

ARTS EDUCATIONAL SCHOOLS LONDON

JOB DESCRIPTION AND PERSON SPECIFICATION

JOB TITLE	Admin Assistant (Sixth Form)
SALARY	£18,000 - £22,000 depending on experience
NATURE OF POST	A full-time post
IMMEDIATELY RESPONSIBLE TO	Director of Performing Arts and Director of Sixth Form

JOB DESCRIPTION

To manage the Sixth Form and Performing Arts admin duties and provide an efficient and confidential secretarial service to the Director of Sixth Form and the Director of Performing Arts, ensuring efficient administrative and financial systems are established and maintained.

PRINCIPLE RESPONSIBILITIES

Sixth Form Department Administration

- Set up and maintain efficient office systems within the Sixth Form Office, including manual and computerised information retrieval systems
- Draft and type correspondence, reports and other documents for the Director and Deputy Director of Sixth Form
- Take notes of meetings in meetings and when Director of Sixth Form meets parents, type up notes and distribute to relevant people
- Administer school's admissions procedures for the Sixth Form, by giving advice to parents and members of the public on admission criteria
- Record and collate applications for auditions
- Deal diplomatically with telephone enquiries and visitors to the school
- Draft and type 6th Form admission letters
- Provide general office skills including photocopying, filing, receipt/distribution of post; also to receive and pass on messages accurately as required
- Deal diplomatically with telephone enquiries and visitors to the school

Sixth Form Student Data

- Maintain record of pupil absences and communicate with parents as necessary with regards absences
- Maintain pupil progress and performance records
- Maintain database of pupil information including joiners and leavers
- Ensure pupil data is up to date and accurate i.e. ALPS figures, ethnicity codes, SEN status, pupil results etc.
- Keep track of Enrichment registers and check all students are in the correct classes
- Daily check of registers

Instrumental Lessons

- Record and collate applications for individual music lessons
- Timetable individual music lessons
- Liaise with finance regarding payments for lessons
- Monitor attendance registers and follow up unplanned absences with pupils/students/parents
- Invoice parents for payments
- Respond to email enquiries by parents
- Liaise with tutors, site staff and degree staff for use of practice rooms
- Book and co-ordinate ABRSM, Trinity, RockschooL, LCM and LAMDA singing exams
- Collate and proof read termly student reports for individual music lessons
- Organise regular piano tuning for all pianos in use by the Day School and Sixth Form
- Maintain equipment in practice rooms and arrange for repairs where appropriate
- Monitor health and safety of practice rooms regularly

Productions

- Liaise with theatres for external productions; organise hire and logistics of theatre hire as required
- Source props, costumes and set pieces required for both internal and external performances
- Facilitate communication between Director, performers and parents
- Manage performance administration (programme, sign-up sheets etc.)

Performing Arts Department Administration

- Assist in organising trips
- Manage risk assessments
- Collate student medical information
- General office administration
- Assist in the co-ordination of auditions
- Produce minutes for meetings
- Manage exam coursework materials

GENERAL

- To implement the School's agreed policies
- To maintain effective discipline through implementation of the School's agreed procedures.
- To take part in the performance management/appraisal programme.
- To attend meetings as appropriate
- To undertake training and professional development as appropriate

ADDITIONAL INFORMATION

- The post holder must at all times carry out their responsibilities with due regard to the Arts Educational Schools London Equal Opportunities policies.
- The post holder must accept responsibility for ensuring that all policies and procedures are adhered to at all times.
- The post-holder must ensure that the staff Code of Conduct is adhered to at all times
- The post holder must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act.
- The above list is not exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post.
- All members of staff are required to be professional, co-operative and flexible in line with the needs of the post and the school.
- ArtsEd is committed to the welfare and safeguarding of all students and pupils and expects all staff to share this commitment

PERSON SPECIFICATION

Skills:

- An organised, efficient and effective administrator
- Excellent communication skills
- Ability to work alongside a range of people
- Ability to produce written communication e.g. draft routine letters, memoranda, agenda and small reports using standard office software packages
- Excellent typing skills

Knowledge:

- Knowledge of Microsoft packages including excel and word

Experience:

- Relevant administrative experience

Personal Qualities:

- Ability to work to set procedures and maintain confidentiality
- The competence, stamina and professionalism necessary to discharge all professional duties effectively
- Ability to work under pressure and meet tight deadlines
- Enthusiastic
- Ability to work alone as well as part of a team
- Excellent communication skills

APPLICATIONS

All applicants must provide:

- a) A full application form including an Equal Opportunities Monitoring Form
- b) A letter of application clearly outlining your suitability for the post based on the particular requirements outlined in the Job Description.

Your letter of application should demonstrate experience of the responsibilities outlined in the Job Description and the qualities outlined in the Person Specification. Please include examples where appropriate.

Please return the completed application form to:

Cheryl Jarman
Head of Human Resources
Arts Educational Schools London
14 Bath Road
Chiswick
London W4 1LY
Cjarman@artsed.co.uk