



MUSIC & DRAMA ADMINISTRATOR

2020

£19,624-£23,703 (actual pro rated salary)

**Would you like to work in an inspiring, bustling school environment,
where the arts are flourishing, treasured and well-resourced?**

Newton Prep is a leading co-educational day school for pupils aged 3-13 years, located within walking distance of Battersea Park and Queenstown Road train stations.

We are seeking to appoint an organised and highly-efficient Administrator to provide comprehensive administrative and secretarial support to the Music and Drama Departments. You will be responsible for the day-to-day administration of the Music Department and be the first point of contact for music and drama related queries from pupils, teachers and parents. You will also work closely with staff from both departments to ensure pupils and parents are supported with the necessary information for Music and Drama related events and will liaise with visiting musicians, music teachers and ABRSM examiners. You will work with the departmental budgets on invoicing and account reconciliations.

We are keen to hear from candidates who have excellent administration and communication skills; strong attention to detail; the ability to multi-task and prioritise combined with the ability to work independently. This is an excellent opportunity for someone who has an interest or background in Music and the Arts and/or is looking to develop a career in arts management. Experience working in an administration role, preferably within an arts organisation or school context, would be a plus.

This position is full-time, term-time only (35 weeks per year). Hours of work are Monday – Friday, from 8.30- 5.00pm (although some evening work will be required on occasions to cover school performances for which time off in lieu will be given). Salary is on a range £19,624-£23,703 dependent on skills and experience. Staff benefits include part fee remission for children, contributory staff pension scheme, staff gym, free school meals during term time and free car parking.

Application is by form only. An application form may be obtained on the School's website <http://www.newtonprepschool.co.uk> or from our HR Dept on <mailto:hrrassistant@newtonprep.co.uk> or 0207 720 4091 (ext: 1255).

The successful candidate will be subject to child protection screening, including DBS check.

Closing date: Friday 24th January 2020 at 10.00am; Interviews Tuesday 28th January 2020.