

JOB DESCRIPTION

CO-CURRICULAR ADMINISTRATOR

The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.		
Organisational Information:	Reporting to:	Finance & Operations Director
<p>Summary of the role:</p>	<p>The Co-Curricular Administrator oversees a wide range of co-curricular activities, including music, LAMDA, equine and sports. They play a key role in integrating these activities into the school's weekly timetable, ensuring smooth coordination and minimising scheduling conflicts. Responsibilities range from producing timetables, liaising with teachers and managing room allocations to organising concerts, managing sports fixtures, and communicating with parents regarding changes and updates.</p> <p>Working predominantly with the Director of Music, they also oversee music exams, maintain school instruments and handle communication with staff, parents, and pupils. Similarly, in sports, the administrator collaborates with the Director of Sport to plan activities, manage fixture details and coordinate transportation, catering, and communication with parents regarding tournaments.</p> <p>Overall, the Co-Curricular Administrator's role is pivotal in enriching the pupils' experience beyond the classroom. Their efforts ensure the seamless operation of co-curricular activities, providing pupils with diverse opportunities for personal growth and development.</p> <p>This is a 25-30 hour per week, term time only role, plus 1.8 weeks to be worked in the school holidays (3 days at the end of each term).</p> <p>As a member of the School's Office Administration team, the post holder will also provide assistance to the School Office when appropriate or as required.</p>	
<p>Specific responsibilities:</p>	<p>The following duties are not shown in order of priority or frequency, nor is the list exhaustive, but rather an indication of the type and level of duties expected of the post:</p> <p>LAMDA</p> <ul style="list-style-type: none"> • Integrate LAMDA lessons into the Music weekly Co-curricular timetable. • Liaise with the Head of Drama and LAMDA teachers to publish room allocations. 	

EQUINE

- Integrate weekly Riding lessons into the wider co-curricular timetable to avoid clashes.

MUSIC

- Produce weekly rotational music timetables, using SOCS, integrated into the co-curricular timetable.
- Publish weekly timetables and communicate clearly with staff, parents and pupils about lessons.
- Manage the instrumental hire agreements, liaising with VMTs, parents and the Bursary.
- Work with the Director of Music to ensure school instruments are labelled, audited and kept in good working order.
- Order and distribute sheet music and related sundries.
- To assist with the organisation of concerts, recitals and tours Creating programmes, catering and transport.
- Assist with the submission of Music Exams and oversee the exam timetable.
- Act as a steward on music exam days.
- Respond professionally to staff and parental enquiries.
- Assist the Director of Music to produce parts for school ensembles and choirs.

SPORT

- Plan and draft the weekly Sports Overview in collaboration with the Director of Sport - including fixture timings, locations, transport, catering, staffing.
- Enter fixture details into SOCS.
- Enter team sheets onto SOCS and publish.
- Support the Director of Sport in the managing of the fixture calendar.
- Produce bus lists for away fixtures.
- Print team sheets and bus lists.
- Assist with parental communication in the run up to tournaments including changes to fixtures and cancellations.

GENERAL

- Work with the Head of Operations to spot diary and lesson clashes.
- Attend the weekly Whole School Planning, Sports, and Music Department meetings.
- Liaise with the School Office to ensure as few lessons as possible are missed.

Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task may not be identified. The post holder may be asked to undertake other duties from time to time as required and commensurate with the position as deemed necessary.

<p>Preferred skills, qualifications and attributes:</p>	<ul style="list-style-type: none"> • Experience with iSAMS and SOCS is preferred but not essential. • Experience in the management of school databases is preferred but not essential. • Excellent IT skills. • Effective written and oral communication skills. • Excellent interpersonal skills with the ability to build effective and constructive relationships. • Experienced in balancing the needs of different stakeholders and managing competing demands. • Strong organisational skills. • Ability to work to deadlines while maintaining quality and attention to detail. • Ability to work collaboratively with other departments including the School Office. • High levels of discretion and confidentiality.
<p>Safeguarding</p>	<p>All staff, regardless of role, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment.</p> <ul style="list-style-type: none"> • Promote and safeguard the welfare of children and young people for whom you are responsible, and with whom you come into contact. • Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person. • Be aware of, support and ensure equal opportunities for all. • Contribute to the overall ethos of the School. • Appreciate and support the role of other professionals. • Participate in training and other learning activities and performance development as required. • Assist with pupil needs as appropriate during the School day.
<p>Terms and Conditions:</p>	<ul style="list-style-type: none"> • 25-30 hours per week, during term time. • Salary £14,161-£16,993 based on 43.2 weeks per year (34 weeks term time + 1.8 weeks holiday work + 1.8 weeks inset + 5.6 weeks holiday pay). • Opportunities for Continuous Professional Development. • Tea, coffee and lunch provided during working hours (when the kitchens are operational). • Contributory pension scheme. • Healthcare cashback plan. • Employee Assistance Programme. • Doctorline - 24 hour GP Access. • Cycle to Work Scheme. • Free onsite parking.