



## **Job Description**

### **Performing Arts Administrator**

#### **Reports to: Director of Performing Arts**

Hours: 18.75 hours per week Term-Time only (exact work pattern to be agreed with Director of Performing Arts) plus after-school and evening events as required.

#### **Main duties:**

- Providing administrative support to the Director of Performing Arts and the department
- Organising rooming for all Performing Arts teaching including drama and music
- Supporting Peripatetic staff with lesson timetabling and troubleshooting with SOCS
- Contact with parents (responding to emails, occasional meetings with parents)
- Exam entries and billing support when needed
- Organising Festival entries and competition content (IAPS, ISA)
- Arranging accompanists for exams and concerts
- Sheet music ordering/billing/resource creation support (Photocopying and collation of music, books, instrumental parts, band parts etc.)
- Managing school instrument hire, instrument maintenance, repairs and renewals
- Liaising with peripatetic teachers on routine matters (e.g. support if absent, rearranging lessons with calendar planning etc.)
- Contact with parents when children miss lessons, lose music, should join co-curricular activities/exam entries/soiree participation etc.
- Concert programming, publicity material, booking rooms, refreshments, contacting parents prior to events, collating and printing programme, ensuring all music is available, equipment in place e.g. stands, chairs, play-back, speakers, cables etc
- Dealing with new lesson requests (contact with parents, teachers, next steps etc)
- Managing the appropriate registration marks for students attending clubs/events/peri lessons to comply with safeguarding protocols
- Support with the ticketing systems for events and licensing agreements for productions

#### **Other considerations:**

- Members of staff should, at all times work within the framework provided by the school's policy statements to fulfil the general aims and objectives of Radnor House Sevenoaks
- To contribute to the co-curricular life of Radnor House Sevenoaks
- To undertake such other duties as the Head or Deputy may reasonably request.
- To continue the roles outlined in this job description to the highest level

## PERSON SPECIFICATION

### Qualifications:

- Educated to A-level (equivalent) or above

### Experience:

- Previous experience in the education sector desirable
- Administration experience

### Skills and Knowledge:

- Self-starter, highly organised, able to prioritise and plan effectively and ability to work to deadlines
- Able to take responsibility and be proactive in addressing issues
- IT literacy including Outlook and Microsoft 365
- Excellent communications skills both written and verbal with the ability to liaise and communicate effectively at all levels across the school and externally
- Emotionally resilient and able to handle a busy and varied workload
- Ability to work in a team and be able to build strong professional relationships with staff and parents
- A willingness to contribute to the School's ethos

**This Job Description should be read in conjunction with the Staff Handbook, a current copy of which is available to all staff on the school's management systems.**