



EWELL CASTLE SCHOOL

Where Children Thrive

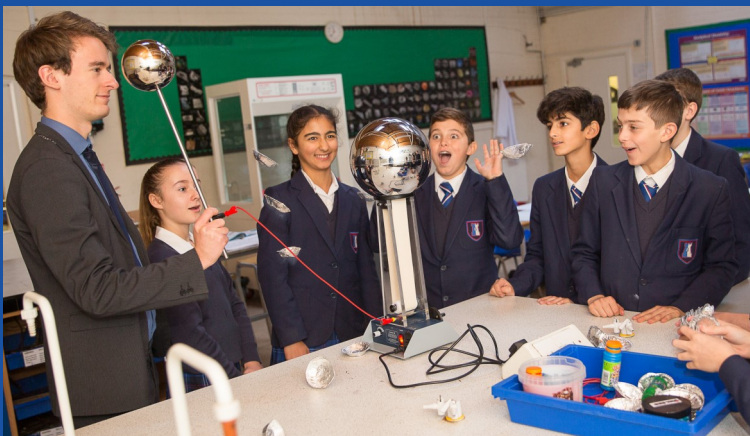


Independent Co-Educational Day School
for Boys and Girls aged 4 to 18 years

Performing Arts Assistant

15 hours per week—Term Time Only

- Job Location:** Ewell Castle Senior School
- Reporting to:** Events and Operations Manager
- Start Date:** January 2025
- Salary:** Ewell Castle Support Staff pay scale plus Pension Scheme + benefits



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Performing Arts Assistant

Further Details

15 Hours per week—term time only

Ewell Castle is a thriving, independent school located in leafy Ewell Village. Our core values of mutual respect, lifelong resilience, personal integrity and social responsibility are at the heart of all we do. The school is co-educational from Reception to Sixth Form and enjoys small classes, averaging approximately fifteen pupils over the whole School. Ewell Castle has an excellent reputation for its family-friendly ethos, with a strong focus on pupil wellbeing and personalised learning. The School has a vibrant community spirit including regular events for staff, parents and friends of the School. Ewell Castle is a genuine mixed ability school with a focus on achieving each individual child's potential.

We are seeking to appoint an enthusiastic Performing Arts Assistant to join the school to support Music, Drama and Dance at the school.

The successful candidate will have proven Administration experience and will display a clear commitment to excellence; meticulous attention to detail is essential as well as experience of using technology to support similar areas of work. The role requires a range of qualities including high levels of integrity, excellent communication skills and organisation.

Please see the separate detailed job description and person specification for further information on this specific role. All new employees follow a structured induction programme, thereafter, actively engage in the School performance development and appraisal process.

The starting salary for this position will be according to the Ewell Castle Pay Scales (Band 6-11) and will reflect the experience and qualifications of the successful candidate. This post is for 15 hours per week during Ewell Castle term time, there is also an expectation that the post holder will attend whole school open events and support the department in evening performances as required.



<p>Job Description: Performing Arts Administrator</p>	 <p>EWELL CASTLE SCHOOL Where Children Thrive</p>
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The Performing Arts Administrator is line managed within the central administration team and also accountable to the Director of Music, Head of Drama and Head of Dance.

Aims:

To provide comprehensive administrative support to the Performing Arts life of the School, both curricular and co-curricular. The Performing Arts Administrator will be responsible for: the day-to-day administration of the Music Department, including Visiting Music Teachers; the administration of timetables for performing arts co-curricular activities in Music, Drama and Dance; and, school performances and productions.

Specific Responsibilities:

- Complete necessary and required administration for pupil, ensemble and choir concerts, recitals, drama and dance performances, trips and tours.
- Maintain accurate records of attendance of choir and ensemble rehearsals, drama and dance rehearsals, with follow-up for frequent non-attendeers.
- Assist the Director of Music with the production of the Whole School Musical.
- Assist the Director of Drama with the Senior School Production and smaller scale productions.
- Create and distribute rehearsal schedules at the request of the Director of Music, Head of Drama and Head of Dance
- Co-ordinate parents' registration for individual music Lessons, choirs, ensembles, drama and dance activities and visiting drama and dance teachers, for example LAMDA provision.
- Support the Director of Music, Heads of Drama and Dance in organising visiting musicians for concerts and performances, visiting drama directors and teachers, and visiting dance choreographers.
- Order, copy and prepare music and choir folders at the direction of Director of Music.
- Order, copy and prepare drama playscripts at the request of the Head of Drama.
- Maintain database of pupils' performing arts activities, recording their most recent achievements and gradings.
- Advise Finance Dept of changes to Instrument Hire agreements, Visiting Music Teacher (VMT) and Visiting Dance and Drama Teachers (VDDTs) re: pupil numbers.
- Account reconciliations for events, exams, music sales, production sales and instrument hires.
- Co-ordinate consultation lessons with VMTs and Visiting Drama and Dance Teachers (VDDTs), and keep an accurate record of sessions for invoicing purposes.
- Oversee pupils' timetables and absence information ahead of lessons given by VMTs and VDDTs.
- Point of contact for staff and VMTs' and VDDTs' room bookings for practice spaces and recital room.
- Assist with the administration of the regular programmed music exams for Trinity College London and Drama LAMDA exams.
- Oversee the administration of the Choral, Orchestral & Vocal Libraries and maintain an accurate Library Database
- Maintain an inventory database including new purchases and maintenance of instruments, costumes and props.
- Arrange tuning and maintenance of all school pianos.

Other:

- To be aware of and abide by all the School's policies, in particular safeguarding.
 - To represent the department at school functions and with co-curricular activities.
 - To perform such other duties that may be reasonably required by the Principal.
 - This job description will be reviewed as and when necessary in accordance with the needs of the School.
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Updated 15/09/23



Person Specification: Performing Arts Administrator



	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • High standard of literacy. • Numeracy competence (GCSE or equivalent) 	<ul style="list-style-type: none"> • Minimum 5 GCSE passes grade A-C (or equivalent) including English and Mathematics • Degree
Experience	<ul style="list-style-type: none"> • Relevant and transferable Administration experience. • Use of ICT for administration purposes: current Windows based packages including Microsoft Word, Excel, Outlook, and PowerPoint • Experience of using effective administrative systems and processes in a busy office • Experience of juggling priorities effectively and seeing tasks to successful completion, despite distractions 	<ul style="list-style-type: none"> • School Administration experience • Experience working with confidential personal data. • Administrative skills such as mail merges, setting up and using more complex spreadsheets and Microsoft Forms. • Experience managing multiple simultaneous projects.
Knowledge & Skills	<ul style="list-style-type: none"> • Confident user of Microsoft Office suite • Ability to work as part of a team and to be flexible and adaptable to changing situations. • Proven ability to manage your own time effectively, when necessary, to prioritise and work to tight deadlines whilst retaining a professional composure. • Excellent attention to detail and understanding of the importance of accuracy and high standards in all areas. • Ability to communicate the School's values and a desire to promote an excellent image of the School 	<ul style="list-style-type: none"> • Conversant with relevant educational issues and developments • User of iSAMS or another Management information system • User of customer database • Experience composing and scheduling mailings.

	<ul style="list-style-type: none"> • Ability to work in new and challenging situations 	
Personal Qualities	<ul style="list-style-type: none"> • Awareness of confidentiality and ability to deal appropriately with sensitive or difficult situations. • Able to display the highest levels of integrity and be consistently trustworthy and discreet. • Be a solution focused individual, be proactive and self-reflective to aid development. • Willingness to support the life of the school including school events. • A commitment to continuing professional development. • Be consistently reliable and punctual. • Be of smart professional appearance • Be flexible, versatile, and self-motivated. • Able to work productively with a wide range of staff, parents, and pupils. • A commitment to safeguarding and promoting the welfare of children. • Role model the School's values and ethos. • Excellent sense of humour! 	<ul style="list-style-type: none"> • Willingness to become involved in the co-curricular life of the School





Why join us?

- Children of members of staff benefit by a 50% maximum (i.e. unaffected by scholarship or bursary) remission of school fees. (The remission is reduced pro rata for a part-time member of staff.)
- Lunches are provided during term time, free of charge.
- The School offers a generous contributory pension scheme.
- Interest free loans are available for the purchase of computers through the school.
- Ride to work
- CPD opportunities are available to all staff. The School also part funds MQSL, NPQSL, NPQH and MA courses.

Applicants invited for interview will be required to bring proof of identity e.g. passport, and qualifications to interview. Please note that we reserve the right to appoint before the closing date.

Further information about the School is available on our website: www.ewellcastle.co.uk.



Ewell Castle School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service (DBS). Staff recruitment is also subject to the School's 'Equal Opportunities' policy and monitoring procedure.



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**EWELL CASTLE
SCHOOL**

Where Children Thrive

What is it like being part of the Ewell Castle Team?

"I joined Ewell Castle in September 2015 as part time Reception Administrator in the Senior School. It was a role that enabled me to get to know many students and members of staff over the years. No two days were ever the same and there were very few dull moments! I am now working in the Principal's office, which enables me to support the school in a different way, with opportunities to develop and grow. The camaraderie among the staff at Ewell Castle is great and I love that the school is always a hive of activity! "

Flexible working benefits many staff at Ewell Castle. Working three days a week has helped me balance my work life and my family commitments. I enjoy the choice offered me so that I can have control over my working patterns, which offers me peace of mind and a better mental health.

I joined Ewell Castle in December 2020 as a part-time Geography teacher and soon became Head of Department, working with a wonderful team of like-minded Geographers. I took on the additional responsibility of House Coordinator, organising House events and enjoying the competitive camaraderie of House Competitions among students and staff! I am now the Assistant Head:Teaching & Learning. The supportive coaching approach and opportunities for my own professional development have been pivotal in ensuring I am well-equipped for the role. Alongside this, I have a personal passion for sustainability and have loved working with students and staff to create a more sustainable and globally

"I joined Ewell Castle Senior School in January 2015 as Head of Art & Photography and I have enjoyed it from the start! The Art Department is a fabulous team which I really appreciate, as working together in a cohesive team is so important.

It is a pleasure to teach the students and Art & Photography allows for us to often see different, creative sides to the children - it is a happy place and there is a lot of laughter in the Department!

In September 2018 I started the brand new position of More Able Coordinator which has seen me develop the role from scratch - seeing what works successfully and what can be adapted in order to suit the students' requirements and inform my colleagues; of which couldn't be done without their support and input. I have been on CPD to further my knowledge in this area which gave me some valuable tools, and confidence to build on my ambition for the post.

I appreciate being given the opportunities to expand my position at the School and develop the roles too."