

Appointment of Administrative Assistant (Drama)

Immediate start



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The Role

OVERALL PURPOSE OF THE JOB:

To provide a comprehensive and efficient administrative support service to the Drama department.

REPORTING TO:

Director of Drama

KEY RESPONSIBILITIES:

Scheduling the LAMDA (private drama lessons) timetable, making changes to this throughout the year in response to student changes and maintaining student lists in order to keep this up to date.

Billing of all LAMDA lessons, exam trips and other student costs in the school by a termly deadline which is then passed to Finance.

Dealing with the LAMDA teachers' queries as appropriate.

In conjunction with the LAMDA teachers, booking and filling out all paperwork in relation to the LAMDA exams in March and May.

Maintaining the drama diary and booking of Theatre and Drama Studio spaces.

Entering rehearsal dates into school Tabs software.

Booking catering requests for productions.

Collating, photocopying and scanning resources for lessons.

Taking responsibility for the maintenance and order of the drama library and props/costume store.

KEY RESPONSIBILITIES CONTD.

Productions: ensuring effective publicity to staff and pupils, preparing posters, programmes and other publicity material

In conjunction with the Director of Drama, phoning to book theatre trips and following this up with the necessary paperwork to parents

Applying for performing rights for all shows

Assisting with paperwork for finances

Helping with the sourcing and ordering of costumes and props online.

Taking responsibility for the housekeeping of all dressing rooms and the backstage area

Taking responsibility for the housekeeping of the DDS and green room areas in the LPAC

WIDER DEPARTMENTAL INVOLVEMENT

The Drama Department produces a number of highly professional productions throughout the year. In addition to delivering administrative support the role would involve helping backstage on productions



The Person

PERSON SPECIFICATION

Essential:

- Excellent administrative skills
- Excellent communication and interpersonal skills, together with the ability to work collaboratively and courteously with colleagues throughout the Latymer community including staff, pupils and parents
- Ability to work independently under own initiative
- Ability to plan and co-ordinate activities, establishing clear priorities and deadlines
- Ability to work under pressure and to tight deadlines
- Ability to problem solve
- Excellent attention to detail and accuracy
- Adaptability and flexibility
- High professional and ethical standards for handling confidential information
- Excellent IT skills with working knowledge of google suite e.g. docs, drive, sheets and general strong proficiency in computers
- Ability to quickly learn new systems i.e. SOCS, TABS and iSAMS.



Additional Information

SALARY

Actual salary **£32,450** reflects the term time nature of the role (36 weeks). This salary is based on the full-time equivalent salary circa **£26,028**.

HOURS

37.5 hrs to be worked between the core hours of **8.00am – 5.00pm**, actual hours to be agreed with your manager Monday - Friday with an unpaid hour for lunch).

This is a permanent, Term Time position (36 weeks per year)

DRESS CODE

The School regularly receives visits from parents, potential parents and others, and naturally wishes to convey an impression of efficiency and organisation. Therefore, whilst not wishing to impose unreasonable obligations on staff, you are required to look smart in appearance



Application

TO APPLY, PLEASE VISIT OUR DEDICATED RECRUITMENT WEBSITE

Latymer.ciphr-irecruit.com

Further information on Latymer Upper School is available via the school website.

The **closing date** for applications: 9.00 am Thursday, 26/02/2026

INTERVIEWS TO BE HELD ON THURSDAY 05/03/2026

DIVERSITY

The School is fully committed to the principles of equal opportunity, diversity and inclusion. We have an established and representative staff Equality and Diversity Board to help drive forward positive change. A further Equality and Diversity Committee has recently been formed from our student population.

We are committed to attracting and retaining the very best staff, ensuring that our staff body reflects the diversity of our students and local community. Acknowledging a lack of ethnic diversity within our staff community, we particularly encourage applications from Black, Asian and Minority Ethnic candidates for this role. All appointments will be made on merit, following a fair and transparent process. In line with the Equality Act 2010, however, the School may employ positive action where diverse candidates can demonstrate their ability to perform the role equally well.

SAFEGUARDING

The School is committed to safeguarding and promoting the welfare of children and young people. The post is subject to an enhanced DBS check, online check and two satisfactory references.



Background Information

Latymer Upper School was created by a generous act of charity. Writing his will in 1624, a wealthy lawyer named Edward Latymer left part of his wealth for the clothing and education of "eight poore boyes" from Hammersmith. Since its inception, the School has changed markedly although its founding aims and values have remained the same.

Established on its current site in Hammersmith in 1895, the Latymer Upper School of today consists of a vibrant, fully co-educational pupil body of approximately 1,220 girls and boys from all over West London and beyond, and a further 169 pupils at Latymer Prep. The School admits an equal spread of entrants from the state and independent sector and has one of the most ambitious bursary programmes in the country, delivered through The Latymer Foundation, which underpins the whole ethos of the School.

The School is proud of its unpretentious, cosmopolitan and caring community and visitors regularly comment on the Latymer 'buzz' and energy that permeates the whole school; it's innovative and forward-thinking and pupils are academically questioning and curious.

Latymer Upper is unashamedly one of the most academically successful schools in the country and pupils excel across a wide range of subjects. Generally, pupils achieve over 30% A* and over 80% A*/A at A level and at GCSE over 90% A*/A grades.

Latymer Upper takes great pride in preparing its pupils to go on to study at a broad range of universities. Generally, between 15 and 20% of pupils win places at Oxbridge; increasing numbers win places at prestigious North American and European universities and the vast majority of UK university entrants go to Russell Group universities and several to leading specialist Drama, Music and Art Foundation Colleges.

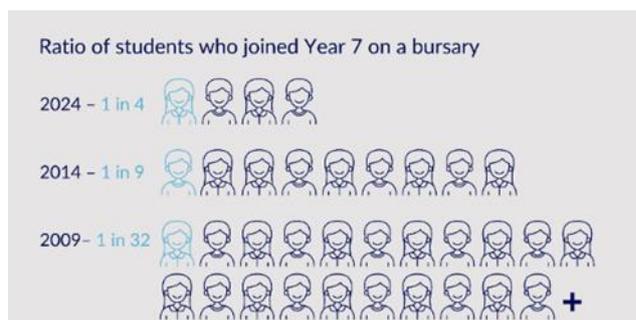
You cannot pigeonhole a Latymerian: they are individual, highly academic but also rounded and grounded.

THE LATYMER FOUNDATION

In keeping with the inclusive vision of its founder, Latymer Upper School continues to offer such opportunities to London children by giving a number of means-tested bursaries to bright pupils every year based on the twin criteria of academic merit and family financial circumstances.

The Latymer Foundation exists to provide an academic education of the highest quality to pupils of ability, regardless of background. The Foundation is a separate charitable trust and, through the work of the Foundation, the School has had considerable success in recent years in raising funds for additional means tested bursaries.

In September 2017, The Latymer Foundation launched an ambitious new fundraising campaign – Inspiring Minds – which is coming to its close this year in 2024, our 400th anniversary. The target - to raise £40m to build the School's endowment and enable Latymer Upper to double its bursary provision to be able to offer 1 in 4 pupils a fee-assisted place. We are now only a hair's breadth away from this goal. This will be a lasting and significant step towards the School's ultimate ambition to ensure that any child is able to access a Latymer education regardless of their financial circumstances and make Latymer Upper School an engine of social mobility. It is a vision shared by a community, and supported by the talents, enthusiasm and generosity of all of the stakeholders in the School: pupils, parents, staff, alumni and former parents.



Please click to find out more about our Bursary programme

BURSARY PROGRAMME

www.latymerfoundation.org/bursaries/bursaries

PARTNERSHIPS

www.latymerfoundation.org/partnership-programmes

School Aims and Ethos

Edward Latymer's vision was to offer his wards a life-changing education that would equip them to flourish in the wider world. This vision remains firmly at the heart of the School today.

Latymer Upper is first and foremost a 'learning school', vibrant, global in perspective, innovative in its teaching and learning and combining the best of the traditional and the modern. A high value is placed on scholarship in both pupils and staff and the School prides itself on the excellence of its teaching and pastoral care, its academic achievements and its exciting and innovative curriculum.

THE AIMS OF LATYMER SCHOOL

- 1 To provide an opportunity for academically able students from all walks of life to develop their talents to the full
- 2 To provide a choice of academic courses taught to the highest level in a broad, imaginative and developing curriculum, supported by a wide range of extracurricular activities, thereby giving all children the opportunity to excel in both their academic studies and their extra-curricular activities
- 3 To encourage independence of thought and approach in the pursuit of excellence in all activities
- 4 To educate our children into a recognition of their wider social responsibilities, particularly through educational activities including community links and partnership schools, to prepare them to become active citizens within their community
- 5 To maintain a focused environment within which an awareness of the needs of others and respect for all members of the community – children, teachers, support staff and parents – is paramount
- 6 To recognise and celebrate the richness and diversity of the range of cultural, religious and social backgrounds within our school community
- 7 To encourage in all Latymerians a pride in their school and the wish to exemplify to the world our values of tolerance, respect and intellectual curiosity
- 8 To inspire a love of learning and of life. Through support, guidance and encouragement we seek to nurture self-confidence and resilience in our pupils to enable them to achieve to the highest academic standards, to find self-fulfilment and to be happy



Team Biographies



Amanda – Executive Director Latymer Foundation

I lead the Foundation Office team which comprises fundraising and alumni relations activities, partnership programmes and community impact work. I had never worked in a school before, nor indeed in the charity sector, but I think it was typical of Latymer that the then Head and Governors recognised my potential, despite my lack of previous experience in a similar role. I had worked for a decade on the trading floor of a large investment bank before establishing a bespoke cashmere business and then working as a retail buyer, so certainly not a typical route into educational fundraising. Latymer is a wonderful place to work. There is a real "can do" attitude which results in a busy and stimulating work environment. Its vibrant community of staff, students, parents and alumni embraces its aim to provide a life changing education to young people from the widest possible range of backgrounds and to be a force for good in the local community.



Chris – Head of Careers

I've worked at Latymer for three years. My mother-in-law saw the advert online and suggested I consider it. As my father-in-law attended Latymer Prep and his father attended Latymer Upper, it was as if fate was encouraging me to apply. I am Head of Careers and the department has two overriding objectives: to introduce students to experiential learning through career-related events and to deliver quality advice and guidance on their decisions; whether academic or vocational. The working environment, professionalism and friendliness of the staff are something I have not experienced anywhere else. It's a challenging, supportive and invigorating place to work. Individual expertise is recognised and appreciated.



Saanya - Head of International University Advising

I work with Latymerians across the Lower and Upper Sixth Form on their applications to international universities and empower them to make informed decisions about their futures. I also help to manage and build partnerships with universities around the world, which is something that I especially enjoy, as I have lived in five different countries myself. I had never worked in a school environment before Latymer, as I was previously an independent university advisor, but I love the energy that I experience here everyday. The students are self-driven, curious and I am constantly learning from them.

Location

ADDRESS

237 King Street Hammersmith

London
W6 9LR

England

W www.latymer-upper.org

T 0208 629 2024

NEAREST UNDERGROUND STATION

Hammersmith (District, Piccadilly and Hammersmith and City Lines) Ravenscourt Park (District Line)

BUS ROUTES

To Hammersmith Broadway:

9,10,27,33,72,190,209,2
11,220,266,283,295,391,419

DRIVING

There is no parking on site and we therefore recommend using public transport when travelling to the School

ON ARRIVAL

Please report to security at the main entrance on King Street



**LATYMER UPPER
& PREP SCHOOL**
HAMMERSMITH