



# ASHFORD SCHOOL

## JOB DESCRIPTION

<b>Job Title</b>	<b>Performing Arts Administrator</b>
<b>Purpose</b>	<p>To provide administrative support to the Music, Drama and LAMDA departments of the Senior School.</p> <p>To be responsible for preparing timetables for Peripatetic Music and LAMDA teachers and liaising with teachers, parents and pupils.</p> <p>To be responsible for all administration and organisation of performing arts events in the Senior School and to attend all evening performances.</p>
<b>Accountable to</b>	The post holder will work under the direction of the Director of Music and Head of Drama in liaison with other administrative staff.
<b>Responsible for</b>	Carrying out tasks as specified by the line managers.
<b>Context of the Role</b>	Teaching staff are responsible for preparation and delivery of lessons and the monitoring of pupils' academic and personal progress. In order to be effective in these tasks, teachers rely on Support Staff to assist in the administration of the school. Effective and efficient administration underpins successful teaching and hence the success of the school.
<b>Key Responsibilities</b>	<p>The responsibilities of this role are varied and will involve working with school leadership, parents, teachers and pupils. Area of Responsibility may include all or any of the following:</p> <p><u>Peripatetic Music and LAMDA</u></p> <ul style="list-style-type: none"><li>• Preparing timetables for each new term for music and LAMDA lessons and communicate to teachers and students having lessons.</li><li>• Daily admin of teachers and student/lesson queries</li><li>• Preparation of monthly payment schedules and liaison with HR and Accounts departments</li></ul> <p><u>Events</u></p> <ul style="list-style-type: none"><li>• Organising all events where performing arts departments are involved, including but not exclusively, termly church services, minor and major concerts, school musical, drama performances, events at external venues, ArtsFest</li><li>• Communicating with staff, pupils and parents regarding production and rehearsal arrangements and music and LAMDA exams</li><li>• Produce programmes and service sheets, support front of house teams, arrange script/score purchases, manage and maintain the online booking office (Ticketsource)</li><li>• Close liaison with Senior Production team, including purchasing licences, creating posters, arranging ticket sales, sourcing set, advertising, sourcing costumes, props, ice cream, programme design and booking photographer.</li></ul>

- Supporting the backstage crew at all performing arts events

#### External Music exams

- Liaising with external exam officers for Trinity and ABRSM and offer dates for their sessions.
- Handle all Ashford School entries and raise cheques accordingly
- Organise room changes to accommodate exams in liaison with the Deputy Heads' PA.
- Organise the distribution of certificates at awards assembly.

#### Generally

- Draft regular parental communication on My School Portal (MSP)
- Maintain SOCS entries for the Performing Arts team and attend termly whole school calendar meetings and weekly operational meetings.
- Work closely with the Prep Schools Performing Arts team, supporting events on that site as well as joint events on the Senior site.
- Office duties and administrative support, which may involve occasional reception duties.
- Other duties will be under the reasonable direction of the Headmaster or other delegated member of the leadership team.

#### **Person Specification**

##### Essential

- Proactive, flexible and versatile
- Creative, engaging and enthusiastic
- Possess a genuine love of Music and Drama
- Awareness of the importance of confidentiality and data protection
- Excellent telephone manner and patience
- Excellent communication skills (both verbal and written)
- Ability to prioritise and work to tight deadlines whilst retaining professional composure
- Smart professional appearance.

##### Desirable

- Excellent interpersonal skills and the ability to relate to a wide range of staff, pupils and visitors
- Excellent organisational skills
- Warm and approachable manner towards staff, pupils and visitors
- Ability to work on your own initiative and as part of a team
- Sense of humour.

#### **Standards of Performance**

To be agreed

#### **Salary**

According to experience and qualifications

#### **Accommodation**

This is a non-resident post

#### **Hours**

35 hours per week for 37 weeks a year (term time plus two weeks). In addition, attendance at the school's evening and occasional weekend performances will be expected. Flexibility regarding how the hours are worked will be agreed with the successful applicant and the line managers.

#### **Holidays**

This is a permanent position. Holiday entitlement will be 25 days plus 8 bank holidays per annum, pro rata; holiday must be taken in school holidays.

