



CREATIVE ARTS ADMINISTRATOR

JOIN OUR TEAM

Post Title: Creative Arts Administrator

Contract Type: Permanent (6 hours per week, 39 weeks per year)

Reporting to: Director of Creative Arts

Salary Range: £24,027 - £24,348 pro rata per annum (actual salary £3,341 - £3,422 pa)



ROLE PROFILE

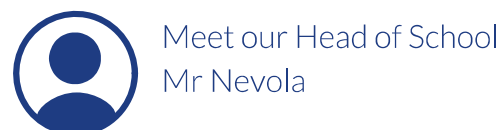
Working with the Director of Creative Arts and their team, you will provide a quality service to staff, students, parents and visitors in a busy Creative Arts department.

A competent administrator with strong organisation skills, you will support the department in the prioritising and completion of administrative tasks, ensuring that they run smoothly. You will support the co-ordination of events and activities, and work to ensure the professional presentation of the department.

The successful candidate will be a strong team player with an awareness of the elements involved in putting on a creative arts event, and a creative mindset.

Perins School offers a supportive and rewarding work environment, with opportunities for professional development and growth. Additional benefits include free access to our on site gym, cake break every Friday morning and the opportunity to join the generous Local Government Pension Scheme.

USEFUL LINKS





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Perins is a fantastic school with a committed and enthusiastic staff body, which makes it a great place to be. I really do take pride in working at Perins and strive to play my part in creating a fantastic learning environment.

Team Leader

CREATIVE ARTS ADMINISTRATOR ROLES AND RESPONSIBILITIES

- Support the Head of Faculty with diary coordination, room bookings, and internal communications. Maintain and update Creative Arts calendars, Rehearsal schedules, and boards.
- Draft and send letters, newsletters, and emails to students, staff, and parents, stakeholders regarding key information for events, trips, rehearsals, and performances.
- Update and manage content for the Creative Arts SharePoint page.
- Assist with the administrative planning and logistics of Trips and Visits, Creative Arts events and whole school production. (e.g. Box Office, ticketing, programme, risk assessments).
- Maintain accurate records of student participation in extracurricular clubs, rehearsals, and productions. Staff, DBS and non-DBS volunteers.
- Organise resources and monitor stock levels and raise order forms in consultation with the Director of Creative Arts. Keep basic financial records for faculty spending (e.g. ticket sales, costume, prop purchases etc).



Aspire **TODAY** *Inspire* **TOMORROW**

Qualifications & Person Specification

- Qualified to at least GCSE C grade or equivalent in Maths and English

Experience

- Experience working in an educational establishment with knowledge of school processes is desirable.
- Knowledge of running events would be highly advantageous.

Essential Skills

- Excellent communication skills.
- Capable of working as part of a team.
- A strong work ethic and the ability to manage multiple priorities effectively.
- Excellent organisational and time management skills.
- Good working knowledge of Microsoft Office packages.
- Creative flair.

BENEFITS



Remuneration: Support staff salaries are based on HCC grades.



Holiday: Our teachers work in line with Hampshire School terms. Support staff have a generous annual leave allowance, that is either wrapped up in your monthly pay (term time only contract) or can be taken at any time during the year (52 week contracts)



Pension: Support staff benefit from membership in the Local Government Pension scheme. These pension schemes are renowned for their generosity.



Discounts: We offer a wide range of voluntary discounts via our partners KAARP.



Childcare: Reduced pre-school fees at Perins Pre-School. Breakfast and After school club reduced fees at the breakfast and afterschool club based at Sun Hill Junior School.



Training : We have a strong CPD ethos, and encourage life-long learning. Regular CPD sessions are held at school.



Free on site gym



Weekly 'cake break' hosted by each department.



Cycle to work scheme



Free car parking



Thank you for your interest in the Creative Arts Administrator position at Perins School. To ensure a smooth application process, please complete the following sections of the application form:

By following these guidelines, you can increase your chances of a successful application.

Best of luck!

GUIDANCE FOR APPLICATION FORM COMPLETION

Employment History

- **Current Employer:** Provide details of your current position, including job title, start date, and key responsibilities.
- **Previous Employers:** List all previous employers, including part-time, temporary, and voluntary positions. Provide start and end dates, job titles, and key responsibilities for each role.
- **Employment Gaps:** If there are any gaps in your employment history, please explain the reasons for them.

Formal Education

- **Qualifications:** List all relevant educational qualifications, such as degrees, diplomas, and certifications.
- **Subjects:** Specify the subjects studied for each qualification.
- **Grades:** Include your grades or scores for each qualification, if applicable.

Safeguarding Children and Adults

- **Commitment to Safeguarding:** Declare your commitment to safeguarding children and adults, as required by the Perins MAT.
- **References:** Provide references from individuals who can vouch for your suitability to work with children and adults. These references should ideally be from managers or supervisors who have worked with you in a school setting.

Additional Tips:

Read the application form carefully before starting to ensure you understand all the requirements.

Be as specific and detailed as possible in your responses.

Proofread your application carefully to avoid any errors.

Pre application tours welcome.

If you have any questions, please don't hesitate to contact the HR department for clarification.



I sincerely hope that you find the information provided informative, and that the position is attractive to you. All appointments to our staff are important; however, the appointment of the right staff to secure the continued success of Perins School is essential.

If you feel you are up to the challenge, to embark on this truly exciting opportunity of working at Perins School, with exceptional support provided by an experienced and committed team of lead practitioners and if you believe you can contribute to our exciting future, I invite you to make an application to be part of the amazing Perins staff team.

Mark Nevola - Head of School



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