**Performing Arts Graduate - Administrative Assistant (FTC for 1 year)**

The Performing Arts Administrative Assistant at Emanuel School plays a key role in supporting both the Music and Drama departments, ensuring the smooth running of lessons and co-curricular activities.

For September 2025 we will be looking for a candidate with a variety of specialisms across music and drama. The ability to offer skilled support in the performing arts will be advantageous (e.g., music technology, stage management, instrumental skills, or drama production). The right candidate will have strong communication and organisation skills, and the confidence to work with children in a trusted role. This is a fixed-term contract for one year commencing 27 August 2025.

This role is an excellent opportunity for those considering a future in teaching, as it offers hands-on experience working in a dynamic school environment with opportunities for professional development.

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| Job title: | **Performing Arts Graduate - Administrative Assistant (FTC for 1 year)** |
| Location: | Emanuel School, Battersea Rise, London, SW11 1HS |
| Job purpose: | Supporting the administrative functions of the music and drama departments to ensure smooth operations and coordination of lessons and co-curricular activities. |
| Reporting line: | Director of Music and Director of Drama |
| Hours: | Term time only, Monday to Friday 08.00 to 17.00 in school unless otherwise agreed with the Directors of Music and Drama. In addition, there will be several weekend and evening activities to support rehearsals and performances. Additional commitments outside term time would be agreed separately. |
| Fixed term: | 27 August 2025 – 31 August 2026 |
| Salary: | £24,377 |
| Benefits: | * Defined pension contribution scheme, with up to 14% employer contribution and life insurance cover. * The school operates salary exchange, and any employer National Insurance savings are passed back to staff as an additional pension contribution * Salary sacrifice childcare vouchers through TEDS Premier (subject to eligibility criteria) * Free lunches * Simply Health healthcare plan, including flu jabs, online GP service and counselling * Discounts in local shops, restaurants and businesses * Season ticket loans and ride to work scheme * Training and development support |
| Closing date: | Tuesday 29 April 2025 |
|  | ***Do note that interviews may be held at any stage after applications are received, so candidates are advised to apply as soon as possible.*** |

**Key Responsibilities and Accountabilities**

1. Assisting the Directors of Music and Drama with administrative and logistical tasks.
2. Assist in the organisation and management of co-curricular events, trips and residentials, and attend as required.
3. Acting as steward for ABRSM and Rockschool rehearsals and examinations.
4. Managing the inventory of sheet music and instruments, overseeing servicing and repairs as needed
5. Designing and printing promotional material for performances.
6. Assisting with filming, recording, and, where required, editing of examination submissions and co-curricular performances
7. Helping to curate and manage Music and Drama social media content, including capturing photos/videos, writing captions, and scheduling posts
8. Providing technical support to the Drama department in areas such as stage management, set design, prop making, costume coordination, sound design, or choreography, depending on expertise
9. Assisting teaching staff at open days and annual events.

***Other***

1. Playing an active and full part in the life of the school community.

2. Complying with relevant Emanuel policies and procedures, including safeguarding procedures, at all times.

3. Undertaking any other task requested by the line manager or a senior colleague that is within the individual’s abilities.

***This job description should be seen as enabling rather than prescriptive and will be subject to regular review as the needs of the school evolve. You will be required to undertake other comparable duties as the deputy head, headmaster or senior colleague may require from time to time.***

**Person Specification**

The attributes below give an indication of the type of person who may succeed in this role. However, we always consider positively people with backgrounds in different sectors or with the skills/experience that may help them to bring a new perspective to our work. When applying, please do set out clearly how the knowledge, skills and experience that you bring would help you to achieve this important role, whatever your prior experience**.**

Qualifications and knowledge:

• Degree-level performing arts qualification (or experience that demonstrates equivalent professional abilities) (Essential)

• Solid practical knowledge of music and drama. (Essential)

• Understanding of safeguarding. (Desirable)

Experience:

* Evidence of supporting members of offering skilled support for young people in music or drama. (Essential)
* Record of developing and sustaining positive working relationships. (Essential)
* Experience of efficient and effective organisation and management systems. (Essential)
* Experience of working in education. (Desirable)
* Experience of managing events. (Desirable)

Skills:

• Confident and warm personal presence and presentation. (Essential)

• Ability to communicate clearly and professionally, verbally and in writing. (Essential)

• Ability to effectively plan, resource, and organise projects and tasks. (Essential)

• Ability to use relevant IT systems such as Microsoft Excel, Word and PowerPoint. (Essential)

• Ability to remain calm under pressure. (Desirable)

• Ability to use music software (Sibelius and Logic). (Desirable)

Personal competencies and qualities:

• Discreet and able to handle work of a confidential nature. (Essential)

• Willing to be flexible and pragmatic when things change. (Essential)

*Please note that as part of our safeguarding policy, applicants will be required to undertake screening relevant to the post, including checks with past employers and the Disclosure and Barring Service.*