



LAMBROOK

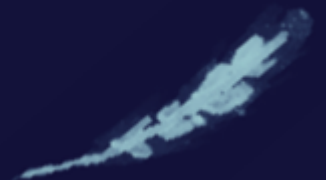
PERFORMING ARTS CENTRE MANAGER

TERM TIME—MONDAY TO FRIDAY

Required to start as soon as possible

The closing date for applications is Monday 28th September, 9.00am

Interviews will take place shortly after the closing date





CANDIDATE SEARCH

The Performing Arts Manager is responsible for the day-to-day running of the Performing Arts Centre and overseeing that the 600+ weekly Music, Dance and Drama Lessons are delivered successfully. This is a busy role which requires excellent organisational skills, the ability to work to deadlines and attention to detail. In addition to the individual weekly lessons there is a wide range of ensemble group rehearsals to schedule each week as well as concerts, recitals and termly examinations in all disciplines.

KEY RESPONSIBILITIES

- To serve as the main point of contact for all staff, parents and children in the school in regard to the Performing Arts Centre, lessons and related examinations.
- Provide the Head of Performing Arts with full secretarial support.
- Coordinate and allocate teaching spaces for all Dance, Drama, and Peripatetic Music Lessons and areas within the DJC for the wider school.
- Submit applications for Dance, LAMDA, and Music examinations to the appropriate examination boards and liaise with the bursary regarding parental charges.
- Liaise with external Examiners and oversee examination days, ensuring proper setup and timely arrival of all pupils.
- To attend a weekly diary meeting and create a diary update for Peripatetic teachers to know what to avoid when timetabling their pupils.
- Registering attendance at lessons and monitoring any unusual absence histories before communicating with the relevant parties.
- Management of department budget and ordering of music, instruments, plays etc.
- Write termly report of achievements with the Performing Arts for the Governing Body.
- To oversee the box office for all Performing arts events.
- Undertake all marketing for performing arts events including programme design and printing.
- Ensure departmental equipment is regularly maintained (piano tuning, DJC furniture etc).
- Liaise with catering team to fulfil the needs of all performing arts events.
- Responsible for coordinating Risk Assessments and Health and Safety.
- Take minutes of Departmental meetings.
- Provide the bursary team with full financial reporting for invoicing and peri teacher payroll.
- Showing around visitors when the Head of Performing arts is not available.
- Prepare pupils for learning through pre-teaching, reinforcing key concepts and implementing IEP strategies.
- Promote positive behaviour, independence and confidence through effective scaffolding and encouragement.
- Deliver and monitor targeted interventions under the guidance of the Learning Development Lead.
- Liaise closely with the Head of Lower School, class teachers, Learning Development Lead and external professionals.
- Maintain accurate records, provide feedback and contribute to pupil reviews.
- Oversee the Lower School Library to ensure it is well-presented and well stocked.
- Assist with resource preparation, displays, school events and educational visits.
- Demonstrate flexibility, professionalism and commitment to the school's values.

ESSENTIAL SKILLS AND QUALIFICATIONS

A good academic record.

Excellent communication and organisational skills.

Strong IT skills and experience of working with Outlook, Teams, Excel and PowerPoint.

Approachable, personable and positive manner with staff, pupils and parents.

Happy to work independently and as part of a team.

Demonstrate diplomacy and confidentiality at all times.

THE APPLICATION PROCESS

The school has its own generous salary scale and benefits including contributory Pension Scheme, free lunches (term time only), bike to work scheme, life assurance scheme. If the candidate has a child who has been accepted into the school, subject to availability of spaces, a means tested fee remission may be available.

Applicants are asked to provide the Headmaster with a letter of application (no more than two sides of A4). The letter of application should offer a personal insight into the skills and aspirations of the candidate. Letters should be sent to the Headmaster via HR@lambrookschool.co.uk.

Applications will only be accepted from candidates completing the School's Application Form in full. In addition, we ask for an accompanying photograph (not essential).

Any offer to a successful candidate will be conditional upon:

Verification of identity, qualifications and confirmation of right to work in the UK.

A minimum of two references.

A new satisfactory Enhanced Disclosure clearance (DBS) including the Children's Barred List must be in place before employment can commence.

Verification of medical fitness.

Where a candidate has worked or been in residence overseas in the previous five years, such checks and/or Visa documents are required in accordance with statutory guidance.

Online checks will be made on all candidates.

All appointments to the School are subject to satisfactory completion of a probationary period.

If you are currently working with children on either a paid or voluntary basis, your current employer will be asked about disciplinary offences, including disciplinary offences relating to children or young persons (whether the disciplinary sanction is current or time expired), and whether you have been the subject of any child protection allegations or concerns and, if so, the outcome of any enquiry or disciplinary procedure. If you are not currently working with children, but have done so in the past, that previous employer will be asked about these issues. Where neither your current nor your previous employment has involved working with children, your current employer will still be asked about your suitability to work with children, although they may, where appropriate, answer 'not applicable' if your duties have not brought you into contact with children or young persons.

You should be aware that provision of false information is an offence and could result in the application being rejected or in summary dismissal, if the applicant has been selected, and possible referral to the police and/or the department for Education Children's Safeguarding Operation Unit.

