



Arts Academy Manager

- Hours:** **Saturday 9.00am to 12.30pm – Term Time Only**
(Plus interim contact with parents via email/telephone as necessary)
- Line Manager:** **Director of Studies – Holistic Education**
- Pay:** **£100 per week (term time only) - Paid on receipt of monthly invoice**
(As this work is on a consultancy basis you will be responsible for your own tax arrangements)

Main tasks:

- Be responsible for the running and administrative duties for the Saturday Academy provision for Performing Arts
- 'Meet and greet' children and their parents prior to each Saturday session
- Liaise and agree programmes of activities with the arts practitioners
- Arrange monthly invoicing for Arts Practitioners
- Collect termly fees liaise with the Finance Department at Woldgate School
- Seek guidance and advice from the Director of Holistic Education
- Share plans and programming with the Director of Holistic Education

Essential Qualities:

- Reliable
- Flexible
- Excellent interpersonal and communication skills
- Personable manner
- Understanding and commitment to safeguarding of children