



Administrator	
Department	ArtsEd Extra
Reports to:	Manager of ArtsEd Extra and Outreach
Responsible for:	N/A
Working Pattern:	Full Time (5 days per week including Saturdays)
Hours:	Tuesday to Friday 9am – 5pm (flexible) and Saturday 8am – 2pm
Salary:	£22,500 - £24,500
<i>ArtsEd is committed to safeguarding and promoting the welfare of children and young people and expects all staff (permanent and visiting) and volunteers to share this commitment; all staff are required to undergo background checks in line with Keeping Children Safe in Education 2021 regulations and to hold an enhanced DBS.</i>	
Background to ArtsEd	<p>ArtsEd originated from two schools, one founded in 1919 by Grace Cone and one founded in 1922 by Olive Ripman. These two educational pioneers believed passionately in the value of combining a general academic education with specialised training in dance, drama, music and art. They were committed to preparing young people for professional careers in or related to the theatre. In 1939, Grace and Olive joined forces to create the Cone Ripman School, subsequently named the Arts Educational Schools. Dame Alicia Markova and Sir Anton Dolin drew almost exclusively on ArtsEd students to help them create their revolutionary company London Festival Ballet, which eventually became the English National Ballet. Ballerina Dame Beryl Grey became Director of the Schools in the 1960s. ArtsEd continued to innovate, introducing both professional acting and musical theatre courses and in 1986 moved to its present home in Chiswick. In 2007, Lord Andrew Lloyd Webber became President, heralding an auspicious new era for ArtsEd. The School of Musical Theatre and School of Acting offer full-time BA and MA courses. Our Musical Theatre course is recognised as the best in the UK, while the Acting course is praised for its innovative 50:50 split between stage and screen acting. Our outstanding record of graduate success sees nearly every one of our Musical Theatre graduates and over three-quarters of our Acting graduates make their professional debuts within six months of graduating.</p> <p>ArtsEd Extra provides short courses, at weekends (ArtsEd Extra Saturday Skills Academy) and during evenings and school holidays (ArtsEd Extra Holiday Courses) for students from ages 4-17+. The courses provide many opportunities for students to work with performing arts industry professionals. Students learn to develop their skills and confidence in acting or musical theatre: beginners learn to discover new techniques at their own pace, and more experienced students can improve existing skills and find new ones.</p>
Summary of the role:	The Senior Administrator is required to provide administrative support to staff, students and parents for the smooth operation of the weekend and holiday courses.
Key Responsibilities:	<ul style="list-style-type: none"> • Promoting and safeguarding the welfare of children and young people. • Liaising with the Manager of ArtsEd Extra in relation to paperwork required for

	<p>courses and course planning</p> <ul style="list-style-type: none"> • Supporting and assisting in implementing all ArtsEd Extra courses. • Booking private lessons for Saturday students. • Answering and responding to enquiries whether via email, online or over the telephone in a timely, friendly and efficient manner. • Assisting in staff recruitment for all ArtsEd Extra courses in liaison with Manager of ArtsEd Extra and HR and collating new starters paperwork as required by HR. • Notifying HR of staffing changes and ensuring that HR requirements are met in relation to contracts and vetting checks and within safer recruitment and safeguarding policy and procedure. • Processing invoices & ensuring timesheets are correct and forwarded to the Finance department. • Supporting the Manager of ArtsEd Extra in monitoring budgets • Logging and processing payments for courses. • Taking tours for prospective course attendees and their parents / carers / guardians • Scheduling appointments & updating calendars • Creating course spreadsheets • Completing risk assessments for courses and events • Co-ordinating & collating data in relation to ArtsEd Extra Students. • Liaising with parents regarding external opportunities such as castings • Facilitating with room bookings for Extra courses and liaising with other departments to avoid clashes
All Staff	<ul style="list-style-type: none"> • All staff must promote and safeguard the welfare of children and young persons for who you are responsible and with whom you come into contact. • All staff must carry out their responsibilities with due regard to all ArtsEd policies and procedures, ensuring inclusivity, equality of opportunity, and compliance with Health and Safety in the workplace. • All staff must respect the confidentiality of data stored electronically and by other means in line with the Data Protection Act. • All staff must adhere to the staff Code of Conduct. • All staff are required to regularly undertake Safeguarding, Keeping Children Safe in Education, Prevent, and GDPR training and to maintain their own professionalism and job-related knowledge through ongoing CPD. • All members of staff are required to be professional, co-operative, and flexible in line with the needs of the post and the school. • All Job Descriptions are reviewed annually and will change to reflect the needs of the School and the post. • ArtsEd is committed to the safety, wellbeing and safeguarding of all pupils and students and expects all staff to share this commitment. Staff in all posts are required to hold a clear, enhanced DBS. • You may also be required to undertake such other comparable duties as your line manager requires from time to time.
Person Specification	
Skills and abilities	<ul style="list-style-type: none"> • Excellent I.T Skills • Excellent communication skills (verbal and written) • Empathy & ability to engage with young people. • Excellent organisational and planning skills • Confident working independently with little supervision • Capable of building working relationships and networks with people from a range backgrounds and cultures • Resilient and positive attitude • Strong customer focus, committed to ensuring delivery of excellent service standards. • Ability to operate at all levels of the organisation and be an ambassador for ArtsEd. • Willing to undertake Safeguarding and First Aid Training

Personal Competencies	<ul style="list-style-type: none"> • Motivation to work with children and young people. • Ability to form and maintain appropriate relationships and personal boundaries with children and young people. • Emotional resilience. • Positive attitude to use of authority and maintaining discipline. • A strong commitment to educating young people. • The all-round ability to discharge all professional duties properly. • Ability to work as part of a small team and communicate effectively.
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