



### Job Description for Sixth Form and Performing Arts Administrator

**ArtsEd is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

<b>Summary of the role:</b>	To manage the Sixth Form and Performing Arts administrative duties and provide an efficient and confidential administrative service to the Director of Sixth Form and the Director of Performing Arts, ensuring efficient administrative and financial systems are established and maintained.
<b>Main duties and responsibilities:</b>	<p><b><u>Sixth Form Administration</u></b></p> <ul style="list-style-type: none"><li>• Set up and maintain efficient office systems within the Sixth Form Office, including manual and computerised information retrieval systems</li><li>• Draft and type correspondence, pupil paperwork and other documents for the Director of Sixth Form</li><li>• Take notes in meetings and when Director of Sixth Form meets parents, type up notes and distribute to relevant people</li><li>• Administer school's admissions procedures for the Sixth Form, by giving advice to parents and members of the public on admission criteria</li><li>• Collate applications for auditions, and plan and execute audition days</li><li>• Create and distribute Sixth Form admission letters</li></ul>

- Track and report Sixth Form application data throughout the admissions process
- Deal diplomatically with telephone enquiries and visitors to the school
- Regularly review specific Sixth Form documentation and update as requested by Heads of Department
- Provide general office skills including photocopying, filing and receive and pass on messages accurately.

#### **Sixth Form Student Data**

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

#### **Administration of Peripatetic Instrumental and Voice Lessons**

- Work with the Head of Music and Head of Singing to collate Peripatetic Music Lesson requests and allocate instrumental and vocal teachers to pupils
- Timetable instrumental and vocal music lessons
- Accurately disburse pupils for termly music lessons
- Collate and process Peripatetic Staff Timesheets
- Monitor attendance registers and follow up unplanned absences with pupils and parents
- Respond to enquiries by parents
- Liaise with tutors and site staff to manage room bookings
- 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

#### **Performing Arts Department Administration**

- Maintain and update performance-specific risk assessments
- Amend and circulate the Performing Arts Calendar and School Calendar in conjunction with the Director of Performing Arts
- Track production budgets and create projections
- Manage performance administration (sign-up, ticket letters, programme, running orders etc.)
- Collate and process performing arts staff timesheets

	<ul style="list-style-type: none"> <li>• Co-ordinate Sixth Form scholarship auditions</li> <li>• Produce minutes for vocational department meetings</li> <li>• Manage exam coursework materials and complete BTEC Administration as requested</li> <li>• Liaise with venues for external productions; organise hire and logistics of theatre hire as required</li> <li>• Create and manage events using Eventbrite as required</li> <li>• Assist in organising trips</li> <li>• General office administration</li> </ul> <p><b>GENERAL</b></p> <ul style="list-style-type: none"> <li>• The post holder must at all times carry out their responsibilities with due regard to all Arts Educational Schools London policies, procedures, staff handbook and staff code of conduct.</li> <li>• The post holder must accept responsibility for ensuring that the policies and procedures relating to Health and Safety in the workplace are always adhered to.</li> <li>• The post holder must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act.</li> <li>• 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.</li> <li>• All members of staff are required to be professional, cooperative, and flexible in line with the needs of the post and the school.</li> <li>• All staff are required to undertake relevant training applicable to all staff in an educational establishment</li> <li>• All staff are required to undertake training that is relevant to the post to maintain their continued professional development and to suit the requirements of the post</li> <li>• All staff are required to hold a clear, enhanced DBS</li> </ul>
<b>Person Specification</b>	
<b>Experience</b>	<ul style="list-style-type: none"> <li>• Working effectively within an administrative setting and managing own workload</li> <li>• Use of databases and data inputting</li> <li>• Use of Excel and creation of spreadsheets including the use of formulae</li> <li>• Working effectively within a school environment</li> <li>• Use of School Data Base</li> <li>• Liaising with staff at all levels with confidence and success</li> </ul>

<p><b>Skills, Knowledge and Understanding</b></p>	<ul style="list-style-type: none"> <li>• Knowledge of Adobe Creative Cloud, in particular Acrobat DC and InDesign, is desired</li> <li>• Evidence of working in a similar role in an educational establishment</li> <li>• Creative approach to problem solving</li> <li>• Excellent ICT skills</li> <li>• Excellent written and oral communication skills with all stakeholders</li> <li>• Ability to deal with enquiries in a professional and sensitive manner</li> <li>• Awareness of GDPR and confidentiality</li> <li>• Ability to prioritise workload and work to deadlines effectively</li> <li>• Ability to maintain high standards under pressure</li> <li>• Capacity to show initiative and take responsibility</li> <li>• Excellent attention to detail</li> <li>• Ability to work as part of a team as well as alone</li> <li>• Ability to work quickly, and with a high level of accuracy</li> <li>• Ability to problem solve</li> </ul>
<p><b>Personal competencies and qualities</b></p>	<ul style="list-style-type: none"> <li>• Motivation to work with children and young people</li> <li>• Ability to form and maintain appropriate relationships and personal boundaries with children and young people</li> <li>• Emotional resilience</li> <li>• Positive attitude to use of authority and maintaining discipline</li> <li>• Ability to develop positive relationships with students, parents and colleagues.</li> <li>• Ability to work to tight deadlines under pressure.</li> <li>• Ability to manage and maintain integrity and confidentiality</li> <li>• Adaptable, flexible</li> <li>• Ability to work with young people and inspire trust</li> </ul>