

**PERFORMING ARTS
ADMINISTRATOR**

**JOB
INFORMATION**



RGS



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PERFORMING ARTS ADMINISTRATOR

Newcastle upon Tyne Royal Grammar School

Required as soon as possible.



THE POSITION

We have an exciting opportunity for a creative, efficient and organised individual to join the Performing Arts Department. The role would be ideal for someone with excellent organisational and communication skills and someone who is a natural problem-solver. This is a varied role which will be suited to a proactive individual who can be adaptable to the changing requirements of busy music, drama and dance departments.

RGS is a vibrant school, the successful candidate will need to be able to work flexibly and show a good use of initiative. Experience of working in a school is desirable but not essential.



Job Description: Performing Arts Administrator
Closing Date: 9.00am Monday 09th September 2024
Contact: Neil Smith (Director of Music) n.smith@rgs.newcastle.sch.uk



THE SCHOOL

Thomas Horsley, the original settlor of the Royal Grammar School Newcastle (RGS) pledged his legacy to the School in 1525. Almost 500 years later, RGS continues to flourish as the premier independent school in the North East of England and as one of the country's leading schools.

In 2023, RGS was named overall 'Independent School of the Year' in The Telegraph Group's national awards. RGS also consistently tops the region's academic league tables and was awarded the Sunday Times' 2024 North East's Top Independent Secondary School, both the overall winner and for Academic Performance. While we pride ourselves on academic excellence, we are just as well known for our high level of pastoral support, involvement in a wide range of sports and other co-curricular activities, and our commitment to bursaries and partnerships.

RGS is fully co-educational with over 1,300 students aged 7-18 years (Years 3 to 13) and our academically selective places are highly coveted. We have more than 250 students in the Junior School, which shares the same outstanding site as the Senior School. Our Sixth Form is one of the largest in the independent sector with more than 340 students.

The school is based in the heart of the City, immediately opposite Jesmond Metro station and our excellent transport links attract students from far and wide. The school occupies over 30 acres of land and has state-of-the-art facilities, including a 25m swimming pool, two Sports Halls, five new art studios, a new library, a new Sixth Form Centre, a Performing Arts Centre with professional-standard theatre, several outdoor football/rugby pitches, an artificial turf pitch and the former County Cricket Ground.

RGS is a special place, known and respected throughout the whole country as well as the North East. It's a place where aspirations are high, results are outstanding, and opportunities are endless. Our students go on to study highly selective courses at the most sought-after universities, but also leave the school realising that life outside the classroom has been equally beneficial.



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MAIN DUTIES AND RESPONSIBILITIES

Reporting to the Director of Music, the Performing Arts Administrator's overall responsibilities will include but are not limited to:

- Providing administrative support for the performing arts staff, ensuring the smooth running of the music, drama, and dance departments in both the Senior and Junior school
- Facilitating LAMDA, instrumental and vocal lessons
- Overseeing and organizing logistics for school performances and rehearsals
- Acting as front of house for performances and external events as required.

SPECIFIC TASKS

- Ensuring a high standard of service to visitors, students and staff.
- Overseeing the Performing Arts Centre room booking system.
- Processing queries and applications for all LAMDA, instrumental and vocal lessons.
- Facilitating the smooth running of LAMDA, instrumental and vocal lessons by supporting the self-employed LAMDA and Visiting Music Teachers; escalating relevant matters to the Heads of Department if/when required.
- Processing invoices for outsourced ensemble leaders, professional musicians and equipment used.
- Overseeing administration of departmental tours, excursions and educational visits.
- Overseeing the ticketing of events.
- Organizing and stewarding ABRSM examination visits.
- Monitoring and updating the instrument and sheet music inventory.
- Overseeing the hire of school instruments.
- Organizing the repairing of musical instruments/equipment.
- Organizing the piano and organ tuning schedule.
- Overseeing the licensing and reporting for performances.
- Providing assistance with ordering processes for costumes/props etc. for school productions.
- Creating, proof reading and printing programs for school performances.

- Attending fortnightly meetings.
- Carrying out a wide range of other administration tasks (including departmental photocopying).
- Potential involvement and front of house in the external bookings of the Performing Arts Centre.





QUALIFICATIONS/TRAINING/KNOWLEDGE/SKILLS

Previous experience in a similar role is desirable, but not essential. There will be a great deal of learning on the job and many aspects will be specifically tailored to the post and to the needs of the school. Crucially, the right individual will be willing to learn, be enthusiastic and make the job their own in a way that ensures an efficient and effective service is delivered at all times.

PERSONAL QUALITIES - ESSENTIAL

- Excellent communication skills.
- Excellent organisational and problem-solving skills.
- Enthusiastic and motivated.
- A positive, proactive and forward-thinking manner, with a 'can do' attitude.
- Ability to be flexible and adaptable, accommodating occasional changes to the working day.
- A customer-orientated approach to all stakeholders.
- An understanding of, and commitment to, the special needs of working with young people. These include safeguarding, health and safety, security and handling confidential information at times.
- Very good administrative skills and a good working knowledge of basic IT applications (e.g., email, internet, Office 365 and databases).
- Commitment to continued learning, taking responsibility for own CPD.

PERSONAL QUALITIES – DESIRABLE

- An understanding of the workings of a school or college.
- Experience in performing arts administration (including knowledge of TicketSource).
- Some experience and knowledge of working in the music, dance and/or drama sectors.

LIVING IN THE NORTH EAST

Whilst the North East is beloved and popular with so many, we know that not everyone will have had first-hand experience of it, so this is a short introduction to a city and region which we love, and believe you will too. Newcastle is a medium-sized city with an historic centre and a vibrant life of its own. There's culture and arts in the form of the award-winning BALTIC Art Gallery and The Glass House, alongside several theatres that attract national touring productions. There's music from classical to club and we are home to the Royal Northern Sinfonia. There's also a growing food culture with some fantastic restaurants.

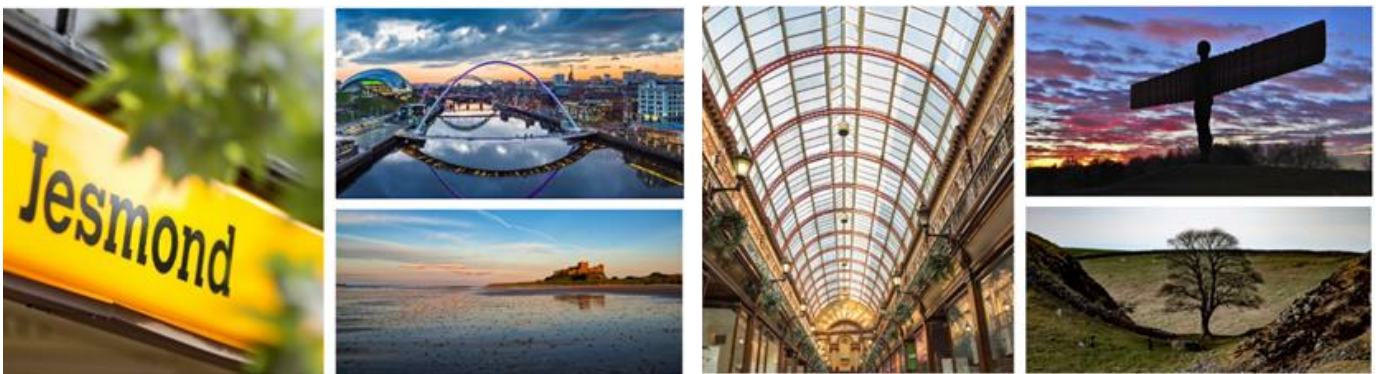
If you like sport then there's certainly no shortage of top-class entertainment: from Premier League football being played at St James' Park and EFL at the Stadium of Light to first class cricket at Durham (a mere half hour away), and great rugby at the Falcons, not to mention basketball and even ice hockey, and then there is the annual Great North Run. The North East has also produced some of the country's finest athletes in track and field and there are clubs aplenty to get involved with, most famously in Gateshead.

The coast and the hills are minutes away from the city centre. By car you can be in the middle of nowhere in 45 minutes, the Scottish Borders is only an hour away and the Lake District an hour and a half. The coast is served by the Metro (our version of the Tube), but some of the country's best beaches are up the road in Northumberland, less than 40 minutes by car. There's mountain biking, road cycling, climbing, and endless hill walks in stunning countryside. There are green spaces all over the city too, with plenty of parks for children and dogs alike to run around.

There are three local teaching hospitals, two universities in the city with another three close by. Some pioneering medical work goes on at the RVI, Great North Children's Hospital and the Freeman Hospital.

History abounds with more castles than you could count and sites of interest for almost every period of English (and border) history. Add that to a proud, independently minded and very friendly local population and we have most things you could want.

There are excellent primary schools in the region and city as well as some good secondary schools too, but staff do get a discount at the RGS. There are also a number of good competitor independent schools as well.





MAIN TERMS AND CONDITIONS

- The postholder will report to the Director of Music who in turn reports to the Head of Co-curricular. This role will support and work with colleagues in the Performing Arts team.
- This is a permanent, full time, term time only position with the school.
- The employee will be required to work an additional 7 days during the school holiday period, with appropriate prior notice and in agreement with the Director of Music, to support the continuing function of the department outside of term time and/or relevant staff training days. Any additional hours worked outside of term time will be paid to the employee as time in lieu or as overtime at single rate. We welcome a discussion with prospective candidates at interview regarding how this arrangement may work.
- All staff are required to attend the compulsory safeguarding refresher training day at the start of each academic year and payment for this day is incorporated into the basic salary.
- The employees normal working pattern will be 8.30am until 4.30pm, Monday to Friday, 37.5 hours per week during term time, with a 30-minute unpaid lunch break.
- There may be occasions where the employee is required to be flexible with the start and/or finish time to meet School requirements at key times during the school year including but not limited to working as Front of House for c. 20 evening productions and performances. Notice will be given to the successful candidate in advance of such changes.
- A starting salary will be c£26k full time equivalent (pro rata for term time only plus 7 days is c£21k gross per annum) however the actual salary will reflect the experience and skills offered by the successful applicant.
- The employee will be entitled to normal school holidays (excluding the additional 7 days) and payment for holidays has already been incorporated into the annual salary, factoring in the additional staff days the employee will work.
- RGS staff salaries are reviewed on 1st August each year.
- The employee will be required to comply with a range of RGS policies, in particular, those regarding Data protection, use of ICT facilities, Child Protection, Staff Code and Health and Safety, a copy of which will be made available.
- Given the nature of the role and the operational requirements of the school, requests for leave within term time will not be permitted.

WHAT WE OFFER

- During term-time, staff are provided with a free lunch, if on site.
- For non-teaching staff we offer a support staff pension scheme, The Aviva Pension Trust for Independent Schools (APTIS). On receipt of a 6% employee contribution the school makes an employer contribution of 10%. There is also the option of a 3% employee and 5% employer contribution if preferred. This scheme is administered via Salary Exchange (also known as Salary Sacrifice) for those who are eligible. You can opt out of the Salary Exchange arrangement whilst remaining in the pension scheme. Further details of the scheme and salary exchange will be provided on appointment.
- Membership to life assurance scheme through Aviva which pays out 5x annual salary in the event of death in service.
- The employee will become eligible for sick pay under the RGS Support Staff Sick Pay Scheme after a qualifying period. Details of the scheme will be provided on appointment.
- The school offers an optional healthcare plan for all staff which includes optical, dental and physio cover, access to telephone GP consultations and a host of other benefits (terms and conditions apply). Further information will be available to the employee once in post.



- As with all RGS employees, the employee will be encouraged to become involved in the wider life of the RGS community.
- It is the school's policy is to allow all eligible members of staff to educate their children at the school at concessionary rates, subject to their children meeting the academic entry requirements and subject to a place being available.
- Ongoing educational support and development of all staff with the provision of external and internal training courses, and our middle leaders training programme for existing and aspiring managers.
- We offer an interest free travel loan for a corporate Metro travel pass after a qualifying period. Further information will be available upon starting in post.
- We offer a Bike to Work scheme for qualifying members of staff. Terms and conditions apply. Details will be shared upon starting.
- Opportunity to see free school productions in the Miller Theatre located in our Performing Arts Centre.



- Access to our onsite confidential counselling service.
- We offer access to the school medical team (1 doctor and 2 nurses) for triage medical advice and free flu vaccinations.
- Free use of a well-equipped gym, fitness suite and swimming pool at permitted times.
- Supportive and friendly community.
- Invitation to join staff clubs and wellbeing activities during term-time.
- Staff social events throughout the year.



HOW TO APPLY

Candidates are advised to read the 'Information for Applicants' with particular care before applying.

Enquiries about this post should be made to Neil Smith (Director of Music) in the first instance. For an informal chat about the post, contact Neil Smith on 0191 281 5711 or email n.smith@rgs.newcastle.sch.uk.

If, having looked through the website (www.rgs.newcastle.sch.uk) and read this job information pack and the Information for Applicants, you think this particular post would suit you, please say so (and why) in:

1. A covering letter and
2. A fully completed RGS application form.

You must complete the application form, even if you want to also attach a CV. Please email all documents to jobs@rgs.newcastle.sch.uk by the closing date.

The closing date for this role is 9.00am Monday 9th September 2024.

Interviews will be held shortly after the closing date. We will hope to make the appointment as soon as possible following interview, offering the post and gaining acceptance.

Reasonable travel expenses will be considered to attend an interview if candidates live outside the local area. This is normally up to a maximum contribution of £100 on provision of receipts. If your expenses will be significantly higher than £100 and an overnight stay is required, please note all expenses will need to be booked and approved in advance. If you plan to claim expenses, please contact the Head's Secretary, Sandra Ellis S.Ellis@rgs.newcastle.sch.uk in advance of your interview, who will talk you through the policy and advise on eligibility for reimbursement.

Safeguarding and Safer Recruitment

RGS is committed to the safeguarding of children and promoting the welfare of children and young people and expects all staff, volunteers and those working in school to share this commitment. The school applies the Government's Safer Recruitment procedures to all candidates. More information regarding the checks can be found in the Information for Applicants and 'Keeping Children Safe in Education' (September 2023).

Equal Opportunities

We are looking to appoint staff from a wide variety of backgrounds. Not just because it is the right thing to do but because at the RGS we recognise that those different experiences provide fresh perspectives, opportunities to challenge existing beliefs and provide opportunities to act as excellent role models for our diverse student body.

We are committed to creating an inclusive and diverse school culture and our staff are at the heart of this. We are proud to be an equal opportunities employer and all qualified applicants will receive consideration for employment regardless of neurodivergence, age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.



We strive to achieve a diverse workforce, fully representative of our pluralistic society and the ethnic make-up of the student population in the UK. People of colour are under-represented on our staff team. We are keen to attract applicants from a diverse pool of candidates and determined to be a fully inclusive employer, and a great workplace for people of Black, Asian and ethnic minority heritage as well as White heritage.

We encourage all candidates to complete an 'equal opportunities' form with your application. This will be sent directly to the HR team for monitoring purposes.

CONTACT DETAILS

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General enquiries: communications@rgs.newcastle.sch.uk

www.rgs.newcastle.sch.uk

