



RATCLIFFE
COLLEGE

Appointment of

THEATRE MANAGER

(RESIDENTIAL)



**BEGIN HERE,
GO ANYWHERE.**

CONTENTS

1

Headmaster's Introduction

4-5

About Ratcliffe College

7

The Benefits

10-12

Job Description and Person
Specification

3

Our Mission Statement and
Vision

6

Academic Excellence

9

The Vacancy

13-14

How to apply / Ratcliffe Terms

HEADMASTER'S INTRODUCTION

Welcome to Ratcliffe College.

I am delighted that you are considering applying for a role at our wonderful school. First and foremost, Ratcliffe College is a fantastic place to work. We are blessed with a beautiful physical environment set in almost 200 acres of rolling Leicestershire countryside. Our staff, teaching and non-teaching, work in harness, daily, to provide a safe, secure, and nurturing environment for the children and young people to enjoy. Our collegiality is built on the foundations of the College's Catholic faith, which welcomes everyone with the same universality of warmth and respect, embracing difference and cultivating an authentic community which values everyone equally.

As a Catholic School with a proud Rosminian heritage which has endured since our Foundation in 1847, our aim is to help young people to achieve their greatest potential, guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others. Together, we aim to develop honest, confident, responsible, and compassionate members of society, based on the educational values of Blessed Antonio Rosmini, inspired by our school motto, *Legis Plenitudo Caritas* or Love is the fulfilment of the Law.

At Ratcliffe College, Christ is very much at the centre of all that we do. So, if our Mission resonates, and you believe you can be happy and thrive here, I encourage you to apply and join our team of staff as we fulfil our Mission.

I wish you all the very best of luck with your application.

Yours sincerely,

Kind regards,



Mr J. P. Reddin,
Headmaster.

BEGIN HERE, GO ANYWHERE.





OUR MISSION STATEMENT

“Learning and Growing in the Light of the Gospel.”

With Christ at the centre of our learning we:

- Help young people to achieve their greatest potential.
- Guide their intellectual growth, nurture their God-given talents, and inspire them to live in service to others.
- Aim to develop honest, confident, responsible and compassionate members of society, based on the educational values of Blessed Antonio Rosmini.

Our core Rosminian values:

1. Legis Plenitudo Charitas: Love is the Fulfilment of the Law.

Our community recognises each individual as a unique part of God’s creation, nurtures in each a sense of dignity and self-worth, and fosters supportive and caring relationships.

2. Rosminian Education pursues the perfection of both human nature and the human person.

Our students’ intellect and talents are formed by a broad and balanced curriculum, responsive to and supportive of students’ needs and aspirations. Our students’ moral integrity is developed through the teaching, celebration and the living of Christian faith.

3. Intellectual integrity leads us to the Truth.

God is the source of all truth. Our staff are encouraged to foster intellectual curiosity, honesty and achievement in their students and within themselves.

OUR VISION

To be a leading independent day and boarding school, which is financially secure.



SCAN THE CODE
3-YEAR STRATEGY
DEVELOPMENT PLAN
2025-2028.

ABOUT RATCLIFFE COLLEGE

Ratcliffe College is an Outstanding Roman Catholic, co-educational, day and boarding school for students aged between 3 and 18 years, founded in 1847 by the Institute of Charity (known as the Rosminians).

Whilst Ratcliffe operates as a Catholic school, children are welcomed from other denominations and faiths whose parents feel they can share in, and benefit from, the ethos and environment of the College. The majority of students at Ratcliffe are day students drawn from the local catchment area of Leicestershire, Nottinghamshire and Derbyshire.

The Senior Leadership Team comprises:

- **Headmaster**
Mr J Reddin, BSc, MSc, NPQH
- **Senior Deputy Head**
Mr K Ryce, BA, MSc
- **Deputy Head Pastoral**
Mr J Rainer, BA, MA
- **Director of Safeguarding**
Mr J Masterton
- **Assistant Head Academic**
Ms J Davis, BA, MSc
- **Assistant Head, Head of Sixth Form**
Mr B Harrison, BA
- **Head of Preparatory School**
Mrs S Minford, BA, MA
- **Deputy Head of Preparatory School**
Mrs M Markham, BMus
- **Director of Finance and Operations**
Mr C Bellamy, HND

Boarding Community

Ratcliffe benefits from a vibrant, warm and welcoming boarding community that has long been part of the School's history. All students are encouraged to participate in boarding during their years at school – as full, weekly, part-time or occasional boarders. Its close-knit community of friends and teachers' is a supportive environment where our young people thrive.

Our boarding community comprises students from both the UK and overseas, including those who join through our partnership with the Academy at Leicester City Football Club.

The College also offers several short-term international boarding programmes throughout the year, including 3–4 immersion taster experiences and an annual International Summer School, all delivered by Ratcliffe staff.

Boarders benefit from a strong pastoral framework. Each student is supported by a Form Tutor who monitors their academic progress and personal development, alongside the care and guidance provided by a dedicated and experienced boarding team.

“ We witnessed calm classrooms with engaged students working independently, or in covert huddles.

The Good Schools Guide (2024)



Boarding Structure and Co-Curricular Life at Ratcliffe College

The coordination and oversight of all boarding arrangements are the responsibility of the Deputy Head Pastoral, Mr J Rainer, supported by the Housemaster, Mr J Estevez, and Housemistress, Mrs L Webster. All members of the boarding leadership team reside on site with their families, contributing to the warm and inclusive atmosphere of the boarding community.

Ratcliffe College maintains a family-friendly community. This is supported by the enclosed campus and the layout of the main school building, which houses both academic departments and communal boarding facilities, promoting daily interaction between students and staff.

Co-Curricular Opportunities - The 'Big Six'

Ratcliffe operates a ten-day timetable over two academic weeks (Monday to Friday, with no Saturday morning lessons). However, many day students choose to remain on site after lessons to complete their prep or to take part in the School's wide-ranging co-curricular programme. Sport, Music, Drama, Combined Cadet Force, the Duke of Edinburgh's Award Scheme and Caritas are all extremely popular, in addition to which there is a full and varied programme of lunchtime and after-school activities, together with a variety of Sixth Form clubs on offer.

Weekend Activities and Enrichment

An engaging weekend activities programme is in place, including inter-school sports fixtures on Saturdays. Most boarders remain on site over the weekend, attending Sunday Mass in the College's chapel and taking part in the weekly Boarding Community Trip and local excursions.

This high-quality programme is a distinctive feature of life at Ratcliffe, enriching students' overall experience. A variety of day and residential educational visits take place throughout the year, while Activities Week at the end of the Summer Term exemplifies the College's commitment to educating the whole child.



Co-curricular offering is the lifeblood of the College. Pupils say they are never bored.

The Good Schools Guide, 2024.

THE
GOOD
SCHOOLS
GUIDE



Rosmini Sixth Form Centre



ACADEMIC EXCELLENCE

Ratcliffe students enjoy an excellent all-round balanced education, underpinned by the College's core Rosminian Catholic ethos.

While students at Ratcliffe have a broad range of ability, academic success is strongly encouraged, valued and recognised; indeed, the greatly improved academic standards in recent years have proved popular both with parents and prospective parents, as reflected in the numbers of students applying to join the College.

Ratcliffe College has repeatedly ranked in the top 10% nationally for value added results at A Level.

A Level results achieved in 2025:

- 45% of A Level grades A*/A
- 71% grade B or above.
- Ten percent of students achieved A*/A*/A or better.
- One in four students achieved A Level or BTEC grades equivalent to A/A/A or higher.

Over 90% of students typically achieve their first choice pathway for life after School. This includes students taking up places at Oxford, Cambridge, and other highly selective Russell Group universities; for Medicine, Dentistry and Veterinary Science; and at universities abroad.

Ratcliffe College has been judged 'Excellent' in all areas (ISI Inspection, 2022).

Read the full Inspection Report [here](#).

THE BENEFITS OF WORKING AT RATCLIFFE COLLEGE



SCAN THE CODE
VIRTUAL CAMPUS
TOUR.



Free lunch and refreshments



Free parking on-site



TPS or Defined Contributions Pension Scheme



Professional Development opportunities



Staff Wellbeing

- Staff Wellbeing Committee
- Free staff social events
- Access to on-site Medical Care
- Ratcliffe College Community Committee
- Access to the School Counsellor
- Free health line for staff and their families



Sport and Leisure

- Free use of the on-site gym (at specified times)
- Leicestershire County Cricket Club family tickets (limited)





“

Pupils have excellent attitudes to learning and considerable willingness to participate across all areas of their education.

ISI Inspectorate, 2022.

VACANCY

THEATRE MANAGER

(RESIDENTIAL)

FIXED TERM: SEPTEMBER 2025 - AUGUST 2026

We are seeking an experienced and forward thinking Resident Theatre Manager to work within our Drama department and Boarding House. This is a full time, full year position averaging 40 hours per week, based on the needs of the service.

The successful post holder will support GCSE and A-level Drama students, who have several performance exams throughout the year. In addition there will be co-curricular clubs and performances and rehearsals take place during the school day, at prep times and in the evenings with both day and evening performances.

Management of set, props, costumes and staging is an important part of the role, along with instructing students in technical aspects, and working closely alongside students who opt to be examined on the technical elements. There are also many opportunities for creative set building and prop construction.

The post holder will be committed and knowledgeable about health and safety issues as they arise and be responsible for risk assessments.

The successful candidate will also play an integral role in the Boarding community and participate in Immersion and Summer Camps.

Salary: £27,041 per annum plus accommodation

**Closing date for applications
9.00am on Friday 5th September 2025.**

The School reserves the right to interview and appoint ahead of the closing date so early application is encouraged.



JOB DESCRIPTION

REPORTS TO: Heads of Drama (Theatre), Senior Housemaster/mistress (Boarding)

ACCOUNTABLE TO: Senior Deputy Head and Assistant Head, Boarding

JOB PURPOSE:

To manage the daily operations, scheduling and maintenance of the school's theatre facilities, supporting a broad range of curricular and extracurricular productions. The Theatre Manager plays a key role in delivering high quality, safe, and educational performing arts experiences by working collaboratively with students, staff and external stakeholders. In addition to theatre responsibilities, the role includes contributing to the pastoral care and supervision of students through regular boarding duties, supporting student development and wellbeing.

RESPONSIBILITIES:

Drama:

- Assisting with the running of rehearsals and Performance Evenings (this includes KS3, 4 and 5). This could include looking after stage management, sets, props and costume organisation.
- Be present in agreed lessons, to support GCSE and A Level students' understanding of theatre design and the development of their ideas. Support the creation of student's ideas to bring their design visions to life ready for examinations.
- Designing and where necessary, creating or organising the production of scenery and props for productions. Using wide knowledge of historical and ethnic styles to depict the setting of the play through scenery and props etc and to ensure design candidate work is appropriate to style and era and is ready to showcase by agreed deadlines
- Create programmes for Performance Evenings
- Supporting the Department at Open Mornings. This could include setting up for Open Morning and assisting in the running of GCSE/ A Level rehearsals for potential parents to view
- Support the development of new outreach ventures or external workshops
- Oversee day to day running of the theatre
- You will manage the operation and maintenance of the theatre, and storage areas to ensure a clean, safe and comfortable facility.
- To oversee Health and Safety in the theatre liaising with relevant staff members and keeping risk assessments up to date.
- You will manage the budget for the installation, maintenance and upgrade of theatre design equipment.
- Sourcing and hiring items, collect and returning off site as necessary.
- You will take on responsibilities of production manager for school productions including running production meetings, sourcing and hiring set and costume required liaising with catering and submitting pre-event planning forms.
- Costuming productions; to include sourcing costumes from the wardrobe, creating additional costumes or hiring them as required. Using wide knowledge of historical costume styles to create the 'look' of the era of the play being performed.
- Maintaining the wardrobe, props and scenery, organising and repairing them as necessary.
- The manager will maintain bookings of the theatre across departments throughout the college
- Liaise with the Maintenance Department and the Events and Lettings Coordinator to ensure logistics are smooth and meet deadlines.

Boarding:

- Working under the direction of the Assistant Head, Boarding / Senior Housemistress as part of the Boarding duty team, you will assist with activities, trips and supervision for:
 - at least two weekday evening duties per week
 - a maximum of one weekend in two during term times

On occasions you are required to sleep overnight in a duty room

- To attend boarding staff meetings as appropriate
- To make a full and active contribution to the Ratcliffe Boarding Community;

Summer School and Immersion Programme:

- To work as an Activities Assistant for 4 weeks during the summer holidays and 1 week during 2 of the half term holidays

General:

- You will be required to provide supervisory cover in the mornings, on a rota basis, most likely in support of the Preparatory School
- You will carry out any other tasks that might reasonably be required by the school to promote the educational experience of the students, including residential trips to support other departments
- You will work according to the Rules, Policies and Procedures of Ratcliffe College
- You will work according to Health and Safety Regulations being aware of your own safety as well as the safety of others



PERSON SPECIFICATION

| | ESSENTIAL | DESIRABLE |
|-----------------------------|---|---|
| QUALIFICATIONS | <ul style="list-style-type: none"> • GCSEs or equivalent including Maths and English • An A level or equivalent in a theatre/drama related subject | <ul style="list-style-type: none"> • Degree level qualification in theatre or theatre production |
| KNOWLEDGE AND SKILLS | <ul style="list-style-type: none"> • Full Driving Licence and willingness to travel in own or school vehicle on a regular basis around the college and to collect/return hired or purchased items • Excellent written and verbal communication including use of ICT • Excellent knowledge of technical terms and vocabulary for set/costume/props • Knowledge of Health and Safety systems and theatre risk assessments | <ul style="list-style-type: none"> • Knowledge of GCSE and A Level design specification |
| EXPERIENCE | <ul style="list-style-type: none"> • Theatrical production with a focus on one of the following areas: Set/Props/Costume • Experience leading a small team | <ul style="list-style-type: none"> • Working in education or with young people • Running workshops on theatre design • Management or organisation role |
| PERSONAL QUALITIES | <ul style="list-style-type: none"> • Flexibility of timetable in line with teaching requirements at GCSE and A Level. • Ability to work as part of a team and individually • An excellent communicator • Enthusiasm for theatre production and creating high quality performance work. • Resourceful and able to work to tight deadlines on a limited budget | <ul style="list-style-type: none"> • Connections with local theatres, amateur companies or hire companies |

LEGIS

PLENITUDO

EST. 184



HOW TO APPLY

1

COMPLETE AN ONLINE APPLICATION FORM

[Visit our vacancies page.](#)

Please follow the link above to visit the main vacancies page on our school website. Search for the vacancy you wish to apply for, complete the online application form in full and submit it to us before the closing date.

2

INVITED TO INTERVIEW

If you do not hear anything further within two weeks of the closing date, please assume that you have not been successful on this occasion.

Ratcliffe College reserves the right to interview and appoint ahead of the closing date.



RATCLIFFE TERMS

Child Protection

Ratcliffe College is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. This role is exempt from the Rehabilitation of Offenders Act 1974, and applicants are required to declare all convictions and cautions (including those which are “spent” unless they are “protected” under the DBS filtering rules), in order to assess their suitability to work with children.

For further information, please see the [Recruitment, Selection and Disclosures Policy](https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974) and <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>

The College is also registered for the processing of personal data in accordance with the Data Protection Act 1998. Such checks are required in accordance with the Recruitment, Selection and Disclosures policy and the Data Protection policy. Copies of these policies may be obtained from the Director of Finance and Operations upon request.

The appointment is subject to satisfactory:

- References, of which one must be from a current or most recent employer if not currently in employment
- Disclosure and Barring Service check (including children’s barred list check if appropriate)
- Open source check
- Proof of identity
- Right to work check
- Qualifications check
- Health screening





EST. 1847

RATCLIFFE

COLLEGE

Ratcliffe College, Fosse Way, Ratcliffe on the Wreake, Leicester, LE7 4SG

 www.ratcliffecollege.com  HR: 01 509 817089  HR@ratcliffecollege.com

