

Post:	Drama Department Administrator
Line Manager:	Director of Drama
Hours of Work:	30 hours per week (35 weeks per year – term time plus)
Salary:	Up to £15,850 per annum
Start Date:	As soon as statutory checks are complete
Location	Dean Close Senior School

The Role

The post will involve being an administrative and general helper to the Drama Department staff. This will include some of the following, but it is not possible to outline every eventuality or requirement: the person appointed will be expected to be flexible in terms of hours (there are many productions, and often late evenings, including occasional weekends), and to understand that certain times of the term will be intense and there will be latitude at others. The department are very much prepared to be accommodating and flexible on this and will expect the person appointed to be equally so. The normal hours will be from 8.30am until 2.30pm (this is flexible), with lunch provided.

We are looking to appoint a person with self-motivation and initiative, who will look for potential problems and solutions, and will be flexible and imaginative in their approach.

The person appointed will have an enthusiasm for working with children, will be able to relate to and engage with them, and be cheerful but firm with them; they will also have an enthusiasm for drama and preferably experience in how productions work in practical terms.

Duties

General

- To be responsible for the advertising and promotion of the department, and its activities, via our social media platforms.
- To help with mailing to parents and patrons re drama calendar and other communications
- To help with booking of tickets and travel arrangements for theatre trips

Speech and Drama

- To timetable weekly lessons for all pupils
- To record attendance at lessons and collate weekly reports from teachers
- Maintaining drama records and mailing out letters to parents as required, and reporting absenteeism to Housemasters and parents
- Collating and compiling LAMDA, RADA, Victoria College entries and liaising directly with S&D teachers the examination boards and chaperoning examiners – exam days will be long (usually 8-5)

- Booking guest tutors as and when necessary, at the request of members of the department
- Arranging and organising timetables for S & D examination sessions, liaising with the visiting examiner, organising refreshments, meeting and greeting etc.
- Assisting on scholarship days to ferry candidates' to-and-fro

Academic

- To keep departmental basic teaching resources fully equipped (e.g. masks, torches, sticks, hoops and anything else ad hoc), ordered and topped up
- To ensure that these resources are put tidily back and kept in good condition
- To keep a well-ordered and well-stocked resources room for teaching (DVDs, books etc) and to make sure this is used properly by scholars
- To assist in the facilitation of all academic practical exams – GCSE, AS and A2 – this will entail liaising over costumes and props as per school productions

Co-curricular

- To liaise with the Director of Drama over all aspects of day-to-day running of the department, with a meeting near the start of each week
- To help with the mounting of all productions: especially in the areas of props (which may involve trips to town to collect or source sometimes complicated items), and organising them for a performance
- To assist with liaison with Catering re arrangements for productions and VIP receptions and after-show receptions
- To assist in moving costumes to and from the Bacon/Studio or wherever necessary, and liaise with the Wardrobe Mistress re this
- To assist with costume preparation if needed
- To source and keep up to date a good makeup supply, and to help organise the setting out of this and packing away
- to help with the admin of the dept PR – e.g slideshows, ordering and dealing with printers, liaising re printing of posters and programmes etc

Person Specification

- Be loyal, honest, trustworthy and reliable
- Enthusiastic, highly motivated and well-organised
- Confident, proactive with a helpful and flexible approach
- Able to demonstrate initiative and creativity
- Ability to work well in a team and alone, with minimum supervision, maintaining a professional and enthusiastic approach
- Ability to communicate effectively with all colleagues
- Strong desire to improve knowledge



Terms and Conditions

- Health cash plan
- Community events
- Free three course lunch, during term time
- Free onsite parking
- Use of the gym and swimming pool, at specified times
- Discounted Bacon Theatre tickets
- Company sick pay entitlement
- Company pension scheme.
- Discounted golf fees at Brickhampton Golf Club

All staff are expected to

- Work towards and support the Dean Close Foundation stones/values of love, courage, contribution allowing pupils and staff to flourish.
- Demonstrate and develop the following skills:
 - Critical Thinking
 - Compassion
 - Creativity
 - Collaboration
 - Communication
- Support and contribute to the Foundation's responsibility for safeguarding pupils.
- Work within the Foundation's health and safety policy to ensure a safe working environment for staff, students and visitors.
- Promote equality of opportunity for all students and staff, both current and prospective.
- Undertake any other reasonable duties required that are related to the job purpose from time to time.

The post holder may be required to perform duties other than those given in the job description for the post from time to time. The particular duties and responsibilities attached to posts may vary from time to time without changing the general character of the duties or the level of responsibility entailed.

How to Apply

Applicants must complete a Dean Close Foundation application form in order to be considered.

<https://www.deanclosefoundation.org.uk/dean-close-services-ltd/vacancies>

The Dean Close Foundation is committed to safeguarding and promoting the welfare of children. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service.