



WOODBRIDGE  
SCHOOL

*Work with us*

**Theatre Usher**

APPLICATION PACK

# Theatre Ushers

**Salary: £8.00 – £10.85 per hour depending on age, plus holiday pay**  
**Zero hours casual contract**

We are seeking enthusiastic, reliable, and hardworking Theatre Ushers to join our well-established and highly respected theatre team on a zero-hour basis.

This role will support and provide a friendly and welcoming environment for our audience and to ensure their safety and comfort throughout their visit.

This role is based on a casual zero-hour contract. Hours will depend on the requirements of the theatre hires and school shows.

*If you are over 16 or will turn 16 by 1 September 2026, please apply. Under 16's will not be considered.*

For more information about the school and this opportunity, and to download an application pack, please visit: <https://www.woodbridgeschool.org.uk/about/staff-vacancies/>.

**Closing date:** 28 May 2026

**Interviews:** W/C 1 June 2026

***We reserve the right to close this vacancy early if we receive sufficient applications for the role. Therefore, if you are interested, please submit your application as early as possible.***

*Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and successful candidates will be subject to an enhanced check from the Disclosure and Barring Service (DBS).*

# JOB DESCRIPTION

<b>Job Title:</b> Theatre Usher	
<b>Department:</b> Theatre	
<b>Hours:</b> Casual	<b>Accountable to:</b> Rachel Edwards
<b>Job Purpose:</b>  To provide a friendly and welcoming environment for our audience and to ensure their safety and comfort throughout their visit.	
<b>KEY RESPONSIBILITIES:</b> <ul style="list-style-type: none"><li>• To be fire marshal and assist with evacuation and emergency procedures.</li><li>• To provide the highest level of customer and audience care and service at all times whilst a member of the Seckford Theatre team.</li><li>• To welcome audience members to the theatre, check their tickets and help seat them within the theatre space.</li><li>• To be familiar with the access requirements of audience members and to provide assistance as required.</li><li>• To ensure that the foyer, public areas and theatre spaces are kept clean, tidy and presentable at all times.</li><li>• To pick up any rubbish during intervals and following performances.</li><li>• To arrive in good time to commence your shift and report to the Duty Manager for each show briefing.</li><li>• Ushers will be required to dress in black.</li><li>• To ensure your own health and safety and that of all others within the building at all times.</li><li>• To undertake any other reasonable duties as requested by the Duty Manager.</li><li>• To be an active and supportive member of the Seckford Theatre team.</li></ul>	
<b>GENERAL RESPONSIBILITIES:</b>  <b>Health and Safety</b>  You have a legal duty to take reasonable care of your own health and safety and that of others and you are expected to be familiar with and adhere to Woodbridge School's Health and Safety Policy and Health and Safety law.	
<b>Child Protection/Vulnerable adult's statement</b>	

Woodbridge School is committed to safeguarding and promoting the welfare of vulnerable adults and children and expects all staff and volunteers to share this commitment. You will be expected to support this approach in the context of your role and to adhere to and ensure compliance with our policy at all times. If in the course of carrying out your duties, you become aware of any actual or potential risks to the safety or welfare of vulnerable adults or children you must report any concerns to the appropriate Safeguarding Lead. You will also be expected to qualify and maintain an enhanced DBS check to the school's requirement before starting in work for the school.

**Brand values**

Ensure your work, communication and approach conforms to the brand values and house style of Woodbridge School. Keep up to date, and comply with the Woodbridge School, Policies and Procedures at all times.

# PERSON SPECIFICATION

Education and Qualifications	Essential	Desirable
<ul style="list-style-type: none"> <li>Familiarity with customer service practices, including welcoming guests, checking tickets, and assisting with seating arrangements;</li> </ul>		✓
<ul style="list-style-type: none"> <li>Knowledge of health and safety protocols, including evacuation procedures and maintaining cleanliness in public areas.</li> </ul>		✓
Knowledge and Experience		
<ul style="list-style-type: none"> <li>Excellent time management to ensure timely arrival and readiness for shifts;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Strong interpersonal skills for providing high levels of customer and audience care;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Attention to detail to maintain cleanliness and presentability of public areas and theatre spaces;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to follow and implement evacuation and emergency procedures effectively;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Good communication skills for welcoming guests, checking tickets, and assisting with seating;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Problem-solving skills to address access issues and provide necessary assistance to audience members;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Teamwork and collaboration to be an active and supportive member of the theatre team.</li> </ul>	✓	
<ul style="list-style-type: none"> <li><b>Skills and Attributes</b></li> </ul>		
<ul style="list-style-type: none"> <li>Excellent time management to ensure timely arrival and readiness for shifts;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Strong interpersonal skills for providing high levels of customer and audience care;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Attention to detail to maintain cleanliness and presentability of public areas and theatre spaces;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Ability to follow and implement evacuation and emergency procedures effectively;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Good communication skills for welcoming guests, checking tickets, and assisting with seating;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Problem-solving skills to address access issues and provide necessary assistance to audience members;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>Teamwork and collaboration to be an active and supportive member of the theatre team.</li> </ul>	✓	
<ul style="list-style-type: none"> <li><b>Safeguarding</b></li> </ul>		
<ul style="list-style-type: none"> <li>All staff are expected to evidence their commitment to promoting the health, welfare and safeguarding of children.</li> </ul>	✓	

<ul style="list-style-type: none"> <li>• <b>Personal Qualities</b></li> </ul>		
<ul style="list-style-type: none"> <li>• Ability to work flexibly and efficiently as part of a team;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Ability to use own initiative and to work independently;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Ability to establish good working relationships and contribute effectively to the organization;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Enthusiastic, with a positive 'can do' approach;</li> </ul>	✓	
<ul style="list-style-type: none"> <li>• Attention to detail and accuracy.</li> </ul>	✓	

# BENEFITS

<b>Holiday</b>	25 days plus 8 public holidays paid leave (pro rata for part time posts) included in salary.
<b>Other Benefits</b>	<ul style="list-style-type: none"><li>• Free parking</li></ul>

# INFORMATION FOR APPLICANTS

In order to apply please complete the application form.

Application forms can be downloaded from the School's website  
<https://www.woodbridgeschool.org.uk/about/vacancies/>

Please apply preferably by email, stating "Theatre Usher" in the title line to:  
[recruitment@seckford-foundation.org.uk](mailto:recruitment@seckford-foundation.org.uk).

If you are unable to apply by email then please post your application, marking "Private and Confidential" to the People Team at:

Woodbridge School  
Marryott House  
Burkitt Road  
Woodbridge  
Suffolk  
IP12 4JJ

All information will be treated as strictly confidential.

If you have any questions or enquiries regarding the application process, please ring the People Team on 01394 615170.

All appointments are subject to the usual pre-employment checks to meet vetting and barring requirements. For more information about the application and vetting process please refer to the Explanatory Notes provided.

*Woodbridge School is committed to safeguarding and promoting the welfare of children and young people and all applicants must be willing to undergo child protection screening appropriate to the position, including checks with past employers and the Disclosure and Barring Service.*