



## Job Description Performing Arts Administrator

**Required:** September 2026

**Reporting to:** Director of Music

**Salary:** £10,700 per annum

**Hours:** Part-Time, Term-Time Only

**Closing date:** Monday 6<sup>th</sup> July, 12:00 noon

**Interview date:** Friday 10<sup>th</sup> July

### The Role

We are seeking an organised, proactive and highly personable individual to provide dedicated administrative support to the Music and Drama departments across both the Junior and Senior Schools. This is a varied and fast-paced role, supporting a dynamic programme of lessons, performances, examinations and co-curricular activities.

The successful candidate will be a key point of contact for pupils, parents and staff, bringing a professional, solutions-focused approach and instinct for customer service. You will play an essential role in ensuring the smooth running of instrumental and LAMDA tuition, as well as supporting the planning and delivery of a wide range of concerts, productions and events.

Working closely with teaching staff, you will manage a broad portfolio of administrative responsibilities, from maintaining accurate pupil data and coordinating tuition to supporting major events and examinations. As part of a collaborative and high-performing environment, this role offers an excellent opportunity to contribute to a busy and creative area of school life and to support the continued success of Performing Arts at King's.

### The School

The King's School is one of the dozen oldest schools in the country and has a proud heritage dating back to at least 1087, with a re-foundation in 1541. King's is the Cathedral School in the city of Gloucester, whilst the surrounding county is home to many excellent grammar and state schools, as well as other independent schools. King's is held in high regard amidst this competitive area; our academic, co-curricular and pastoral attainment is second to none. Local media brand SoGlos has awarded King's the title of 'Independent School of the Year' or 'Highly Commended' in every one of the last six years – a feat unmatched by any other local independent school – most recently winning the title in May 2025. Despite the multiple national-scale challenges of recent years, King's has seen its pupil roll growing steadily and parental satisfaction scoring very highly indeed. With careful investment in the campus and facilities, as well as a continuous focus on improving teaching and learning and developing our outstanding pastoral care, King's is now seen as a dynamic, forward-thinking and impressive place to study and to work.

### Main Duties

- To provide comprehensive administrative support to the Music and Drama departments across both Junior and Senior Schools;
- To act as the first point of contact for Music and Drama enquiries, responding to parents and external stakeholders in a professional and timely manner;



- To manage and maintain accurate pupil records across relevant systems, ensuring data is kept up to date throughout the academic year;
- To provide administrative support for a wide range of Music and Drama events and productions, including concerts, performances and co-curricular activities;
- To coordinate the administration of instrumental and LAMDA tuition, including managing enquiries, maintaining waiting lists, allocating pupils and liaising with Visiting Music Teachers (VMTs);
- To support VMTs by sharing pupil information, assisting with timetabling, monitoring attendance and facilitating reporting processes;
- To support the preparation and administration of reports, including setting up reporting structures and monitoring completion;
- To administer Music and Drama examinations and competitions (including LAMDA), coordinating entries, liaising with exam boards, organising exam days and distributing results;
- To coordinate event and trip administration, including bookings, communications with parents, ticketing, programmes, licences and risk assessments;
- To maintain and update departmental calendars and contribute to the production of termly events information;
- To oversee departmental resources and orders, including music, scripts and equipment, and liaise with the Bursary regarding invoices and recharges;
- To undertake routine administrative tasks during quieter periods, including annual data updates, pupil allocation and liaison with new parents over the summer;
- To provide support for the wider administrative team as may be required and undertake any other duties that may reasonably be assigned.

## Personal Profile

- Outstanding organizational and administrative skills with a meticulous eye for detail;
- Able to work under pressure, plan and prioritise own workload with minimal direction and remain professional at all times;
- Friendly and approachable, with outstanding written and spoken communication skills and the ability to put staff, pupils and parents at ease;
- Able to demonstrate a comprehensive knowledge of Office 365, particularly Word, Excel and Outlook (further knowledge of OneDrive and SharePoint is desirable);
- Able to mix easily with people of all backgrounds and maintain close and harmonious relations with work colleagues at all levels;
- Capable of showing initiative, including the ability to think ahead and work flexibly, adapting to rapidly changing scenarios;
- A personal interest in music, drama and the performing arts is desirable;
- Prior knowledge of My School Portal / iSAMS / SOCS would be an advantage;
- Prior experience of working in a fast-paced administrative environment is desirable.

## Hours of Work

The Performing Arts Administrator shall work 15 hours per week, to be worked from 08:00 to 16:30 with a one-hour lunch break, two days per week during term time and during the first and last weeks of the School's published summer holidays.



## Benefits

- A contributory pension through Aviva APTIS;
- Generous fee remission for children being educated at King's;
- Wraparound care for Junior School children being educated at King's;
- Access to a Doctor for advice and short consultations;
- Staff Wellbeing Programme and Wellbeing Day (additional leave);
- Cycle to Work scheme;
- Various discounts for local services including gym memberships and garages;
- Free access to our Employee Assistance Programme;
- Free lunches;
- Free on-site parking.

## Applications

Candidates should apply through TES or by submitting a completed School Application Form and Covering Letter via email to [recruitment@thekingschool.co.uk](mailto:recruitment@thekingschool.co.uk). A CV is not required.

Closing date for applications is **Monday 6<sup>th</sup> July at 12:00 noon**, with interviews taking place on **Friday 10<sup>th</sup> July**. However, early applications are encouraged, and we reserve the right to make an appointment prior to the published closing date if appropriate.

For further information, please contact Mr Harry Fuller on 01452 337337 or via email to [recruitment@thekingschool.co.uk](mailto:recruitment@thekingschool.co.uk).

*The King's School, Gloucester is committed to safeguarding and promoting the welfare of children and expects all staff and volunteers to share this commitment. All offers of employment are subject to an Enhanced DBS check, satisfactory references from previous employers and eligibility to work in the UK. Applicants must be willing to undergo child protection screening appropriate to the post including a prohibition from teaching check (where appropriate) and, in line with KCSIE, an online search for shortlisted candidates only – this will consist of a Google and social media search. The search is looking for anything that calls into question the candidate's suitability to work with children, or could cause harm to the reputation of The King's School, Gloucester. Any information discovered will be shared with members of the interviewing panel prior to interview. Interviews will be conducted in person, and they will explore candidates' suitability to work with children. This post is exempt from the Rehabilitation of Offenders Act 1974 (Exceptions) Order 1975 (2013, 2020 and 2023), which would otherwise mean that certain convictions and cautions are considered 'protected' and would not need to be disclosed to employers, and if they were disclosed, employers could not take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website: <https://www.gov.uk/government/publications/new-guidance-on-the-rehabilitation-of-offenders-act-1974>.*

The King's School, Gloucester. GL1 2BG

T: 01452 337 337 [www.thekingschool.co.uk](http://www.thekingschool.co.uk)

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