



ABINGDON



THEATRE & EVENTS SUPERVISOR

1 Year Fixed Term Contract

Closing Date: 05 October 2026 (Midday)

Interviews: 14 October 2026

Early applications are encouraged. We may make an appointment prior to the advertised closing or interview dates.

Job Pack AS06



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Message from the Director of Finance & Operations, Justin Hodges

Thank you for your interest in the Abingdon Schools Group. I am delighted that you are considering working here. As a member of the support staff you would play a pivotal role in supporting the Group to deliver the very best academic, pastoral and Other Half opportunities to our students.

Please take some time to look at our websites, as this will tell you a lot about us and give you a taste of the atmosphere. The Abingdon Schools Group is a community of some 1650 students across Abingdon Prep, Abingdon School and The Manor Prep. Boarding is available at Abingdon School from 13+ and boarding houses are full with around 150 boarders. Our Sixth Form has around 380 students and we employ around 500 teachers and support staff across the Group. The Board of Governors oversees the whole Group.

Our schools occupy large and beautiful campuses. The facilities are excellent with recent significant developments including renovated and extended boarding accommodation and a state of the art dining pavilion. Other recent developments include a dedicated Sixth Form Centre, library, Art department and Science Centre. We also have new facilities for Economics and Business Studies; and Computer Science, alongside two additional houserooms for the students. Furthermore we have recently added to our extensive sports facilities - both at Tilsley Park and on the senior school campus - these offer some of the best sports resources in the area. The Group benefits from a continuous refurbishment and development plan, adding further impressive facilities to a very well-resourced organisation that also prioritises sustainable development. In September 2026, we welcomed our first co-educational cohorts to the First Year and Sixth Form at Abingdon, with co-educational entry to our Third Year (13+) from September 2028.



A handwritten signature in black ink that reads "Justin Hodges".

Justin Hodges
Director of Finance & Operations

About the Theatre Department and Abingdon School Enterprises

The Abingdon Schools Groups employs around 500 staff across its three schools, Abingdon School, Abingdon Preparatory School and The Manor Preparatory School, as well as Abingdon School Enterprises, which manages commercial activities at the Sports Centre, Tilsley Park and the Amey Theatre. The Group also engages with around 300 other staff including casual workers, self-employed coaches, visiting music teachers, volunteers and governors, meaning that the HR Department supports a workforce of over 800 staff in total.

The Amey Theatre is a focal point of the school and local community and is a key venue for many school and commercial events. The Amey Theatre offers a 450 seat auditorium with modern technical facilities. The Pavilion, adjacent to the Amey Theatre is a relatively new addition, and provides a high quality multi-purpose hospitality and event space.

Across the two venues, events range from School Drama productions, concerts, lectures and dinners to Commercial conferencing, comedy nights, live screenings, wedding receptions and parties.

The Department reports to Abingdon Schools Group and consists of a core team of four full time and one part time roles and covers the day to day running of the Amey Theatre and Pavilion, planning and managing a multitude of events, from set design and tech support to front of house, box office and marketing. The team is assisted by a pool of casual staff to help with the running of the events.

The Department works closely with various departments across the School, particularly Music, Drama and Admissions, as well as the Estates department and Abingdon School Enterprises.

Abingdon School Enterprises Limited (trading as Abingdon Sports and Leisure “ASE”) plays a pivotal role both operationally and commercially through the management of the Group’s sport and leisure facilities. These include the Sports Centre, Tilsley Park, and the Amey Theatre (commercially only).

The Sports Centre offers high quality facilities which include an 8-lane 25m swimming pool, sports hall and a new strength and conditioning gym. Tilsley Park is an outdoor facility that offers excellent sports pitches and an athletics track. It also offers a bar and meeting room. New Padel courts are also planned.

For more information please see our website: abingdon.org.uk/sports-and-leisure/.



Job Description

The Role

Location: Abingdon School with occasional travel to other Abindon Schools Group sites.

Department: Amey Theatre and ASE

Reports to: Theatre Technical Manager

Supports: Events and Courses Manager (ASE)

Supervises: Casual Theatre Duty Managers and Casual Theatre Staff

This is a varied, hands-on role combining Front of House and customer-facing operations at the Amey Theatre with the planning and delivery of commercial events through Abingdon Schools Enterprises (ASE).

Working closely with the Theatre Technical Manager, the postholder will support the delivery of School and commercial events, including the Front of House, Box Office, bar and wider customer-facing operation. The role will work alongside theatre technical and casual staff and will include Duty Manager responsibilities, ensuring events run safely, efficiently and to a high standard.

Alongside the Theatre role, the postholder will work with the ASE Events and Courses Manager to support the development and delivery of the commercial events programme, including client engagement, event planning and logistics, with a particular focus on events taking place in the Pavilion. As the programme grows, there will be opportunities to contribute ideas, develop new events and support activity across other Abingdon Schools Group sites.

Events will primarily take place at the Amey Theatre, Pavilion and Abingdon School, with an increasing number taking place across other Abingdon Schools Group sites.

The role is anticipated to comprise approximately two days per week within the Amey Theatre Department, one day supporting ASE, with the remaining time focused on event delivery. This allocation may vary according to business needs and the time of year.



Job Description (cont.)

The duties and responsibilities highlighted in this job description are indicative and may vary over time. Post holders are expected to undertake other duties and responsibilities relevant to the nature, level and extent of the post. It is expected that they will be flexible in doing so as this role develops over time. Duties will include, but not be limited to:

Amey Theatre specific:

Front of House Management

- Oversee and manage the Theatre Casual Team in terms of rotas, training and compliance.
- Oversee and manage the running of the Pavilion Bar (and temporary bars) for events, acting as the Personal Licence Holder where required and ensuring staff and/or volunteers have been properly briefed. This is to include licensing, stock and cash/card handling training.
- Manage the Theatre Food and Beverage offering, ensuring food hygiene compliance, sufficient stock, appropriate stock levels, profitability and minimisation of waste.
- Liaise with visiting companies regarding Front of House, Health & Safety and licensing requirements.
- Work with the Theatre Technical Manager to review and maintain Front of House Operating procedures, including fire evacuation, risk assessments, opening and closing checklists and event training.
- Ensure DDA compliance for events, working within the venue capacity and identify opportunities for improvement.

Box Office

- Assist the Theatre and Drama Supervisor with the running of the Box Office and Event Bookings site.
- Assist with and respond to queries via email or phone relating to events, ticket bookings, parking and accessibility requests and general enquiries.
- When on duty, take photos of events/activities and posting on social media channels or passing on to the relevant departments (following relevant protocols).



Job Description (cont.)

Events and Courses (ASE) specific:

Commercial Events and Courses

- Identify and engage potential clients and business partners to support the growth and development of commercial events, conferences and courses through ASE.
- To liaise with the ASE Marketing and Communications Manager to advise on the creation of relevant content for commercial event marketing materials.
- To coordinate the end-to-end delivery of selected events and courses, sales, billing, contracts, logistics (e.g. scheduling, catering, security, housekeeping, H&S), and follow-up care.
- To ensure event bookings are documented, risk assessed, and mitigated to eliminate hazards.
- To act as Duty Manager as required (see Duty Manager section).



Job Description (cont.)

For Both the Amey Theatre Department and Events and Course (ASE) Manager

Duty Managing

- Support the safe and effective running of events in the Amey Theatre, Pavilion and other locations across the Abingdon Schools Group and to report any concerns or issues.
- To aid with the administration of events which can include briefing visiting companies and clients, briefing Fire Marshals, counting stock and cashing up, following pre and post show checklists and opening and securing the building and site after the event.
- To act as a first aider and take the lead in an emergency situation in case of evacuation or similar.
- To ensure Policies and Procedures as well as legal requirements are adhered to.
- Working with other team members to ensure that the venue is consistently presented to a high standard of cleanliness, tidiness and functionality and is ready to receive clients and customers. This may include liaising with other departments such as the catering team to ensure they are ready for service.
- Oversee a small team during an event carrying out a number of specific duties including (but not limited to) the roles of ticket collector, usher, fire marshal, box office and bar staff; specific role details will be provided for each event.
- Supervise and manage the Box Office and bar during events.
- To undertake basic technical and AV operation as required work (training will be provided).

Team Working

- To be an enthusiastic and supportive team member, working closely and effectively with all members of staff, particularly with the sport, music, drama and support staff teams including marketing and admissions.
- To be an integral member of both the Amey Theatre and ASE teams and work collaboratively across both teams to support their success.
- To work flexibly, including providing cover and backup for other members of the team, particularly the Theatre and Drama Supervisor (on their non working days and annual leave), to include the sending of marketing emails, audience pre and post show communications and social media content, and cover for the Events and Courses Manager replying to enquiries and covering agreed events.
- Support the creation and organisation of relevant marketing and event materials, ensuring information and displays are accurate, up to date and professional in appearance.
- When on duty, capture appropriate photographs of events and activities and share these with relevant departments or post to social media channels, following relevant protocols.

Customer Service

- To offer a first-class and welcoming service to our customers at all times and be accountable during shifts for the overall customer experience.
- To manage all customer enquiries, comments and complaints proactively, quickly and effectively, ensuring they are recorded and proposing suggestions for improvements, where necessary, to prevent future problems.
- To meet and exceed customers' expectations in line with organisational values and standards.
- To ensure written and oral customer communications are delivered in an appropriate and professional style and manner, taking account of different customer needs and characteristics.
- To communicate and share information effectively at all levels.

Person Specific Criteria

Essential Qualities

- Qualified to A Level Standard (or equivalent) or equivalent relevant experience.
- Proven experience in delivering and planning events in a theatre and/or hospitality setting, ideally within a historic or unique venue.
- Proven experience in managing a small team, efficiently and effectively.
- A positive, flexible, hands on and "can-do" attitude.
- Friendly and professional with consistently excellent customer service skills.
- Strong organisational and logistical skills, with the ability to manage competing priorities and deliver events effectively.
- Excellent communication skills, both written and verbal, with the ability to communicate effectively with colleagues, customers, clients, visiting companies and other stakeholders.
- Proactive and able to respond positively and practically to the varied operational demands of a busy theatre and events environment.
- Good general IT skills.
- Good administrative skills, including attention to detail and a good standard of written English
- Genuine interest in the arts, theatre and events.
- Ability to work collaboratively as part of a team and build positive working relationships across different departments and stakeholder groups.
- Ability to work effectively under pressure and remain calm and solutions-focused when dealing with unexpected issues.
- Creative and open to new ideas, with an interest in contributing to the development of new events and commercial opportunities.
- Willingness to attend training as required, including becoming a Personal License Holder and an eagerness to learn and improve.
- Displays commitment to the principles of equity, diversity, and inclusion.
- Displays commitment to the protection and safeguarding of children and young people.
- Values and respects the views and needs of children and young people.

Desirable Qualities

- Full driving licence.
- Holds a Personal License to sell alcohol.

Further Information

Hours and weeks of work

This is a full-time all year round role working 40 hours per week with a variable working pattern depending on the event calendar (this can range from a standard working day of 8:30 - 17:00 to a later night evening shift), plus 30 minute unpaid break per typical working day. The role requires regular evening and weekend work, with entitlement to 25 days' paid annual leave plus the 8 public holidays.

This work may on occasion involve starting early (e.g. 07:00am) or finishing late (around midnight) in order to support productions and events. Travel may be required (e.g. to various Abingdon Schools Group sites) and therefore a driving licence and access to a vehicle would be desirable.

Occasionally, depending on the events and production schedule, working hours will be over 40 hours per week and time off in lieu will be available to compensate in line with the School's relevant policies. Overtime may be authorised in advance when time off in lieu is not possible.

One year fixed term role with the option to extend and review depending on potential changes in the role and organisation.

The role will be entitled to 25 days' paid annual leave plus the 8 bank holidays. All year round staff also benefit from 4 additional non-contractual days off between Christmas Eve and New Year during the School's Christmas closure period.

Salary

The full-time salary range for this role is £32,184 to £34,908 per annum depending on qualifications, skills and experience.



Further Information

NOTES

- This role is to start as soon as possible.
- After successful completion of a **four month probationary period**, the notice period for this role is **two months**.
- Annual leave is expected to be taken as a mixture of during the school term and holidays.
- The expectation is that this role will be based on site full time.
- For an informal discussion about the role please contact **Nick Lloyd-White, Theatre Technical Manager**, initially via email: recruitment recruitment@abingdon.org.uk.
- Early applications are encouraged and we may make an appointment prior to the advertised closing or interview dates.
- For safeguarding reasons, please note we are unable to accept applications by CV. All applicants must complete the standard Abingdon application form.
- The closing date for applications is **midday on Monday 05 October**.
- Interviews will be held on **Wednesday 14 October 2026**.
- Abingdon is committed to safeguarding the welfare of children and young people and expects all staff to share this commitment. All appointments are subject to a satisfactory enhanced DBS check.



Further Information

Training Requirements

- The following mandatory training will be provided: Asbestos Awareness
- COSHH
- Cyber Security Training
- Equality, Diversity & Inclusion
- First Aid at Work (3 day course)
- Fire Awareness
- Fire Warden Training
- Food Hygiene Level 2
- Health & Safety Induction
- Lone Worker Safety Training
- Manual Handling
- Personal License Holder Training and Application (if not already held)
- PPE
- Prevent Training
- Risk Assessment Training
- Safeguarding Training (Triennial)
- Sexual Harassment Awareness
- Working at Height

Health and Safety at Work

All staff share responsibility for achieving safe working conditions. The postholder must take care of their own health and safety and that of others, observe applicable safety rules and follow instructions for the safe use of equipment.

The postholder has a responsibility under health and safety legislation:

- To cooperate on all matters related to health and safety including the investigation of any incident.
- To use any equipment or personal protective equipment (PPE) provided for them correctly, in accordance with training and instructions. To ensure that any equipment fault or damage is reported immediately to the line manager. No member of staff should attempt to repair equipment unless trained to do so.
- To report any health and safety concerns to the line manager as soon as practicable.
- To report any accidents and injuries at work however minor.
- To be familiar with the fire safety instructions displayed on notice boards and near fire exits in the workplace.
- To read and confirm understanding of the School's Health and Safety Policy.

Benefits of working at Abingdon

Annual Leave:

You'll get 25 days paid time off each year, plus bank holidays (pro rata if part time). Depending on your role, we usually expect you to take your holidays during school breaks, but there can be some flexibility if needed.



“

92% of our staff say the facilities and resources for staff are good (2026 staff survey)

”

Time Off & Flexibility



Working from Home (WFH):

We may be able to offer flexible working from home options, depending on the nature of your role. If this applies, during term time, you may be able to work remotely for up to 20% of your hours (usually about one day a week). Outside of term time, this increases to 40% (around two days a week). Unfortunately, not all roles can be carried out from home.



Christmas Closure:

Our all year round staff can enjoy extra time off over the festive period. We offer up to 4 closure days around Christmas/New Year, dates depend on where the bank holidays fall.

Death in Service Benefit:

For your peace of mind, all support staff aged 18-70 are covered by a scheme that pays out three times your annual salary to your loved ones in the event of your death whilst employed.



Financial Planning Appointments:

Staff have access to professional financial planning appointment, subject to terms and conditions.

We're serious about your future. We offer staff pension choices, including the option to join an enhanced pension scheme with a 6.4% contribution from you and a competitive contribution of 14.1% from us. Staff can also opt for salary exchange for additional benefits.



Super Camps Discount:

Need childcare during school holidays? Staff get a discount on courses with Super Camps, and you can use childcare vouchers.

Financial & Family Support



Foundation Grant (School Fees):

If your children attend Abingdon School or Abingdon Prep, you could receive a significant discount of up to 25% on their tuition fees (pro-rata for part-time staff). Admission to the School is subject to availability of places and meeting admission requirements. Ask us for more details if this applies to you.



School Counsellors and Physios:

Staff can also access the services provided by the School Counsellors and the Physios (terms and conditions apply).



Employee Assistance Programme (EAP):

Life can be tricky, so we provide an Employee Assistance Programme. This offers confidential support and resources for anything from mental health to financial advice, plus a Health Risk Assessment tool to help you stay on top of your wellbeing.



Cycle to Work Scheme:

Save money and get fit! We offer a Cycle to Work scheme for eligible staff, helping you buy a bike. Contact us for more information.



Social:

There are regular staff social events and opportunities to join other staff in a range of activities from singing in the choir to playing cricket or football, running in the road relay or even joining in with the staff rock band or staff panto.

Private Healthcare:

Permanent employees can benefit from free private health insurance, giving access to excellent medical care (this is a taxable benefit).



Sports Centre Membership and Theatre discounts:

Stay active and healthy with free access to the gym and swimming pool at agreed times. You'll also get a discounted membership to the Abingdon Sports and Leisure Club, allowing you to attend exercise classes for free. Staff can also benefit from access to discounted or complementary tickets to a wide range of events at the Amey Theatre.



Other Health and Wellbeing Benefits:

Include access to an occupational health provider, free staff 'flu jabs, eye test reimbursement, menopause support and mental health first aiders.



Free Lunch:

Most staff can enjoy a delicious free lunch and refreshments during term time.



Everyday Perks

Free Parking:

We offer free on-site parking and bike storage for all staff (on a first-come, first-served basis).



Staff Development

We offer a range of online and in-person courses to staff for free including first aid, mental health first aid and health and safety courses. Staff completing higher level professional qualifications or CPD may have their courses fully or partly funded.

“ 99% of our staff say they have good working relationships with their immediate colleagues (2026 staff survey) ”

How to Apply

To apply, please go to **MyNewTerm**, our recruitment portal and submit an **application**. Please note we are unable to accept CVs, testimonials or examples of work.

References:

We require at least two satisfactory references, including one from your current/most recent employer. If you've previously worked in a school or with children, one reference must be from the most recent relevant employer where you last worked. If you've been employed by a school, the reference must be from the school's Head. References cannot be from a relative or someone known to you solely as a friend.

For safeguarding reasons, references will be taken up before interview unless you have specifically asked us not to.

Online Checks:

We conduct online searches for all shortlisted candidates to assess their suitability to work with children. Any public information found may be discussed with you at your interview.

Interviews:

If shortlisted, you'll be invited to attend an in-person interview/selection day which will include one or more interviews and will also include one or more tasks (e.g a written exercise) and a tour of the School. If you are invited for interview, further information will be sent to you with your invitation.

These stages will also assess your suitability for working with children. Your employment history, including any gaps in employment, will be explored at interview.

Pre-Employment Checks:

If you're invited for an interview, you'll undergo essential checks with HR, including:

- DBS enhanced criminal records check and checks of relevant prohibitions and barring;
- Verification of identity, address, right to work in the UK, and
- Qualifications check.

If you've lived or worked overseas for 3+ months in the last 10 years, please bring original copies of any overseas police checks.

Conditional Offer & Safeguarding

Any job offer is conditional on successful completion of all required pre-appointment checks, including ID check, DBS check, any required overseas checks, barred list checks, prohibitions from teaching and/or management checks (if applicable), satisfactory references, medical fitness, EYFS declaration (if applicable) and verification of qualifications and right to work in the UK. Staff are also required to read and sign to say they have understood key policies including safeguarding and health and safety.

Warning!

It is an offence to apply for the role if you are barred from engaging in regulated activity relevant to children. Providing false information is also an offence and could result in the application being rejected or summary dismissal (if appointed), and possible referral to the police and/or DBS, and/or the Teaching Regulation Agency (TRA).

Questions?

Contact our Recruitment Team on **01235 849136** or recruitment@abingdon.org.uk

We recognise the value of a diverse and inclusive workplace and are committed to equality of opportunity for all staff and job applicants. We aim to ensure that our staffing at all levels and in all roles is diverse and we welcome applications from all backgrounds and all sections of the community.



ABINGDON

**Co-educational independent day and boarding school
for pupils aged 11 to 18 years**