

POST TITLE

Drama Administrator

RESPONSIBLE TO

Director of Drama

MAIN PURPOSE OF JOB

To provide administrative support to the Drama department, ensuring smooth operation of Speech and Drama lessons, productions, workshops, and other drama-related activities. The Drama Administrator will manage time-tabling, communication, billing, and coordination for both Speech and Drama lessons and departmental events.

SAFEGUARDING STATEMENT

All staff working in the School will have some contact with children and will therefore be in regulated activity. Staff with teaching duties will be responsible for the pupils that they teach and may also have additional specific pastoral or other responsibilities for other pupils they do not teach. In addition, all staff will regularly interact with pupils who may seek assistance or otherwise interact with them whilst moving around the School. In all cases, the post holder's responsibility for promoting and safeguarding the welfare of the pupils is to adhere to and ensure compliance with the School's safeguarding policies and procedures at all times.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants 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.

Lady Eleanor Holles is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS).

LEH
LADY ELEANOR HOLLES





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Lady Eleanor Holles was founded in 1710, originally situated in Cripplegate. Now located in Hampton, the current premises were purpose built in the mid-1930s, set in 24 acres of grounds. LEH is one of the oldest and most distinguished girls' schools in the UK. It offers bright girls aged 7 to 18 a well-rounded and challenging education in a happy, purposeful environment, preparing them well for higher education and their future lives.



MAIN DUTIES AND RESPONSIBILITIES:

SPEECH AND DRAMA ADMINISTRATION

Teacher Allocations & Scheduling

- Manage the allocation of Speech and Drama teachers (both senior and junior).
- Ensure weekly timetables are created and updated, checking for clashes and resolving any scheduling conflicts.
- Input exceptions into the SOCS system to account for lessons that conflict with trips, talks, or tests.
- Attend weekly Speech and Drama meetings.

Student & Parent Communication

- Serve as the primary point of contact for all queries related to extra-curricular Speech and Drama lessons, addressing inquiries from students, parents, and staff.
- Communicate regularly with parents regarding lesson schedules, any changes, and other important updates.

Registration and Attendance

- Assist with daily student registration, including the completing of SIMS reports for students who have lessons during registration or sign in periods.

Exam Coordination

- Manage the entry and scheduling of all exam sessions Trinity Speech and Drama.
- Steward exam sessions to ensure smooth operations.

Billing & Payroll

- Consult with finance to ensure accurate billing for lessons and exams.
- Ensure that all lesson registers are checked weekly to ensure billing accuracy and up-to-date attendance records.
- Input all Trinity exam charges and Speech and Drama lesson charges into the SOCS system, ensuring costings are correct for each academic year.

DRAMA PRODUCTION ADMINISTRATION

Production Scheduling & Coordination

- Attend weekly production meetings, take minutes, and provide administrative support to production teams.
- Send communications to parents regarding productions, including rehearsal schedules, trip details, and performance dates.

Trips & Transport

- Ensure that all paperwork for drama trips is completed and uploaded onto LEH system including risk assessments, medical details, and tickets.
- Coordinate transport bookings, liaising with coach companies to arrange transport as needed.
- Notify parents of trip costs and details, ensuring that all necessary information is communicated effectively in liaison with the Director of Drama.



Production Rehearsals & Cast Lists

- Create and maintain updated production rehearsal schedules and cast lists in SOCS co-curricular.
- Notify parents of production commitments, including rehearsal schedules and production packs.
- Attend evening performances (paid additionally).

Front of House & Ticketing

- Assist with front-of-house responsibilities during productions, ensuring smooth operations on the day of the performance.
- Email ticket links to cast, crew, staff, and the wider school community for each performance, with at least one drama performance per term.

ISSP Drama Day & Workshop Administration

- Administer the ISSP Drama Day when hosting, including coordinating schedules, volunteers, and any necessary materials.
- Organise and coordinate one drama workshop per term, ensuring smooth execution.

GENERAL

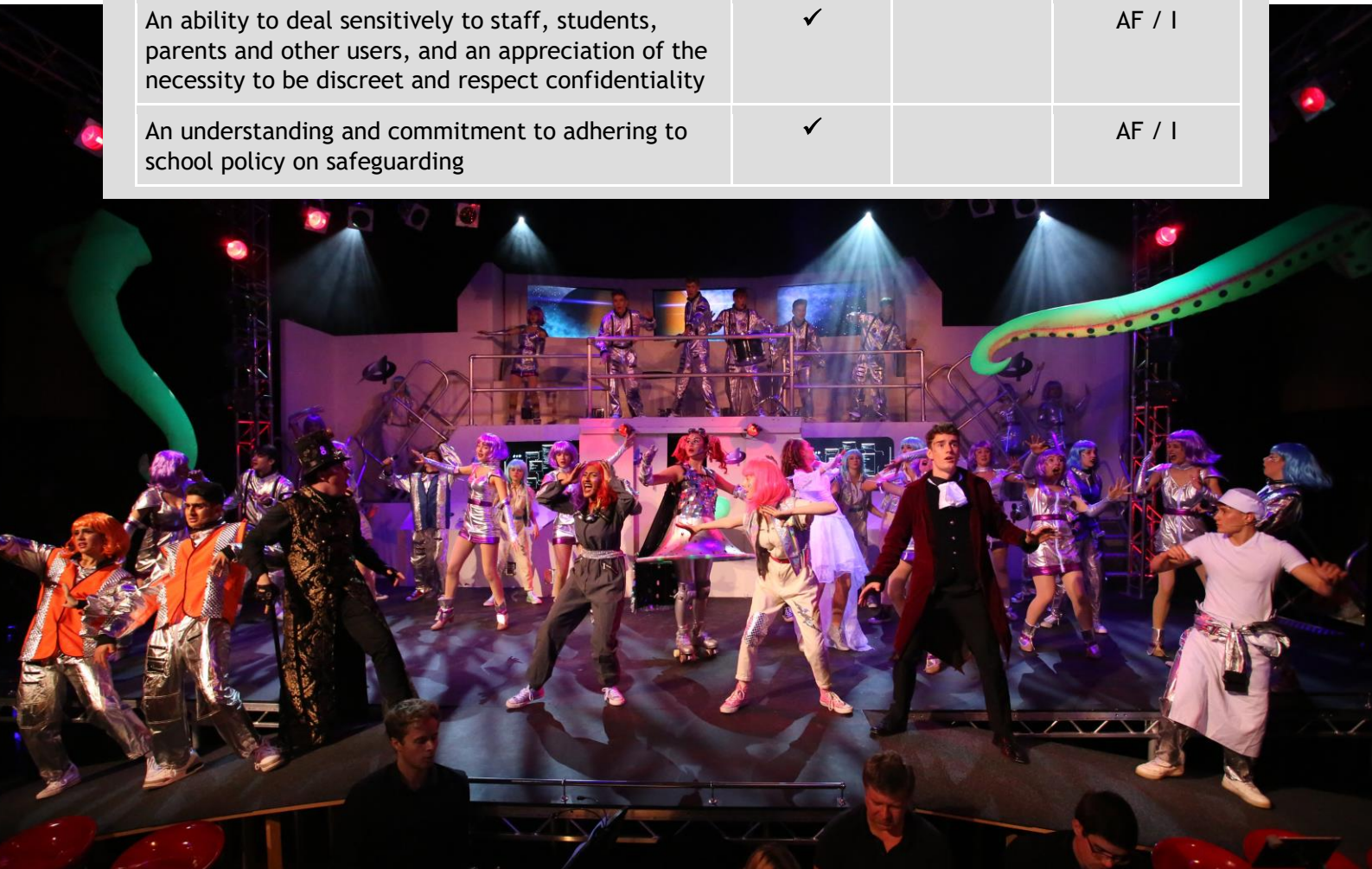
- Take part in such staff training as may be agreed.
- Undertake such other duties which may be reasonably required.

SAFEGUARDING

- Adhere to school policy on safeguarding and updating training as required.
- Ensure the safeguarding and well-being of children and young people at the school in accordance with school policies.

Person Specification

Qualifications, Experience, Knowledge and Skills	Essential	Desirable	Assessment Method Application Form/ Interview/ Reference
Strong previous administrative experience and understanding of databases	✓		AF / I / R
Accuracy, reliability and a commitment to maintaining high professional standards	✓		AF / I / R
Able to work effectively on own initiative and within limits of own professional boundaries and knowledge	✓		AF / I / R
Excellent organisational skills with proven ability to prioritise, work to deadlines and manage competing demands	✓		AF / I / R
Excellent written and oral communication skills	✓		AF / I / R
Excellent team working skills and ability to work independently. Approachable and confident in dealing with a wide variety of people.	✓		AF / I / R
Effective organisational and time management skills with willingness to work additional hours if required.	✓		AF / I / R
Excellent IT skills - MS Word, Excel & PowerPoint	✓		AF / I
An ability to deal sensitively to staff, students, parents and other users, and an appreciation of the necessity to be discreet and respect confidentiality	✓		AF / I
An understanding and commitment to adhering to school policy on safeguarding	✓		AF / I





MAIN TERMS OF APPOINTMENT

Hours of Appointment

This is a permanent, part-time post, working 15-20 hours per week, Monday to Friday. (Flexibility to working hours will be required during busier school periods, and to be discussed at interview). This will be a term-time post (34 weeks) plus an additional 3 weeks (inclusive of INSET days).

Notice Period

During the 6-month probationary period, the period of notice will be two weeks on either party. After a successful completion of the probationary period, the notice will be 2 months or the statutory minimum, whichever is greater.

Salary

The salary for this role will be based on a full-time equivalent salary of £37,346 per annum (actual pro rata salary dependent on working hours, to be discussed at interview/offer stage).

Holiday Entitlement

You will be entitled to 28 days paid holiday (20 days leave, plus the 8 days' bank/public holidays per annum). Your salary is calculated to cover your weeks of work and your holiday entitlement. As this is a term-time only post, you are not entitled to take any annual leave during term time.

Pension

Non-teaching staff may join The Lady Eleanor Holles School's Stakeholder Pension Scheme. This is a defined contribution pension scheme; provided the employee contributes 6% of gross salary, the employer will contribute a further 10%.



An application pack is available from the School's website by [clicking here](#). Applications must be made on the School's own form and should be sent to personnel@lehs.org.uk

CVs will not be considered and should not be submitted.

The Lady Eleanor Holles School
Hanworth Road, Hampton, TW12 3HF
Tel: 020 8979 1601 personnel@lehs.org.uk
Registered charity no. 1130254

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