



Bristol
Grammar
School

Job Description

Performing Arts Administrator

Bristol Grammar School: a company limited by guarantee, company number: 5142007
Registered Office: University Road, Bristol, BS8 1SR
Registered Charity Number: 1104425

Information for Applicants

Applications are invited for the part-time post of Performing Arts Administrator at Bristol Grammar School from September 2017.

Bristol Grammar School is an independent co-educational day school. The Headmaster is a member of the Headmasters' and Headmistresses' Conference.

The School is a large and friendly community. There are nearly 1000 girls and boys in the Senior School (11-18) and about 330 in the Junior and Infant Schools (4-11). There is a flourishing Sixth Form of 300 students. Most students who join at aged 11 come from primary and preparatory schools within and around Bristol, about two fifths of the annual intake coming from our own Junior School. Around 40 students join at aged 16 and these come from a wide range of state and independent schools within a 20-mile radius.

The School has approximately 290 employees being a mix of teaching and support staff.

"Excellence in all it does within and beyond the classroom" is perhaps the clearest summary of Bristol Grammar School's last inspection. The School was inspected in October 2015 by a team of ISI Inspectors. The Inspectors confirmed that BGS is the very special school which students, parents, staff, Old Bristolians and Governors believe it to be. "Wall-to-Wall Excellence" is how one of the Inspectors summed up BGS and the report indicates that BGS possesses the professional capacity for continuous, on-going improvement. Inspectors graded BGS as 'Excellent' in all aspects of provision at all ages. Nonetheless staff at BGS believe that whilst many things are done well there are always opportunities to improve the school's provision and that culture of self-evaluation and striving for improvement continues. The inspection report is available on the School's website.

At BGS our ambition is to be exceptional in every facet of our provision. To that end every academic department focuses on providing an exceptional learning experience for every student and all staff seek to facilitate that learning.

The School bases its provision on the National Curriculum and aims to go well beyond it. Setting is used in some subjects. There is no streaming. In Year 7 all students follow a curriculum which includes English, Mathematics, Science, French, Spanish, History, Geography, Technology, I.T, Latin, Religious Studies, Art, Music, and Physical Education. In Year 8 students follow the same curriculum but may choose to study one of Russian or German in place of French or Spanish; they also follow courses in separate sciences. In Year 9 students choose a personalised curriculum in addition to the core subjects of English, Mathematics, Biology, Chemistry, Physics and are offered a very wide selection of curriculum subjects which they may choose to continue to GCSE. These subjects include Greek, Business Studies, Computing, Physical Education (Sports Studies), Dance, Food and Nutrition and Theatre Studies; at the end of Year 11 all students take some 11 GCSEs drawn from the core subjects of English, Mathematics, Biology, Chemistry, Physics, a Modern Foreign Language and a Humanity subject, together with a selection of other subjects, chosen from a carefully balanced range of options. The Sixth Form provides a flexible range of AS/A2 options chosen from English Literature, English Language, Mathematics, Chemistry, Biology, Physics, Modern Languages, Latin, Greek, Classical Civilisation, History, Geography, Economics, Business Studies, Computer Studies, Art, Music, R.S., Technology, Dance, Sports Studies, Psychology and Theatre Studies. Many departments are embarking on new 'A' level specifications as part of the revised 'A' level programme, with all subjects scheduled to move to this 'linear' style examination from September 2017. In addition all students are required to follow a course of wider activities, and attend a richly diverse programme of weekly lectures by visiting speakers. Students from the Sixth Form proceed to a wide range of faculties at leading universities in the United Kingdom, including a good number to Oxford and Cambridge, and increasing interest in universities in the United States and Europe.

All teachers are issued with a laptop and an iPad to aid their teaching. All students from Years 4 to 13 are issued with an iPad. Learning is supported by an effective Intranet that students and staff use from home and in school.

The School has a Scholarship scheme and also a Bursary Scheme which is able to offer financial assistance towards the fees of able students whose parents have limited means. The schemes are kept under regular review by the Governors and we are looking all the time for ways to extend them. The School enjoys a local and national reputation for its academic achievements and the demand for places is strongly competitive from girls and boys.

Games and co-curricular activities flourish and are an integral part of education at BGS. Major dramatic and musical events are put on regularly and the vigorous House system provides valuable extra opportunities for an enormous range of sporting, social and cultural activities, as well as for individual pastoral support. Pastoral care is also supported by a team of sixth form Peer Mentors, a School Counsellor and a School Nurse. Visits abroad of all kinds are arranged every year.

Safeguarding is taken very seriously and all staff and students receive regular reminders and training.

The School benefits from some fine Victorian buildings adjacent to the University of Bristol in the heart of the city. In recent years an extensive development plan has included the opening of an Infant School, refurbishment of the Sixth Form Centre, partly refurbished science laboratories, extension of the art school facilities and new food and nutrition facilities. Other major developments in previous years have included a large sports hall, a purpose-built technology centre, AstroTurf pitches and a large sports pavilion. A new Performing Arts Centre was opened this year and the facilities for Drama, Dance, Music, History and Philosophy & Religion have been redeveloped. All departments have their own designated teaching and office areas.

The city is a congenial place in which to live, with first class cultural, social and shopping amenities. The rail and motorway networks provide quick and easy access to all parts of the country and near to hand are the delightful coastlines and countryside of Wales and the South West.

Our Mission and Aims

Mission of the School

Life-changing learning, friendships, and adventure

We aim high at Bristol Grammar School and are proud to do so; inspiring a love of learning, fostering intellectual independence and promoting self-confidence and a sense of adventure amongst our young. We set our sights on academic excellence and involve our students in progressive, responsible and engaging debate in everything we do.

Our purpose is to provide an exceptional education for all our students, developing in them a spirit of enquiry and independence of thought through high-quality teaching, warm pastoral care and broad-ranging intellectual, physical and cultural opportunities. We wish to encourage a mature sense of responsibility from an early age, forming well-rounded young people who are able to use their talents and leadership potential in the service of others, here and in their future lives.

Above all, we are committed to supporting our students so that every one of them may achieve their goals and leave BGS as confident, compassionate and ambitious young adults.

Aims of the School

For every student to:

- achieve their full academic potential through a rich, stimulating and progressive learning experience
- be prepared and motivated to contribute positively and compassionately to the world through the cultivation of our School spirit
- flourish culturally, intellectually, morally, physically and spiritually in a happy and nurturing environment through a wide range of far-reaching opportunities.

Job Role Specification

Post: Performing Arts Administrator

Duties and Responsibilities

To deal with all administration matters for the Performing Arts, including Dance, Drama and Music. In some areas this will involve work for the Infant, Junior and Senior School, except those where direct intervention will come from Junior and Infant staff specifically placed to do so. The job description can be broken down within the three main disciplines:

Music

- Management of instrumental staff, including weekly email to share and communicate relevant information
- Acting as liaison between instrumental staff and the School
- Organising room allocations and car parking for instrumental staff
- Distribution of instrumental lesson applications to parents and contracts/fee information to instrumental staff
- Management of applications system, including maintenance and programming online application form
- Processing of applications for instrumental lessons
- Where possible, dealing with parental and student enquiries regarding instrumental lessons
- Management of biannual reports system, including maintenance and programming
- Dealing with financial claims and queries from instrumental staff for ensemble teaching, meeting attendance, mileage, etc.
- Management of music software MSM
- Maintenance of asset lists, organising chargeable instrument hire, liaising with parents and updating records for Finance
- Coordinating instrumental timetables, maintaining system to keep timetables up to date, online and accessible for all, including programming
- Creating and facilitating updates to school contracts, liaising with colleagues to ensure clear communication
- Coordination of termly meetings with instrumental staff and the music department, including creation and circulation of invitations to attend, Agenda, Minute taking and subsequent circulation of Minutes
- Coordination of annual VMT Parents' Conference, including room bookings/catering and liaising with instrumental staff on attendance
- PR for the music department including Key Event information and Small and Large Ensemble information, including creation and updating of information termly and advertising via Newsletter, Bulletin, Sharepoint, Parent Portal or personal email.

Music Examination Administrator

- Obtaining candidate information electronically, including programming
- Communication with parents obtaining relevant permissions and fees
- Update of MSM software to maintain exam records
- Entering candidates for exams
- Liaising with all relevant School teams, including PAC Manager and Facilities regarding booking room spaces/set up required
- Liaising with the Associated Board examiner
- Setting up the stewarding of Associated Board exams held in the department each term, including finding suitable freelances and setting rates of pay in liaison with Finance
- Organising chaperones for the Junior school children, including finding suitable freelances and setting rates of pay in liaison with Finance.
- Payment of freelances
- Distribution of results and certificates in a variety of ways, including presentation in Assembly
- Recording results information in MSM

Ensemble Administrator

- Ensuring that rehearsal and concert venues are booked for all school ensembles

- Where possible, advising parents/students of appropriate ensembles for students
- Collating student data for attendance of school events and trips, including obtaining parental permissions and payments, if necessary maintaining accurate information for Finance
- Helping in the organisation of tours and external performances, where appropriate, including communication with parents/rest of the School
- Creating, maintaining and sharing a master Ensembles Register including allocating rooms, time slots and updating records for practice room spaces

General Administrator

- Filing of and on occasion replying to general correspondence
- Organising lockers/keys for all music students
- Organising of instrument storage
- Organising tuning/maintenance of pianos
- Processing of any relevant invoices/timesheets

Drama

- Liaison between the Director of Drama and the Manager of the Performing Arts Centre regarding room booking for all internal performances and rehearsals of productions run by the Drama Department
- Oversight of the production of programmes, tickets and seating plans for all in-house drama performances (where appropriate) (but not the actual production of such)
- Communication to parents, students and staff with regard all internal Drama productions, sending invitations and advertising in the staff bulletin, daily notices and parental emails, as well as liaison with the Admissions and Marketing Office with regard social media
- Provide support for all Senior School Drama trips including the creation of letters and the collation of replies
- To manage the Drama department's social media accounts
- To work with marketing to keep the drama section of the website updated
- To liaise with facilities and catering regarding the requirements for all Drama events
- To manage the admin and correspondence associated with all drama activities e.g. Workshops with external companies, drama scholars programme etc

LAMDA Lessons

- Distribution of LAMDA lesson forms and contracts to prospective students
- Processing of applications for LAMDA lessons from prospective students
- Assisting the LAMDA teacher(s) with organisation of timetables and billing of parents
- Writing to students/parents with regard to missed lessons
- Where possible, dealing with parental and student enquiries regarding LAMDA lessons
- Organisation of rooming for all LAMDA lessons
- Entering students for examinations
- Billing parents for said examinations
- Assisting with the stewarding of exams held in the department
- Distribution of results and certificates

Dance

- Liaison between the Director of Dance and the Manager of the Performing Arts Centre regarding room booking for all internal performances and rehearsals of productions run by the Dance Department
- Overseeing and assisting in the distribution and organisation of the programmes, tickets and student schedules for all in-house performances
- Communication to parents, students and staff with regard to all Dance trips, productions, events; sending invitations/letters/emails and advertising in the staff bulletin, parent newsletter and daily notices, as well as liaison with the Admissions and Marketing Office with regard social media
- Provide support for all Senior School Dance trips including the creation of letters and the collation of replies
- Compiling and sending reward and attainment letters home to students and parents
- When required, to assist the Company-in-residence and Dancer-in-Residence with the admin tasks in organising in-house school events and rehearsals, including communication with parents and students

General Administrator

- Filing of and on occasion replying to general correspondence
- Attendance at departmental meetings where required by the Directors of the Performing Arts subjects

This job description is not necessarily a comprehensive definition of the post. It may be subject to modification or amendment at any time after consultation with the holder of the post.

Candidate Specification

It is expected that the Performing Arts Administrator will possess the following attributes:

L = assessed through evidence from application form, references and letter of application	I = assessed at interview	E / D = Essential / Desirable
Prior experience of working within a school	L	D
Strong IT skills with good knowledge of Microsoft Office suite	L	E
Experience of using SIMS	L	D
Ability to multi-task and manage your own priorities and workload	L	I E
A self-starter who is motivated and shows initiative	L	I E
A sense of humour and an optimistic, resilient style when faced with pressure		I E
The ability to develop good working relationships with all members of the School community	L	E
A well organised and resourceful approach to their work and have the ability to meet deadlines	L	I E
Commitment to the ethos and holistic education provided by BGS and to the maintenance of BGS as a leading independent school	L	E
An enthusiastic and approachable nature		I E
Be able to communicate well with children and young people and in particular be prepared to demonstrate: <ul style="list-style-type: none">• Motivation to work with children and young people• Ability to form and maintain appropriate relationships and personal boundaries with children and young people• Emotional resilience in working with any challenging behaviour• Professional attitudes to use of authority and maintaining discipline• Understanding of safeguarding and promoting the welfare of young people	L	I E

Working hours and conditions

Working Hours	Thursday and Friday, 7.30am to 4pm, with a half hour unpaid lunch, term time plus working two weeks of holiday.
Salary	The salary will be determined by the BGS Technical and Clerical scale and will be dependent on relevant experience and technical expertise.
Pension	The School will automatically enrol support staff in to the Pension Trust "Defined Contribution" pension scheme provided they meet certain eligibility criteria. Those choosing not to be a member of the Scheme may opt-out in accordance with the rules of the Scheme.
Lunch	School lunch is provided during term time.
Education	At present the School's policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subjects to their children meeting the academic entry requirements and subject to a place being available.
Sports Facilities	Free use of school sports facilities.
Library	Free use of the school Library.
Car Parking	No car parking is provided during term time

How to apply

Application forms, to which may be added a personal *curriculum vitae* if desired, should be accompanied by a *brief* covering letter addressed to the Headmaster, Mr R I MacKinnon, and should be sent to Miss Rose Moscrop, HR Administrator, Bristol Grammar School, University Road, Bristol, BS8 1SR, bgshr@bgs.bristol.sch.uk

The closing date for applications is Monday 26 June 2017.

Interviews are currently planned for Monday 03 July 2017.

Bristol Grammar School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. In accordance with our Child Protection Policy we are unable to process applications without a fully completed application form. The post is exempt from the Rehabilitation of Offenders Act 1974. All convictions, cautions and bind-overs, including those regarded as 'spent' must be declared when applying. The applicant may post such a declaration in an envelope marked 'Private & confidential for the Headmaster' which will only be opened should the candidate be shortlisted. The successful applicant must obtain List 99 clearance and DBS (Disclosure and Barring Service) clearance at enhanced level.