

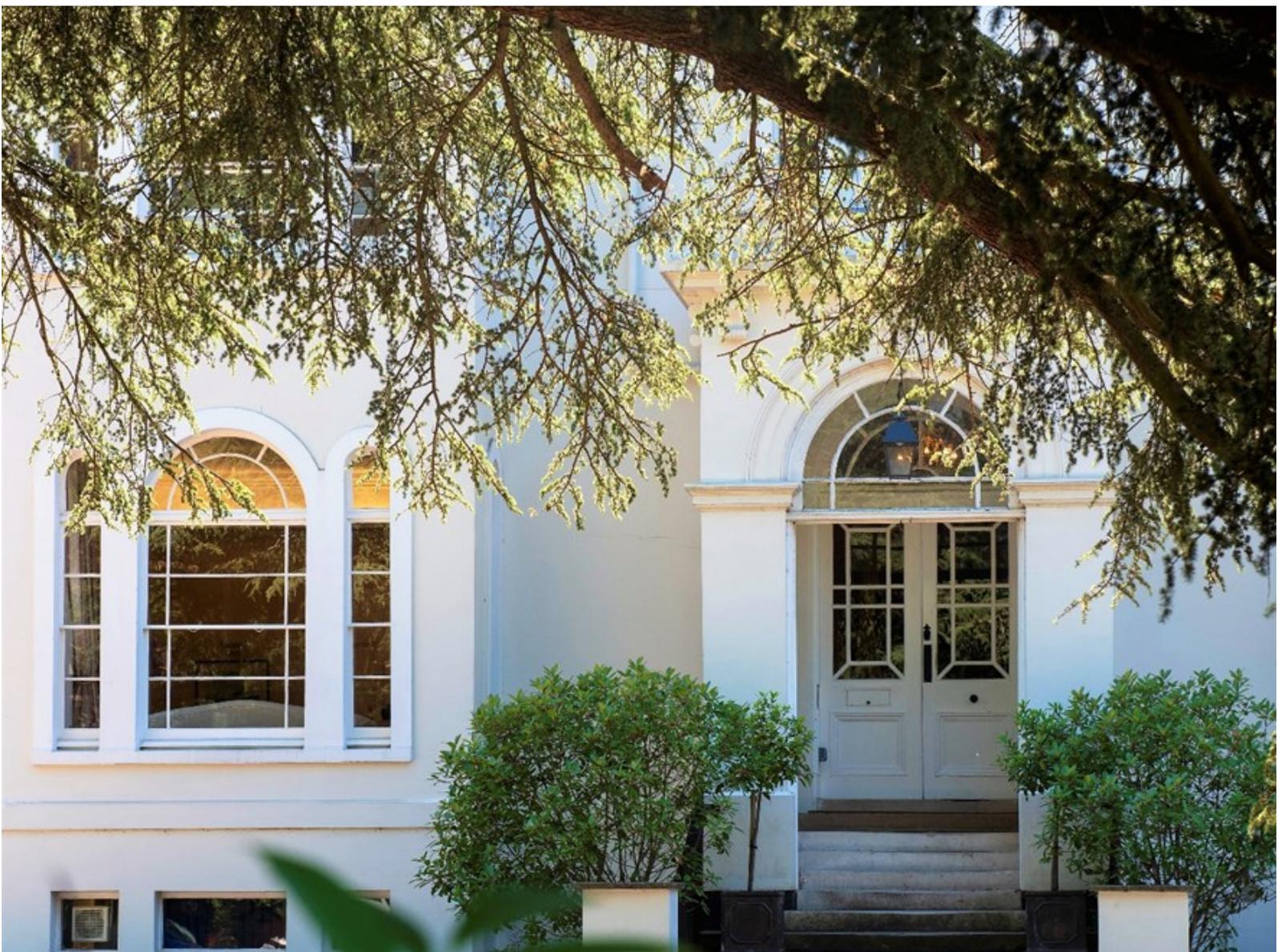


LAMBROOK

PERFORMING ARTS CENTRE MANAGER

TERM TIME—Monday to Friday

Information for Candidates



Start Date—As soon as possible



LAMBROOK

CANDIDATE SEARCH

The Performing Arts Manager is responsible for the day-to-day running of the Performing Arts Centre and overseeing that the 600+ weekly Music, Dance and Drama Lessons are delivered successfully. This is a busy role which requires excellent organisational skills, the ability to work to deadlines and attention to detail. In addition to the individual weekly lessons there is a wide range of ensemble group rehearsals to schedule each week as well as concerts, recitals and termly examinations in all disciplines.

JOB SPECIFICATION

- To serve as the main point of contact for all staff, parents and children in the school in regard to the Performing Arts Centre, lessons and related examinations.
- Provide the Head of Performing Arts with full secretarial support.
- Coordinate and allocate teaching spaces for all Dance, Drama, and Peripatetic Music Lessons and areas within the DJC for the wider school.
- Submit applications for Dance, LAMDA, and Music examinations to the appropriate examination boards and liaise with the bursary regarding parental charges.
- Liaise with external Examiners and oversee examination days, ensuring proper setup and timely arrival of all pupils.
- To attend a weekly diary meeting and create a diary update for Peripatetic teachers to know what to avoid when timetabling their pupils.
- Registering attendance at lessons and monitoring any unusual absence histories before communicating with the relevant parties.
- Management of department budget and ordering of music, instruments, plays etc.
- Write termly report of achievements with the Performing Arts for the Governing Body.
- To oversee the box office for all Performing arts events.
- Undertake all marketing for performing arts events including programme design and printing.
- Ensure departmental equipment is regularly maintained (piano tuning, DJC furniture etc).
- Liaise with catering team to fulfil the needs of all performing arts events.
- Responsible for coordinating Risk Assessments and Health and Safety.
- Take minutes of Departmental meetings.
- Provide the bursary team with full financial reporting for invoicing and peri teacher payroll.
- Showing around visitors when the Head of Performing arts is not available.

ESSENTIAL SKILLS AND QUALIFICATIONS

A good academic record.

Excellent communication and organisational skills.

Strong IT skills and experience of working with Outlook, Teams, Excel and PowerPoint.

Approachable, personable and positive manner with staff, pupils and parents.

Happy to work independently and as part of a team.

Demonstrate diplomacy and confidentiality at all times.



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THE APPLICATION PROCESS

- Applications will only be accepted from candidates completing the School's Application Form in full with an accompanying photograph and supporting letter addressed to the Headmaster (no more than two sides of A4). The application should offer a personal insight into the skills and aspirations of the candidate and sent via HR@lambrookschool.co.uk
- Selected candidates will be invited for an interview, tour of the school and take an administrative 'in-tray exercise'

If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about these issues. Where neither your current nor your previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.

You should be aware that provision of false information is an offence and could result in the application being rejected or in summary dismissal, if the applicant has been selected, and possible referral to the police and/or the department for Education Children's Safeguarding Operation Unit.

PRE-APPOINTMENT CHECKS

Any offer to a successful candidate will be conditional upon:

- A verification of identity and qualifications that are relevant to the position
- A check at the Department for Education Barred List and the Protection of Children Act List, as appropriate
- A satisfactory DBS Enhanced Disclosure
- Where the successful candidate has worked or been resident overseas in the previous five years, such checks and confirmations as the School may require in accordance with statutory guidance
- Verification of medical fitness in accordance with the Department of Education
- Satisfactory receipt of two (minimum) employment references—including current employer
- Completion of probationary period

