



IPSWICH HIGH SCHOOL  
WOOLVERSTONE HALL

## Performing Arts Support Job Description

<b>Role</b>	<b>Performing Arts Support</b>
<b>Salary</b>	<b>The salary will be commensurate with the experience and qualities of the successful candidate</b>
<b>Contract Basis</b>	<b>Permanent</b>
<b>Hours of Work</b>	<b>14 hours per week, 34 weeks per year</b> <b>Hours will be annualised and flexibility will be required due to evening and weekend events, which will require the postholder to be present.</b>
<b>Job Purpose</b>	<b>To support the Performing Arts Department by coordinating administration, event logistics, marketing, communications and resources, enabling the successful delivery of performances, competitions, outreach and enrichment activities across the school</b>
<b>Responsible to:</b>	<b>Head of Department, Head of Senior School and Head</b>
<b>Accountabilities</b>	<ul style="list-style-type: none"><li>• All administration associated with performing arts events in the Prep and Senior School</li><li>• Providing support and marketing resources for performing arts in liaison with the Marketing Department</li><li>• Buying and coordinating prizes for all performing arts competitions</li><li>• Creating all performing arts in-school displays in coordination with the Head of Departments and Marketing Department</li><li>• Creating/coordinating all programmes and resources for all performing arts events</li><li>• Admin contact for parents and pupils for all performing arts events</li><li>• Coordinate the performing arts diary and room bookings in liaison with the school Events, Lettings and Weddings Coordinator and performing arts team.</li><li>• Coordinate marketing and responses for performing arts outreach events.</li><li>• Ordering any resources/ equipment/ repairs needed for the performing arts team.</li><li>• Creating bookings and managing bookings for all performing arts events</li><li>• Point of contact for all outside agencies, such as Dance East and Eastern angles</li><li>• Contribute to performing arts enrichment offer.</li><li>• An ability to help support/work closely with ICT and our technical needs.</li><li>• Build strong relationships with all key stakeholders, both internally and externally.</li></ul>

	<p><b>Personal Responsibilities</b></p> <ul style="list-style-type: none"> <li>• Ability to support evening events.</li> <li>• Playing a full part in the life of the school community, supporting its distinctive mission and ethos and encouraging staff and pupils to follow this example.</li> <li>• Actively promoting school policies and procedures.</li> <li>• Responsibility for own continued professional learning and development.</li> <li>• Compliance with the school's Health &amp; Safety policy, undertaking risk assessments as appropriate.</li> <li>• Attending meetings scheduled in the school calendar punctually.</li> <li>• Adhering to the School's Safeguarding Policy.</li> </ul>
<p><b>General requirements</b></p>	<p>All school staff are expected to:</p> <ul style="list-style-type: none"> <li>• Work towards and support the school vision and the current school objectives outlined in the School Development Plan.</li> <li>• Support and contribute to the school's responsibility for safeguarding students.</li> <li>• Work within the school's health and safety policy to ensure a safe working environment for staff, students and visitors.</li> <li>• Work within the School's Diversity Policy to promote equality of opportunity for all students and staff, both current and prospective.</li> <li>• Maintain high professional standards of attendance, punctuality, appearance, conduct and positive, courteous relations with students, parents and colleagues.</li> <li>• Be a role model based on our values.</li> <li>• Engage actively in the performance review process.</li> <li>• Adhere to school policies.</li> <li>• Undertake other reasonable duties related to the job purpose required from time to time as directed by the Head, Senior Leadership Team or Line Manager.</li> </ul>

**Notes:**

- The above responsibilities are subject to the general duties and responsibilities contained in the statement of Conditions of Employment.
- This job description allocates duties and responsibilities but does not direct the particular amount of time to be spent on carrying them out, and no part of it may be so construed.
- This job description sets out the main duties associated with the stated purpose of the post. The duties listed above are representative, but not exhaustive, and other duties appropriate to the post may be undertaken and should not be excluded simply because they are not itemised.
- This job description should be seen as enabling rather than restrictive. To meet the changing demands of the school, it will be reviewed regularly and may be subject to modification or amendment at any time after consultation with the postholder.
- The post holder may be expected to undertake other duties of a similar level/nature, which are considered appropriate to the level of this post but not explicitly mentioned above, at the request of the Head, Senior Leadership Team or line manager.
- This job description forms part of the contract of employment. It describes the way the post holder is expected and required to perform and complete their duties.

## PERSON SPECIFICATION

### Skills Required

Excellent organisational and time management skills, with the ability to manage multiple activities simultaneously	Essential
Strong customer service and interpersonal skills, with the ability to build positive relationships with a wide range of stakeholders	Essential
Ability to work effectively both independently and collaboratively as part of a team	Essential
Strong attention to detail and accuracy and a commitment to maintaining high professional standards	Essential
Excellent IT skills, including the use of Microsoft Office applications and online booking systems	Essential
Ability to use a range of reprographics equipment to produce high volumes of materials	Essential
Ability to plan, coordinate and deliver to agreed deadlines	Essential

### Knowledge Base

Knowledge of design packages such as InDesign or Canva	Desirable
Working knowledge of health and safety requirements relevant to events and public use of facilities	Desirable
Awareness of safeguarding responsibilities within an educational setting	Essential
Understanding of marketing and promotion methods, including social media	Desirable

### Qualifications/Attainment

Educated to GCSE level (or equivalent), including English and Mathematics	Essential
A First Aid at Work Qualification or willingness to obtain	Essential

### Experience

A knowledge and understanding of performing arts would be advantageous	Essential
Experience of delivering a high standard of customer service	Essential
Experience of working with multiple internal and external stakeholders	Essential
Experience of working within an educational or similar regulated environment	Desirable

### Personal Qualities

Forward thinking, self-motivated with a positive 'can do' approach to work, efficient, highly organised and confident in working under own direction	Essential
Committed to high standards of customer service	Essential
Enthusiasm, drive and a love for the job	Essential
Calm and confident under pressure with the ability to employ tact and diplomacy in difficult or sensitive situations with a good sense of humour	Essential
Excellent communication skills, both verbal and written	Essential
Ability to act decisively with the ability to recognise when escalation or authorisation is required	Essential
Willingness to challenge others to produce positive outcomes	Essential
Uphold high standards of honesty, integrity and reliability, with a professional approach to personal appearance appropriate to the role	Essential
Professional and approachable attitude	Essential
Willingness to learn new skills	Essential
Flexible over working hours to include evening and weekends according to the needs of the school	Essential

**Safeguarding**

Shows a personal commitment to safeguarding and promoting the welfare and rights of young people	Essential
Appreciates the significance of safeguarding and interprets this for all individual children and young people whatever their circumstances	Essential
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	Essential
Can demonstrate an ability to contribute towards a safe environment	Essential

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