

THE CHERWELL SCHOOL
Kindness, Opportunity, Responsibility Excellence

Performing Arts Faculty Coordinator

Job Description

Responsible to:	Performing Arts Faculty Leader
Salary Scale:	Grade 6
Working time:	32 hours per week, term time only Flexibility required for occasional Faculty Events (e.g. school concerts and trips)

Job Purpose:

To coordinate the daily operations and administration for the Performing Arts Faculty to ensure all students can participate in Music, Drama and Dance programmes across both school sites, under the direction of the Faculty Leader.

Administration and Coordination

- Faculty Inbox; acting as the first point of contact for queries
- Peripatetic Teachers; coordinate timetabling and rooming for visiting peripatetic teachers, be first point of contact for queries, work with the HR team to ensure compliance checks and training are complete
- Trips Visits, Workshop & Event Logistics; assist trip leader with the process for educational visits and organise events such as artist workshops (letters, risk assessments, booking, photo permissions, dietary requirements)
- Publicity & Communications; production and distribution of Faculty promotional materials (including school newsletter, social media etc.)
- Studio, Computer and Practice Room Bookings; maintaining the booking system for dedicated rooms within the faculty to optimise student access and prevent timetable clashes
- Exam Administration & Media Uploads; digitally store practical exam files (e.g. music recordings) and assist teaching staff to ensure secure file uploads to the external exam boards by the set deadline(s), coordinate the scheduling for visiting examiners
- Inventory, Assets & Technical Maintenance; maintaining inventory registers for instruments and equipment, flagging faulty items and scheduling specialised external contractors (e.g. piano tuners) as required

Staff and Curriculum Support

- Resources; processing printing / collation of worksheets and resource packs as required
- Event Management and Front of House; coordinating logistics for faculty concerts, plays and dance recitals including;
 - Schedule, seating plans, music parts, costumes, scripts and hire licences
 - Advertising, programmes and ticketing systems
- Production Budgets & Revenue; administrative tracking and reconciliation of funds allocated to faculty shows and events (invoices, ticket revenue)
- Extra Curricular; maintain extra-curricular timetables and internal calendars to prevent scheduling or space conflicts between Music, Drama, and Dance clubs
- Exam & Recital Performance Media; prepare technical media for practical exams, coursework, and showcases. Sourcing and trimming audio backing tracks for Dance/ Music operating and organising specific sound and lighting effect/cue lists for scripted and devised Drama performances
- Faculty Calendar/ Timetable Maintenance; maintain up-to-date assessment/ event spreadsheet, practical rehearsal windows as directed by the Faculty Leader

Student Support

- Extra-Curricular Information; manage enrollment, attendance, and daily communication for all school clubs, ensembles, and rehearsals
- Student Instrumental Lesson Tracking & Pastoral Communications; manage the instrumental tuition timetable and teacher allocations, providing direct schedule and attendance updates to school staff and parents
- Assisted Pupil & Financial Schemes; track and administer student funding allocations (including Pupil Premium and tuition schemes) for lessons, instrument hire, music, and costumes
- Student Event Tracking & Permissions; coordinate student lists for events, trips and productions, liaising with year leaders to verify eligibility and manage lesson absences
- Year 6 New student Transition & Onboarding; oversee annual music intake to smoothly transition transferring primary students and onboard new beginners

Mental Health and Wellbeing

- To carry out safeguarding duties and promote children's wellbeing in accordance with school guidelines
- To work with the Senior Leadership Team (SLT) in setting a culture within the school that supports the mental health and wellbeing of all members of the community as described in the school's Mental Health and Wellbeing Policy.
- Develop effective professional relationships with colleagues, knowing how and when to draw on advice and specialist support

Notes:

- Whilst every effort had been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified
- Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description

The Cherwell School and The River Learning Trust are committed to safeguarding and promoting the welfare of all children and preventing extremism; all staff must ensure that the highest priority is given to following the guidance and regulations to safeguard children and young people. The successful candidate will be required to undergo an Enhanced Disclosure from the Disclosure and Barring Service (DBS) and obtain any other statutorily required clearance. Employment will also be conditional on the receipt of at least two acceptable references (1 from current/latest employer) and evidence of the formal qualifications required for the role.

June 2026