Reading, in the Thames-side village of Sonning. It is also three miles from Twyford, located on Crossrail, with fast train service across London. Set in 46 acres of land for students to enjoy, the facilities are very well maintained, and the School continues to invest in the site to add to an impressive infrastructure of buildings. The School makes full use of its riverside location.

Work on our new Performing Arts Centre commenced in summer 2025 and is expected to conclude by Spring 2027.

ACADEMIC LIFE

The academic curriculum at Reading Blue Coat is based on the principle that all students should experience a broad and balanced range of basic subjects and skills. From Year 9 onwards, this range is gradually modified, by elements of choice, enabling both the interests and aptitudes of individual students to be reflected. Most lessons are taught initially in classes of mixed ability, although setting occurs in Mathematics in Year 7, in Languages in Year 8, and Science in Year 9. Geology is also a thriving subject. In Year 11, all students take qualifications in English, Maths and Science (all IGCSE) and a Modern Foreign Language. They also take three GCSEs from a broad range of eleven subjects. All students take a GCSE in Religious Studies (full course) in Year 10.

In the Sixth Form students can choose from a range of 24 subjects, including subjects most will not have studied before, such as Economics, Politics and Psychology. Enrichment opportunities in the Sixth Form include the Extended Project Qualification (EPQ), and a schedule of visiting speakers. Reading Blue Coat always seeks to stretch and challenge students and the School's Learning Support Department ensures that students with specific learning needs are supported effectively. The School's Learning Research Group ensures a sustained focus on developing teachers and pedagogical enrichment.

2026 academic results were impressive; the results were amongst Blue Coat's best with 80% achieving A*- B at A level, and at GCSE 80% gaining Grades 9 to 7.

The majority of Year 13 leavers proceed to degree courses at universities of which approximately 78% go to the Russell Group Plus universities. Each year over 90% of our students attain places at their first choice university, whilst others are successful in securing future learning opportunities in their chosen career.

PASTORAL

Pastoral care, focused on the individual, is at the heart of the School. We place significant emphasis upon building warm relationships and effective communication with students, for example through regular one-to-one conversations between students and their tutors. Well trained staff provide effective support for student wellbeing, promoting friendship, positive physical and mental health, and helping students find their purpose and passions. Reading Blue Coat's pastoral structure is based around the tutorial system, which is structured in terms of year group and the House system (e.g., 'Year 8 Malthus' tutor group).

There are six Houses: Aldworth, Hall, Malthus, Rich, Norwood and West. The tutors who lead tutor groups are the 'go-to' members of staff for each student, and they are personally responsible for checking in with students each day and overseeing the development of their character and intellectual curiosity. At the heart of the School are the values of aspiration, courage, compassion, integrity and service, and all the activities of tutor groups and Houses seek to promote and embed these values. In additional to pastoral support, the House system further enables students to take part in activities that foster enjoyment and group spirit through a variety of opportunities that include performing arts and sport.

Beyond the core tutor group, Reading Blue Coat provides a rich variety of other forms of pastoral care. Students also benefit from pastoral education through an exciting and responsive Wellbeing and Futures curriculum, which helps them to develop the skills, knowledge, and habits to lead happy and fulfilling lives. They also find themselves in a highly inclusive environment, thoughtfully promoted and celebrated through our Equality, Diversity and Inclusion programme. When additional support is required, students may also access our newly renovated (2023) Wellbeing Centre, where they may find support from healthcare professionals or access counselling sessions.

CO CURRICULAR

Our co-curricular provision is vibrant and diverse with high levels of engagement throughout the student body. Focused very much on developing the characteristics that make up the school values our co- curricular provision incorporates the Performing Arts, Sport, Activities, Adventure Education, Clubs and Enrichment. All academic staff at the school are expected to contribute to the School's co-curricular provision in a meaningful way.

PERFORMING ARTS

Reading Blue Coat has a highly regarded reputation for drama, dance, music and public speaking with an extensive programme of enrichment, rehearsals and performances throughout the year.

Music is at the heart of the School and many of our pupils attend our weekly ensemble rehearsals which amount to over fourteen every week. Alongside this, a huge number of pupils take the opportunity learn a musical instrument during one-to-one lessons timetabled during the school day. The music department develops a diverse programme of music concerts over every academic year including large scale concerts as well as more intimate recitals, they are also heavily involved in the school musicals.

The School productions are highlights of the cultural calendar and often involve casts of over 60 pupils. Our most recent production of Oliver was a roaring success and perfectly showcased the talent at Reading Blue Coat. Our other recent productions have included Billy Elliot, Lord of the Flies, Footloose, Punk Rock, Curtain Call, The Lion King, The Crucible, and Oliver!. Cast sizes for productions can average up to 100 students for musical productions and 20 – 50 students for school plays. Pupils are also given the opportunity to participate in LAMDA lessons on a one to one basis. Pupils interested in Theatre are also given the opportunity to participate in workshops, playwriting, directing, backstage work and our student technical theatre team is flourishing.

The dance programme is ever evolving with a range of clubs on offer, including street dance, contemporary and commercial dance. Pupils are able to showcase their work in a range of performances and are looking forwards to this years 'Feel the Beat' performance. Our inaugural internal dance competition was a huge success this year with over 60 dancers taking part and showcasing their own choreography. Our pupils have also had the opportunity to represent the school at external dance competitions and have achieved great success in their respective areas.

Public speaking is a hugely popular aspect of school life with over 100 pupils actively involved each week. Over the course of the academic year pupils are able to attend weekly session to hone their skills which are then showcased in a variety of different performances.

SPORT

The School has a strong reputation for the high quality of its sporting teams. Sport plays a key role in developing every student's physical potential whilst embodying the values of the School. Sports are coached to a very high level while providing for, and encouraging those, for whom participation rather than excellence is important.

All students have a timetabled games afternoon where they participate in competitive and recreational team sports with a focus on developing skills and teamwork. The focus sports are athletics, cricket, football, netball, hockey, rowing, and rugby. School sport fixtures and training take place on a Saturday and we are very proud to have 63 competitive teams and around 80% of our student population representing the school at fixtures over the course of an academic year. In recent years a number of our sports teams have achieved national champion status and we have netballers, rowers and rugby players who have been selected to international age group teams and gone on to play professionally.

Alongside our core sport offering we also provide a diverse range of alternative sports that pupils can either participate in recreationally or competitively, these include swimming, basketball, tennis, touch rugby, rugby 7's, cross-country and table tennis.

ACTIVITIES

Our Activities programme is unique to Reading Blue Coat School and allows pupils the opportunity to explore our co-curricular provision during dedicated timetabled lessons every week. Pupils in year 7 to year 9 explore a variety of Adventure Education sessions including Sailing, Bouldering, Paddle Boarding and are also given the opportunity to explore our state of the art on-site High and Low Ropes Course. Activities is also the place where our pupils are introduced to Combined Cadet Force (CCF) and the Aldworth Partnership.

Pupils in years 10 to 13 come together every Thursday to participate in Senior Activities. This is split into six categories and pupils are encouraged to choose a different strand each term. The sections are: Adventure, Creative Arts, Leadership and Social Action, Sport and Wellbeing , Service, Super Curriculum. There are over 40 sessions available to students with the aim of the sessions being to explore new interests and challenge themselves whilst embodying the school's values.

ADVENTURE EDUCATION

Our Adventure Education allows pupils the opportunity to explore our wonderful site and surrounding areas whilst really focusing on character education. The Adventure Education programme is very much intertwined with our Activities programme which runs each week for every year group across the school. We are very proud of our Adventure Education facilities which includes use of the river for paddle sports, a high and low ropes course as well as an indoor climbing wall.

Alongside our weekly adventurous activities we are also very proud of our successful Duke of Edinburgh programme which is open to all pupils from year 9 and above. Pupils are highly engaged and we recently had over 100 pupils complete their Bronze Award from year 9.

As part of our Adventure provision we also run a programme of expeditions each academic year, this year our pupils will have the opportunity to visit Eswatini over the Summer break. During every summer term every pupil will participate in a school residential with year groups visiting a range of destinations like Pembrokeshire, Devon and the Peak District.

The Adventure Education department is also home to our Combined Cadet Force where pupils have the opportunity to join the Army, Navy and RAF sections. CCF sessions take place during Activities sessions and are hugely popular with over 170 students on roll.

CLUBS AND ENRICHMENT

We have a huge number of clubs and enrichment activities that run at Reading Blue Coat with over 100 different sessions running every week. These sessions take place during lunch time and after school and all academic staff are expected to contribute to our co-curricular provision. Nearly all of our activities are included in the school fees and pupils are welcome to participate in as many as they want. Our pupils are heavily involved in shaping the provision and in the last 18 months we have seen the introduction of Dungeons and Dragons Club, Photography Club and Craft Club at the request of our pupils.

FOUNDATIONERS & FOUNDATION AWARDS

The diversity of our educational community is underpinned by the School's centuries long commitment to transformational bursaries. Reading Blue Coat offers means tested bursaries worth 100% of the school fees, plus additional extras such as uniform, lunch, travel, trips and a laptop, to two students annually who live within the borough of Reading. Our ambition is to grow the number of Foundationers in the School through fundraising.





COMMUNITY

Reading Blue Coat students are encouraged to be aware of their place in the wider world and to show consideration for all those with whom they come into contact. These principles are based on the ideas handed down by Richard Aldworth who founded the School in 1646.

In recent years the School has greatly enhanced its links with the wider community through the work of the Aldworth Partnership. The Aldworth Partnership is the umbrella term for the School's student led partnership and charity work. As well as fundraising for local charities such as crisis charities, special needs schools, food banks and homeless charities, the Aldworth Partnership also has strong links to local primary schools. Work with these primary schools includes helping with lunch time clubs, running a school choir and reading clubs. We also often host primary schools for Science and Design and Technology days onsite as well as in our Forest School based in our woodlands. Whilst our main focus is for our students to take part in meaningful partnership work, it is also an opportunity for our Staff to give back to the local community. . .

As the Aldworth Partnership continues to grow, the long-term aim is that all Blue Coat students have the opportunity to be involved in transformative service projects in the local and wider community at some point in their school career.

The Foundation Office provides links with our alumni (Old Blues) after they leave the School so that they continue to feel part of our special community. Old Blues are offered many opportunities to come back to Blue Coat for reunions and social events. There are also opportunities to give back through our Futures programme such as mentoring opportunities and giving talks to students. Reading Blue Coat Connect is a networking site specifically for Blue Coat community and Parents, Old Blues and Staff are encouraged to join. The Foundation Office fundraises for specific School projects such as bursaries and capital projects as the need arises.

Further information is available on the School's website at www.rbcs.org.uk and Good Schools Guide https://www.goodschoolsguide.co.uk/uk-schools/review/reading-blue-coat-school



PERFORMING ARTS

This is an exciting opportunity for an experienced and forward-thinking Technical Theatre Manager to play a central role in the development and delivery of Performing Arts at Reading Blue Coat. This post will be essential to the successful operation and day-to-day management of our new Performing Arts Centre, including the management of a brand-new theatre due to open in Spring 2027, and will help shape the technical and production standards of the School for years to come.

We are seeking an individual who strives for excellence across all aspects of technical theatre, theatre management, and live performance, working closely with the Director of Performing Arts, Head of Academic Drama, Director of Music and Head of Dance to support a vibrant and ambitious programme of productions, performances, and events.

The successful candidate will bring energy, organisation, and strong technical expertise across lighting, sound, staging, and production management. They will take responsibility for the effective management of the Performing Arts venues, ensuring that spaces are safe, well maintained, and fit for professional-level performance and teaching. This will include overseeing get-ins and get-outs, scheduling venue usage, and ensuring compliance with health and safety regulations.

A key element of the role will be the line management of Theatre Technicians, including the Theatre Technician and any casual or student technicians. The Technical Theatre Manager will be responsible for coordinating workloads, providing training and development opportunities, and maintaining high professional standards across the technical team.

This role is a crucial part of the Performing Arts Faculty, which includes the Director of Performing Arts, Director of Music, Head of Academic Drama, Head of Dance, and a team of specialist staff. As the School moves towards the opening of its new Performing Arts Centre, the Technical Theatre Manager will play a leading role in establishing robust systems, professional working practices, and a culture of technical excellence, while supporting students to develop valuable skills in technical theatre and live production.

Which qualifications do we prepare students for?

Students at Reading Blue Coat School study Dance, Drama, and Music in Year 7, before choosing which subjects to continue in subsequent years. The Performing Arts offer is academically rigorous and creatively ambitious. Drama follows the Eduqas WJEC specification at both GCSE and A Level, with students able to pursue Acting or Technical Theatre pathways, and the successful candidate will be expected to support pupils who wish to specialise in Technical Theatre. Dance was introduced in September 2023 as both an academic and co-curricular subject and has seen very strong uptake at Key Stage 3. The provision continues to develop, with GCSE and A Level Dance following the AQA syllabus, and the School is keen to expand opportunities through vocational qualifications such as RAD, ISTD, and Rambert as part of the co-curricular programme. Music is taught following the AQA specification, supported by a rich co-curricular programme of ensembles, concerts, recitals, and peripatetic tuition. Across all disciplines, pupils benefit from a broad and vibrant Performing Arts provision that balances academic study with extensive performance opportunities, fostering creativity, confidence, and collaboration.

Facilities

Our Performing Arts facilities are currently temporary, due to an exciting and significant building project for a new Performing Arts Centre. At present, the department operates across a range of high-quality temporary spaces, including two large Drama/Dance studios, dedicated Music classrooms, and a fully equipped practice block for individual and small-group work. Performances currently take place in a variety of professional off-site theatres, giving students valuable experience of working in external performance venues.

The School is proud to be investing in a state-of-the-art Performing Arts Centre, scheduled to open in 2027. This outstanding new facility will include:

- A Dance Studio with semi-sprung dance flooring
- A Black Box Theatre
- A large auditorium seating approximately 270
- Multiple Performing Arts teaching spaces
- A recording studio
- A substantial studio block for peripatetic teaching and small-group lessons

This development represents a major commitment to the Arts at Reading Blue Coat School and will provide exceptional facilities to support both academic and co-curricular Performing Arts provision for years to come.

For an informal telephone conversation about the role, Devin Möller, Director of Performing Arts on 0118 944 1005 or email DSM@rbcs.org.uk



LINE MANAGER

Director of Performing Arts

DEPARTMENT

Performing Arts

LINE MANAGES

Theatre Technician, student technical teams. Supervision of casual staff, freelance creatives, contractors and volunteers may be required.

BUDGETARY RESPONSIBILITY

Specific budgets for individual productions. Assisting the Director of Performing Arts to manage the department budget

CONTRACT STATUS

Permanent full-time, contract commencing as soon as possible. The first 4 months of service is served as a probationary period.

SALARY

Salary will be in the range of £40,000 to £50,000 per annum depending on experience and qualifications. Annual salary is paid by bank transfer on the 25th of the month, or next working day thereafter, in 12 equal payments throughout the year.

JOB PURPOSE

The Technical Theatre Manager is responsible for the smooth, safe and creative operation of the school's theatre and performance spaces. They will lead on all technical and production elements of school shows, events and external hires, ensuring high production values and a supportive learning environment for pupils.

The post holder will manage technical resources, supervise staff and students, maintain equipment and facilities, and uphold best practice in health and safety. They will play a key role in enabling high-quality curricular and co-curricular performing arts work.

KEY DUTIES AND RESPONSIBILITIES

Main Responsibilties

- Theatre Operations and Leadership.
- Production Management.
- Facilities, Equipment and Safety.
- Budgeting and Administration.
- Theatre Management
- Teaching, Learning & Pupil Support
- Collaboration and Communication

1. Theatre Operations & Leadership

- Oversee the day-to-day technical operations of the School theatre and associated performance spaces.
- Line manage technical staff and freelancers, including induction, rotas, workload allocation and professional development.
- Provide leadership that fosters teamwork, creativity and high standards across all technical operations.
- Deliver training and briefings for staff and student technical teams.

Key duties and responsibilties continued

2. Production Management

- Lead the technical planning and delivery of all school productions, concerts, events and examinations.
- Attend production meetings and collaborate closely with directing, design and music staff.
- Oversee lighting, sound, AV, staging and set construction, ensuring safe and efficient working practices.
- ·Designing the lighting, sound and supporting with the set-building for productions.
- Produce technical schedules, cue sheets and production documentation.
- Support student-led productions and co-curricular projects, offering guidance and supervision.

3. Facilities, Equipment & Safety

- Maintain all technical equipment for performing arts (Drama, Dance & Music), ensuring regular servicing, repairs and upgrades.
- Responsible for technical teams involved in designing, rigging and angling.
- Ensure, with the department staff, that all department areas are safe and that all equipment is correctly stored. Oversee appropriate storage of equipment and/or set items at the end of the day and at the end of productions/enrichment activities.
- Ensure all health and safety requirements, including risk assessments are up to date for the use of all activities within the performance spaces
- Attend training as required and maintain awareness of health and safety regulations specific to the spaces and equipment used.
- Attend Health & Safety Committee meetings on space and equipment used.
- Regularly update and advise all users (including students) of the theatre and event spaces on the safe use of the area and equipment.
- Manage the technical inventory and asset records.
- Ensure compliance with health and safety legislation, including LOLER, PUWER, working at height and electrical safety.
- Liaise with the Health & Safety Manager to coordinate PAT testing, equipment inspections and annual servicing.
- Liaise with the property team on any maintenance requirements.
- Liaise with IT staff over software requirements and system support.



Key duties and responsibilties continued

4. Budgeting & Administration

- Manage production budgets and track expenditure.
- Support procurement, hire and repair of equipment and materials, ensuring value for money.
- Oversee theatre bookings, front-of-house coordination and external hires (if applicable).
- Maintain accurate financial and administrative records. Run P&L accounts for productions.

5. Theatre Management

- Work with the School's Enterprise Manager to ensure the Performance Arts Centre supports the School's Enterprise strategy.
- Set up furniture, lighting, sound and multimedia equipment for performance / event spaces.
- Ensure external hirers are fully briefed on the safe use of the theatre / performance spaces.
- Where required, provide technical assistance to external users. If not during normal working hours this will be paid at the appropriate hourly rate and recharged to the hirer.
- Update the Schools digital media with information, film and photos of events.

6. Teaching, Learning & Pupil Support

- Supervise and mentor pupils involved in technical theatre roles, both curricular and co-curricular.
- Support the delivery of technical theatre elements within Drama or Performing Arts courses.
- Oversee filming, recording and formatting of performance work for KS4 & KS5 assessment/examination purposes.
- Support with teaching of lighting, sound and stage management units for GCSE/A Level and provide technical support as required.
- Promote safe working practices and a positive learning environment for students.
- The post holder is responsible for promoting and safeguarding the welfare of students at the school.

7. Collaboration & Communication

- Work closely with Drama, Music, Dance and other departments using the theatre.
- Liaise with external companies, visiting artists, community groups and contractors.
- Maintain excellent communication with staff, pupils and parents regarding production requirements.
- Attend departmental and whole-school meetings as required.
- To act professionally and with good conduct at all times.
- Promote equality and enable the educational and social inclusion for all participants.
- To be a visible point of contact for staff and students so they communicate on technical requirements, follow protocols and correct channels.

Additional Duties

- Promote and safeguard the welfare of pupils at the school.
- Use technical and operational knowledge to ensure a safe environment and to follow all Health and Safety Policy guidelines and policies as stated within the school's Health and Safety Policy.

Please note this job description and allocation of responsibilities is not exhaustive and may, with consultation, be amended from time to time.

TECHNICAL THEATRE MANAGER

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

Qualifications and Training	Essential	Desirable
Theatre Studies / Media A Level or BTEC in Stage Management or an appropriate degree qualification and/or extensive professional experience.	x	
Strong technical theatre knowledge across lighting, sound, staging and production processes.	x	
Demonstrable commitment to safe working practices.	x	
Design, building and crewing experience in all aspects of performing arts.	x	
Strong proven experience and / or qualification in sound and lighting design.	x	
Degree or professional training in technical theatre or production arts.		x
First aid training, IOSH/NEBOSH, or other relevant safety qualifications.		x
Experience working in an educational environment.		x
Knowledge and Experience	**Essential**	**Desirable**
Significant experience working in a theatre or performance venue.	x	
Experience managing technical teams and leading production processes.	x	
Experience of project management and delivering productions to deadline.	x	
Strong understanding of health and safety in theatre environments.	x	
Experience managing budgets.		x
Experience supporting young people in technical theatre roles.		x
Experience managing a Performing Arts venue.		x

TECHNICAL THEATRE MANAGER

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

Skills and Attributes	Essential	Desirable
High-level technical skills in lighting, sound, AV and stagecraft.	x	
Strong leadership and team-management skills.	x	
Excellent communication, collaboration and interpersonal skills.	x	
Ability to mentor and support learners of varying abilities.	x	
Strong organisational skills and the ability to manage multiple projects.	x	
Ability to work flexibly, including evenings and weekends (with proportionate time off at other times) in order to meet the needs of the School's Co-Curricular and Enterprise programmes.	x	
Excellent working knowledge of IT including projector set-up, PowerPoint presentations and specific theatre industry operating and design programmes.	x	
Up to date knowledge of lighting systems, control apparatus, equipment and its maintenance, e.g. VISTA.	x	
Up to date knowledge of digital audio and audio-visual equipment and its use in relation to live, recorded and play-back techniques.	x	
An enthusiasm for working with and advising young people in technical theatre and production.	x	
Excellent interpersonal skills, able to communicate clearly and consistently with all theatre and event space users, especially non-technical users.	x	
Highly organized with successful experience in meeting deadlines and managing conflicting priorities.	x	
Experience in implementing health and safety requirements and risk assessments.	x	
Confident in working independently but also willing to collaborate across many departments.	x	
Ability to work flexible hours including some evenings and weekends.	x	

TECHNICAL THEATRE MANAGER

The person specification focuses on the knowledge, skills, experience and qualifications required to undertake the role effectively. It is expected that the successful applicant will have and can demonstrate:

Skills and Attributes	Essential	Desirable
Full Clean Driving License.	x	
Commitment to safeguarding and promoting the welfare of children.	x	
Willingness to undertake relevant training and professional development.	x	
Proficiency with theatre software (e.g., QLab, ETC EOS, CAD, Vectorworks).		x
Theatre industry experience in all aspects of live performance and events, including public performances.		x
Knowledge and experience of theatre scenery, safe rigging and staging equipment.		x
Experience of supporting students in the technical aspects of external Drama examinations.		x
Filming / editing experience.		x
PASMA mobile tower trained.		x
Experience of working in theatre for a school, college, university or industry venue.		x
Trained in manual-handling/heavy lifting of theatre equipment, working at heights etc. and able to do so safely (training to be provided, if required).		x

Closing date for applications: 09:00 on Monday 23 November 2026

Interviews will take place week commencing 30 November 2026

Applications should be submitted via our website "Work with us" page www.rbcs.org.uk/about/work-with-us/

Contact for questions about the application process should be addressed to Mrs Inga Gregory, Director of HR, Reading Blue Coat School, Holme Park, Sonning Lane, Sonning-on-Thames, RG4 6SU.
Email: recruitment@rbcs.org.uk

Thank you for your interest in joining the Reading Blue Coat community. I am delighted that you are considering this opportunity, and I hope that this pack gives you a sense of what makes our School such a special place to work.





PLACE OF WORK

Reading Blue Coat School, Sonning on Thames, Berkshire.



MEALS

·Lunch and break time refreshments are provided free of charge by the School.



SPORTS FACILITIES

Free membership of the School Sports Centre with access to fully equipped gym and swimming pool.



EMPLOYEE ASSISTANCE

Confidential independent support service available to staff when you most need it.



WORKING HOURS

The post is contracted on a full-time annualised hours basis, equivalent to 37.5 hours per week (1,950 hours per year). Core working hours are from 08:30 to 16:30, Monday to Friday with a 30-minute unpaid meal break. Working hours will be scheduled according to operational needs, and the post holder will be required to work evenings, weekends, and other non-standard times to support performances, rehearsals, and related technical activity. A flexible approach to working patterns is essential. Additional hours will also be required for the delivery of co-curricular activities, school events, open evenings, parents' evenings, etc.



PARKING

Free Car parking is available on site.



LEAVE ENTITLEMENT

30 days' paid annual leave, three days of which must be retained to cover the School closure period between Christmas and New Year each year, plus 8 public holidays. Holiday year runs from 1 September to 31 August annually



CYCLE SCHEME

Tax-free Cycle to Work Scheme is offered by salary sacrifice.



PROFESSIONAL DEVELOPMENT

Strong commitment to support professional development with a dedicated people development budget.



PENSION

Membership of the RBCS Group Personal Pension Scheme (employee contribution of 5% of salary and employer contribution is 8% of salary. Life Assurance at 2x gross salary.



CAR SCHEME

Leased cars scheme offered by salary sacrifice affording large savings.



THE BLUE COAT BENEFIT HUB

Through the Blue Coat Benefit Hub you can access discounts, rewards, and perks on thousands of the brands that you love to shop with including travel; motoring; electronics; clothing; education; entertainment; restaurants; health and wellness; beauty and spa; insurance; sports and outdoors.



Reduction in RBCS school fees for employees' children school fees offered after 6 months service:



50% reduction for all full time staff (pro-rated for part time staff).



Fees (from 1 September 2026) are £8,700 per term (inclusive of VAT).

MEET THE STAFF

All staff, both teaching and support, form part of a qualified and experienced team, which functions at its best in being mutually supportive in a common goal: to provide the best possible education for all Blue Coat pupils.

Relationships between staff and pupils at Blue Coat are often remarked upon by visitors and parents for being warm, relaxed and mutually respectful.

Click on the link to find out more about some of our staff. Can you see yourself as part of the Blue Coat team?

www.rbcs.org.uk/the-school/meet-the-staff/



GETTING HERE

BY CAR

We are located in the village of Sonning-on-Thames, just off the A4, between Reading and Twyford.

We are about 15 minutes' drive from Junction 10 of the M4 motorway. From there, take the Reading / Bracknell turnoff at Junction 10 on to the A329M to Reading. At the roundabout by the flyover take the third exit (A4) towards Maidenhead. Follow the dual carriageway over the next roundabout and up the hill. Over the railway bridge, turn left into Sonning Lane. The School is about ½ mile on the left.

BY BUS

The School and village of Sonning is served by local bus services 128 and 129 (operated by Courtney) from Reading to Wokingham.

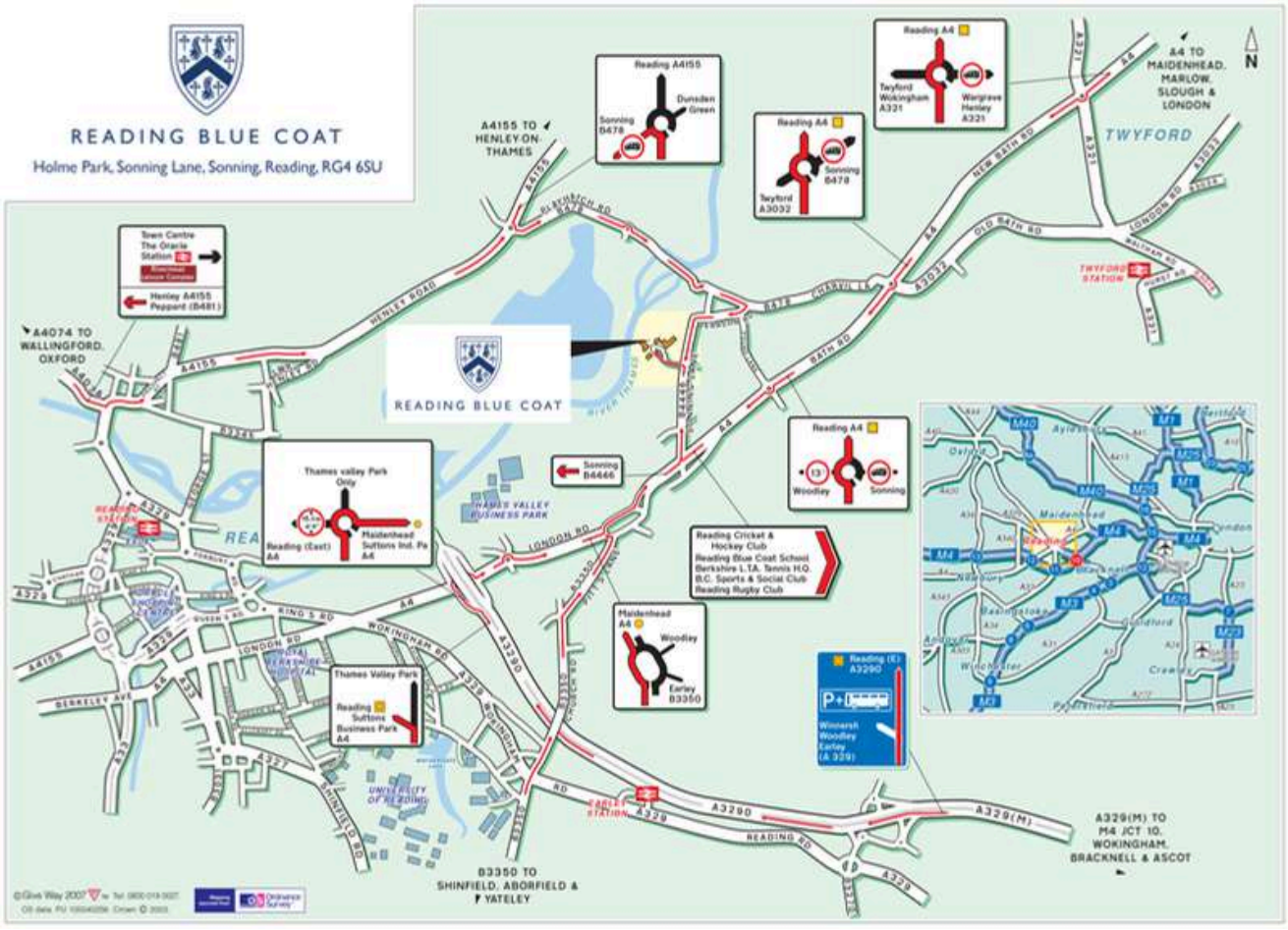
Also by service 850 (operated by Arriva Bus) from High Wycombe, Marlow, Henley, Twyford to Reading. Alight at the junction of Sonning Lane and Bath Road, from where it is a short walk.

BY TRAIN

Our nearest rail links are at Reading central station (mainline to London, Wales and the West), which is about 5 miles from the School (about 15 minutes by taxi).

We are also served by local stations at Twyford, which is about 3 miles away (about 10 minutes by taxi), and at Earley, which is about 4 miles away (about 15 minutes by taxi).

For information, call Reception: 0118 944 1005



ONE READING BLUE COAT

our community

READING BLUE COAT

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