

**THE CHERWELL SCHOOL**  
*Opportunity, Responsibility Excellence*

**Performing Arts Faculty Administrator**  
*Fixed Term Contract - To Easter 2025 in the first instance*

**Job Description**

<b>Responsible to:</b>	Performing Arts Faculty Leader
<b>Salary Scale:</b>	Grade 6
<b>Working time:</b>	35 hours per week, term time only Occasional paid overtime required for Faculty Events (e.g. school play)

**Job Purpose:**

- To support teaching and learning by providing high quality support as part of a committed and flexible team
- To maintain confidentiality in respect of student records and personal data in line with Data Protection Act
- At all times act in accordance with agreed local and national policies and procedures

**Tasks:**

**Supporting Enrichment in Performing Arts (including Marketing & Events):**

- Act as Front of House Manager for Faculty events, managing the following; letters, posters, tickets, publicity, staffing, seating arrangements, invitations, refreshments, float, programmes, press releases
- Assist in organisation, coordination and resourcing of concerts and plays
- Create and maintain the extracurricular timetable and relevant noticeboards
- Liaise with outside artists and organisations
- Source and order resources such as concert music, books, sound files and equipment including the catalogue of music files held electronically
- Update Performing Arts notices and information on the school website and Twitter feed
- Assist in the publication of the newsletter
- Assist with the organisation of and paperwork required for school trips and internal and external workshops
- Manage archive material and photographs of events

**Supporting Curriculum in Performing Arts:**

- Maintain calendars as directed by Faculty Leader
- Support Faculty team with photocopying of resources and copying student work including electronic files
- Assist with arrangements for examinations including audio resources and practical's
- Assist with administration of cover materials when teachers are absent
- Assist with administration across other departments if and when required

**Maintenance of Resources:**

- Assist with the maintenance of technical equipment including computers, lighting and audio and electrical software
- Check and maintain stock of practical teaching resources, arranging for the hire of expert staff such as piano tuners where necessary
- Maintain storage of equipment and resources including electronically
- Maintain inventory of faculty instruments and other equipment

**Oversight of Peripatetic team:**

- Liaise with relevant stakeholders to arrange instrumental lessons, including new intake of students.
- Maintain the booking schedule and facilities for instrumental lessons and liaise with all stakeholders including peripatetic musicians, parents and students over lessons
- Liaise with HR to ensure that peripatetic staff have up to date safeguarding documents and training
- Maintain database of student instrumentalists
- Communicate with all stakeholders on matters such as staff absence and changes to timetables
- Assist Oxfordshire County Music Service in the running of their examinations at our centre

**Mental Health and Wellbeing:**

- To carry out safeguarding duties and promote children's wellbeing in accordance with school guidelines
- To work with the Senior Leadership Team (SLT) in setting a culture within the school that supports the mental health and wellbeing of all members of the community as described in the school's Mental Health and Wellbeing Policy.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

**General Responsibilities:**

- To seek to develop the values of democracy, the rule of law, individual liberty and mutual respect and tolerance of those with different faiths and beliefs within the school community
- To contribute fully to the school's safeguarding policy and procedures and attend regular safeguarding training
- Be aware of and comply with policies and procedures relating to child protection, health, safety and security, confidentiality and data protection, reporting all concerns to an appropriate person
- Be aware of and support difference and ensure equal opportunities for all
- Contribute to the overall ethos/work/aims of the school
- Appreciate and support the role of other professionals
- Attend and participate in relevant meetings as required
- Participate in training and other learning activities and performance development as required

**Notes:**

- Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The Cherwell School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

*May 2024*