



JOB DESCRIPTION

Job Title:	Drama, Music & Sport Administrator
Hours of Work:	37.5 Hours per week - Monday to Friday – 9am to 5pm 34 weeks per year (Term Time plus 1 week)
Salary	£19,774 – £20,389 actual salary (0.74 FTE) Equivalent to Scale Point 20.5–21.5 (£26,722 - £27,554 FTE)
Responsible To:	Assistant Head Co-curricular

Role Overview

A central role facilitating the smooth running of our busy and thriving co-curricular departments.

Specific Responsibilities:

General

- Act as the first point of contact for parents in the Sports, Drama and Music Departments, triaging enquiries via telephone, email and in person.
- Manage and maintain accurate databases, including pupil lists for individual music lessons, LAMDA lessons, ensemble membership and exam results.
- Minute departmental meetings.
- Assist the Directors of Drama, Music and Sport in overseeing the co-curricular provision, including following up on absences.
- Provide diary management support to the Directors of Sport, Music and Drama.
- Undertake other administrative duties as reasonably requested by the Directors of Drama, Music and Sport.

Visiting LAMDA and Music Teachers

- Administer the Individual LAMDA and Music Lessons database, ensuring accurate records are maintained.
- Collate and publish weekly timetables for LAMDA and Visiting Music Teachers.
- Manage Millennium Centre room bookings, allocating rooms and resolving clashes.
- Maintain a rolling "Dates to Avoid" calendar.
- Ensure SOCS is kept up to date and monitor attendance trends.
- Correspond with parents regarding lesson changes and Terms and Conditions.
- Maintain records of Visiting Music Teachers' capacities and support allocations.
- Support induction of new peripatetic staff.
- Assist with Visiting Music Teachers' AGM.
- Oversee administration of reports.
- Order scripts and music and liaise with Finance.
- Communicate staff absences or timetable changes.

Drama and Music Examinations

- Administer termly music examinations and liaise with exam boards.
- Oversee drama and music exam administration.
- Manage invoices and recharges.
- Coordinate with the School Accompanist.

- Communicate exam details to parents.
- Ensure smooth running of exam days.
- Distribute results and certificates.

Drama, Music and Sports Scholars

- Liaise with Admissions regarding applicants and deadlines.
- Support administration of auditions and interviews, including collating references and repertoire, and producing schedules.
- Organise rehearsal schedules with the School Accompanist and coordinate interview/audition timetables.
- Oversee stewarding of scholarship days.
- Monitor Music Scholars' attendance at lessons and rehearsals, highlighting concerns to the Director of Music.

PE Administration

- Organise the collection of Games options each term, ensuring accurate input and maintenance on the school database.
- Support the management of Games and off-Games registers, including follow-up of absences.
- Promote the co-curricular club programme each term and track participation on Evolve.
- Liaise with external facilities providers and coaches.
- Book transport (coaches and minibuses) for Games sessions and fixtures.
- Manage missed lesson requests.
- Coordinate catering requests.
- Organise official sports team photographs.
- Ensure effective communication regarding fixtures, including confirmations, cancellations and changes.
- Support administration of sports-related risk assessments.

Music Lockers

- Maintain accurate records of music locker allocations.
- Allocate lockers to new pupils.
- Ensure lockers are cleared at the end of the summer term.

Productions, Trips and Events

- Support the Directors of Drama, Music and Sports as required with all administrative tasks associated with productions, concerts, trips and events in line with operational planning documents.
Including,
 - Event Notices
 - Catering
 - EVOLVE Trips administration
 - Communications to pupils and parents
 - Communications with external organisations, i.e. Junior Choir Festival
 - Signage
 - Producing programmes and posters
 - Print scripts
 - Create crew and casts lists
 - Fielding questions from pupils, parents, and staff

PERSON SPECIFICATION

Operational Excellence

- Good written English and numeracy skills at GCSE level (or equivalent), demonstrated through qualifications, training, or relevant work experience.
- Good organisational skills; ability to plan, coordinate and establish priorities.
- A creative problem-solver; attention to detail.
- Capability to follow through quickly and efficiently with all tasks.
- Strong and accurate administrative and data inputting experience.
- Understanding of the importance of confidentiality and the ability to deal with sensitive and personal information with discretion and sensitivity.
- Excellent interpersonal and verbal communications skills; good telephone manner; ability to establish harmonious links with stakeholders at all levels.

Excellent IT skills, including:

- A sound working knowledge of Microsoft Office, particularly Excel.
- A sound working knowledge of the school's MIS.
- A sound working knowledge of the Music department's timetabling software.

Personal Behaviours

- An outgoing, confident, affable and positive personality.
- Capable of using own initiative.
- A good team worker who can work collaboratively with stakeholders at all levels of the organisation.
- Self-motivated, enthusiastic and committed to supporting colleagues.
- Proactive, team player.
- Contribute to the maintenance of a positive and supportive work culture; being prepared to assist colleagues during peak workload periods and to cover other duties on an occasional basis as reasonably required by the School
- Ability to work independently, problem solve and use initiative.
- A positive 'can do' approach with a willingness to adapt.
- Strong attention to detail.

Ethos and Whole School Values

- Able to operate at the heart of the school community
- Committed to the Sacred Heart Values
- Commitment to Woldingham as a school with high academic standing providing a holistic education and outstanding pastoral care

Safeguarding and Pastoral

- Committed to safeguarding and promoting the welfare of children and young people.
- A satisfactory Enhanced Disclosure from the DBS.