



Job Vacancy

School Administrator

The Organisation

Colours of Dance is a multi-disciplinary dance school based not only in professionally appointed studios, but also with a thriving outreach programme in several schools across Cambridge City. We offer classes to students from age 3, in ballet, contemporary, tap, street dance, Pilates, creative movement and more. We are an anchor tenant in the building, but we share our studios with Ease Pilates and other organisations and teachers. We support *Colours of Dance Radiates*, a charity formed to offer creative dance classes to students in primary schools. We offer RAD ballet and ISTD Tap exams to our students and have alumni in vocational schools pursuing careers in dance and theatre.

The Role

'Dance School Administration' encompasses all aspects of running the school necessary to ensure that the students and teachers are in a safe and professional space that inspires them to dance and be creative. This includes building management (fire, lighting, cleaning, security, safety), customer services (engaging with parents, students and hirers), financials (basic bookkeeping and preparing regular reports), marketing & sales (monitoring the websites and social media), secretarial (maintaining the school calendar, arranging meetings & so on). Reporting to the Principal, and working in partnership with the Principal, this role is key to the Principal and Associate Teachers being able to do their work – that is to deliver excellent dance classes to all their students across the school and through its outreach programme. The Principal is also engaged across the dance and teaching profession in a number of leadership roles. We want our students, teachers, parents and friends to feel energised and welcome when they enter our space, and that they are supported in their creative space with effective and responsive administration. We have high standards for everything!

In this role you will be the first point of contact for students and parents / guardians and together with the Principal, will proactively support them throughout their time with Colours of Dance. You will contribute ideas for delivery of high quality, innovative dance school classes and events to ensure maximum numbers and income.

The Person

If you are a bright and energetic personality you will thrive in this role and school. You will be highly organised, efficient and a problem solver who really enjoys interacting with people of all ages. You may have a lot of experience to bring to this role, or you may be much earlier in your career journey. You prefer to work in a smaller team where your impact is visible and appreciated. You are a leader, comfortable taking responsibility and balancing the routine alongside special projects. You believe the arts are important, should be taught well and that a safe and respectful environment is what you are looking for.

This is an excellent opportunity for someone with solid experience of working in an administrative role gained in an office environment.



Colours of Dance

Job Vacancy

About You

You should be committed and enthusiastic with A Level standard education or equivalent and have GCSE English and Maths. You will have excellent oral and written communication skills in English, including a good working knowledge of Microsoft Office (Word, Excel and Power Point) and a use of the internet and email. You may also have experience with accounting software.

You will need to be able to provide excellent customer service and be willing to work on a wide range of tasks demonstrating accuracy and attention to detail in this busy role. An ability to use your initiative and apply good judgement when necessary is essential.

Previous experience of working with children and young people in a responsible capacity as well as having a First Aid training and/or qualification would be helpful. Some experience of working with budgets, an understanding of Health and Safety practices and procedures, as well as an understanding of Safeguarding and Data Protection related issues would be advantageous.

Start Date: From 1 September 2022, subject to interview and completion of checks.

Starting Salary: £25k pa, pro rata plus contribution to workplace pension

Working hours: Negotiable, though ideally term time 40 hrs/wk organised between Monday-Saturday and outside term 4hrs/wk

Apply to:

Please write to Imogen Knight, Principal, using the contact form, explaining your interest in the role.

<https://www.coloursofdance.com/vacancies>

We follow a Safer Recruitment Process which includes the completion of an application form, a safeguarding interview, independent verification of references (on shortlisting) and an enhanced Data & Barring Service check.