



A M E S B U R Y

An ‘amazing’ place for their education...”

ISI Inspection 2017

PERFORMING ARTS ADMINISTRATOR

Amesbury is an oversubscribed, independent co-educational day preparatory school catering for pupils between the ages of 2+-13+.

The School was inspected by ISI in September 2017, and judged to be excellent in all categories and subcategories. Needless to say the school was also found to be fully compliant.

Since 2012 the School has invested an additional £2m in capital projects, including a purpose built Common Room, a Dance Studio, new Reception Classrooms and refurbishment of our Science Laboratories.

The main catchment area includes Godalming, Haslemere, Midhurst, Petersfield and Farnham. The area is very well catered for in educational terms, with strong infant and primary school provision. In spite of intense competition Amesbury has emerged as one of the strongest preparatory schools in the area and features in the Good Schools Guide.

Pupils leave to join a wide range of the best day and boarding senior schools in the UK including Brighton College, Bedales, Bradfield, Bryanston, Canford, Charterhouse, Cranleigh, Frensham Heights, Guildford High School, Harrow, Lord Wandsworth College, Marlborough College, The Portsmouth Grammar School, Priors Field, RGS Guildford, Rugby, Seaford College, St Catherine's, Tormead, Wellington College, Winchester College et al.

Amesbury is a day school. Registration is at 8.15am and school finishes at 5.45pm. There are no weekend commitments. It is a special place. We work hard, have fun, innovate, and strive to be exceptional.

PERFORMING ARTS ADMINISTRATOR

PERSONAL INFORMATION

This is a Term Time only, part time position of approximately 25 hours per week, located in the Performing Arts Department.

The primary purpose of the role is to provide the Performing Arts Department with administrative support necessary for the department to function smoothly.

The School operates its own pay scales which are significantly above National Pay Scales.

a) Qualifications

A strong career track record in a relevant field with tangible examples of delivering results and an excellent knowledge of Office Admin skills, will be more important in this role than pure academic qualifications:

b) Character & Personality

You will:

- Be the opposite of a clock watcher and want to go the extra mile
- Understand that relationships, not rules, make schools successful
- Have a sense of humour
- Be an energizer rather than an energy sapper
- Be willing to roll up your sleeves and 'pitch in'
- Dive head first into a very busy, creative school
- Be committed to working hard every day in order to develop something incredible.
- Take the initiative, work independently, and be prepared to take intellectual risks
- Want to work collaboratively
- Be a strong communicator
- See creative opportunities that are not always obvious
- Be utterly reliable

c) Child Protection / Safeguarding

Amesbury is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Our commitment is underpinned by robust processes and procedures that seek to maximise opportunity, minimise risk and continuously promote a culture of safeguarding amongst our workforce.

All successful applicants will be required to complete an enhanced DBS (formerly CRB) check which must be maintained throughout the period of employment.

PERFORMING ARTS ADMINISTRATOR

JOB DESCRIPTION

Overview

The PFA Administrator will support all members of the PFA Department, in particular the Heads of Dance, Drama and Music, ensuring there is an emphasis on collaboration and encouragement of cross-curricular links within and beyond the department.

School Aims

Our principle purpose is quite straightforward. It is simply that we want every child to enjoy his or her time at school; to feel valued as individuals, in an environment where their talents can prosper to the benefits of the community, so that when the time comes to leave us, each child will do so with confidence high, skills sharpened and personalities rounded.

More specifically we aim to:

- Develop in every child the necessary skills, aptitudes and abilities to enable him/her to move on to senior school and beyond as an emotionally resilient, autonomous learner.
- Develop a caring community within the school by encouraging commitment, courtesy, co-operation, tolerance and compassion towards one another whilst understanding that each individual is a member of a wider community.
- Promote and nurture a close relationship between home and school in the partnership of education.
- Provide pupils with a model of how an excellent organization is run, one in which there is culture of high achievement, a willingness to adapt and a propensity for innovation.
- To create the circumstances in which all members of staff have the opportunity for personal development and feel able to make the fullest of contributions to school life.
- Fulfill our social and environmental responsibilities to society.

Reporting

The Administrator is appointed by the Head and reports to the Bursar for line management purposes.

Purpose

1. Provide the Performing Arts Department with administrative support necessary for the department to function smoothly.
2. Actively support the smooth running of the department on a day to day basis.

3. To support and develop all members of the department, in particular the Heads of Performing Arts, Expressive Arts, Visual Arts and Dance, ensuring there is an emphasis on collaboration and an encouragement of cross-curricular links within and beyond the Department.
4. To project manage key school events including the planning, organisation, communication, event implementation and post-event analysis.
5. Work closely with the Peripatetic staff in scheduling music lessons.
6. Implement effectively all safeguarding, Prevent and child protection policies and practices.

Specific Responsibilities

- To reinforce the value and ethos of the school by personal example.
- Actively promote good school/home relationships.
- Treat as a professional confidence, any information concerning individuals, gained in the course of school life.
- Know and apply school policies on safeguarding, health and safety, behaviour, teaching and learning, equal opportunities, to take part in any training courses related to these offered by the School to gain further knowledge (within employed hours).
- Successfully manage the interface between school, parents and the wider community, recognising how crucial this function is in an independent fee paying school.
- Assist in preparing all school policies relating to the Performing Arts Department: content, methodology, organization and review throughout the school, ensuring that appropriate consultation takes place and that once approved, policies are effectively communicated and implemented and evaluated.
- In discussion with the SLT propose an annual plan for the department's involvement in key school events (Carol Service, Remembrance Service, Evensongs, Charity Day, Easter Service, Speech Day etc.) and the overall plan for school performances (Festivals, Plays, Recitals etc.).
- To project manage key school events including the planning, organisation, communication, event implementation and post-event analysis.
- To work closely with Expressive Arts to ensure that the department is well organized administratively. In particular in relation to budgetary and resource control and preparation thereof, stock orders, general administrative tasks, calendar entries, arrangements for external examination entries (Lamda ABRSM etc.), pupil files, timetabling issues, extra-curricular activities, administrative arrangements such as Evensongs, Carol Services etc. Ensemble and rehearsal lists.
- Under the direction of the School Bursar (who has responsibility for recruitment matters) to make arrangements for the recruitment and induction (including safeguarding matters) of visiting staff to the department.

- To work closely with Marketing in order to co-ordinate all aspects of publicity relating to Performing Arts, including the effective use of notice boards. Reporting of events in newsletters and the school magazine and when appropriate, external media agencies e.g., newspapers, TV, radio and the internet.
- To work closely with the Head of Visual Arts and Deputy Head, in particular around calendar entries and the Deputy Head (Curriculum) on all matters relating to timetabling.
- To be involved in the Chapel Choir, taking into account the particular status it enjoys in the school because of its history, culture and ethos.
- Maintain individual pupil files relating to the PFA Department
- To ensure that all pupil reports for Performing Arts (including peripatetic music staff), Visual Arts, Expressive Arts and Dance reports and are completed on time and in accordance with the guidance on report writing.
- Be prepared to accept changes to this specification in order to meet the changing needs of the School.
- To report damage, wear and tear of classrooms, tables and chairs, boards, etc., to the Bursars Office and to ensure that all equipment is regularly serviced and that departmental work space is kept clean and tidy in co-operation with Duty Staff.

Miscellaneous

1. Set an example in terms of continuous personal development, particularly through the Amesbury PPDP programme and by participating in appropriate training to maintain up to date professional expertise.
2. Undertake other duties appropriate to the general purpose of the post that may from time to time be reasonably assigned by the SLT including participating on such committees and working parties as deemed appropriate.
3. Participate as widely as possible in the extra-curricular life of the school.
4. Treat as a professional confidence, any information concerning individuals, gained in the course of school life, in accordance with the school's confidentiality policy.
5. Complete required Prevent, safeguarding training and awareness in compliance with Amesbury's policies and procedures.

Further Detail

Budget/Resources

- Maintain records of all orders and stocks
- Ensure overall responsibility for ensuring adequate resourcing of the department
- Up-to-date inventory of all department resources
- Maintain stock rooms
- Order music/repertoire/orchestral parts
- Liaise regarding hiring and sourcing items for productions, collect quotes, confirm orders, dates and collection/delivery

Preparing Resources

- Photocopying music for all choirs/bands and preparation before rehearsals
- Adhoc photocopying
- Laminating
- Filing
- Collating
- Creating music diaries

Examinations/Competition Entries

- Make termly arrangements for external examinations (ABRSM) and liaise with Dance/Speech & Drama regarding School exam entries.
- Meet and greet the examiner
- Liaise with the kitchen regarding provisions for the examiner
- Liaise with finance department regarding charges for parents
- Communicate with parents regarding arrangements
- Organise piano tuner
- Organise delivery/postage of competition entries

Timetabling

- Extra-Curricular peripatetic lessons
- Big Band, Choirs, Ensembles

Other Admin Tasks

- Manage pupil files
- Communicate pupil colours entries and organise colours meetings
- Input Performing Arts School term calendar entries
- Liaise with Extra-Curricular regarding timetabling expressive arts performance spaces