

## JOB DESCRIPTION

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| <b>POSITION</b>                 | <b>Widening Participation &amp; Access<br/>and Learning Support Administrator</b> |
| <b><u>REPORTS TO</u></b>        | Head of Widening Participation & Access   |
| <b><u>OTHER SUPERVISORS</u></b> | Associate School and Short Courses Manager<br>Learning Development Manager        |
| <b><u>KEY RELATIONSHIPS</u></b> | Parents/Teaching Staff/Students   |
| <b><u>BASIS</u></b>             | Permanent, full-time, Monday to Friday  |

### Job Purpose

To support the Head of Widening Participation & Access and the Associate School and Short Courses Manager in the administration of all programmes and projects. This includes Junior School, recreational courses, Southwark schools project, outreach /partnership activities, and courses for aspiring young people to enter full-time training. **(30 hours a week)**

To support the Learning Development Manager in the administration of Learning Development, learning support, including coordination of specialist support for students with Specific Learning Differences, and Learning Resources provision **(7.5 hours a week)**

### Key Junior School Accountabilities:

- To assist with the processing of applications for the Junior School, arranging trial classes, entering information into the schools' database
- To ensure prompt recording of payments and to chase outstanding fee payments.
- To assist with the hospitality welcome of parents and students onsite including fire tours and supervise students onsite as and when required.
- To prepare and maintain the Handbooks for pupils
- To administer mail outs
- To support the administrative preparation of annual performance opportunities and other one-off additional activities
- To review the online payment platform to ensure payments correspond with enrolments and all fees are received
- To maintain information boards
- To assist in producing marketing materials, including fliers and resource packs for participants
- To record and maintain records of students attending WP projects and to track their progression

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### **Key Accountabilities – Access:**

- To assist in the administration for Dance Days, Spring Course, Summer Courses, and half-term courses including managing the application process, responding to enquiries, collecting, and recording payments; confirming all arrangement with participants, managing the evaluation process, and preparing required materials for participants

### **Key Accountabilities – Widening Participation Projects:**

- To assist in monitoring those students identified as ‘WP’ and to track their progression
- Support administration for Widening Participation and Southwark projects, including communication with schools, event preparation, data monitoring, and evaluation
- Administration support for the Assisted Application Scheme

### **Key Accountabilities – Learning Development:**

- To liaise with Artistic Coordinator and other relevant staff to timetable 1:1 specialist support sessions for students with Specific Learning Differences (SpLDs)
- To adhere to stringent weekly communication deadlines with students, relevant staff, and external tutors for coordinating, confirming, and updating support sessions
- To support additional SpLD administrative processes, such as scheduling learning assessments, preparing application forms and learning support plans
- To support ongoing provision and development of accessible and inclusive learner resources
- Uphold strict confidentiality regarding data, and maintain a high level of professionalism in all verbal and written communication with internal and external stakeholders
- Assist with ensuring that learning resources are accessible to students by helping to run the library system, virtual learning environment (Moodle), and digital resource platforms.
- Assist with developing the school library resources, including ordering new purchases, and developing efficient cataloguing systems
- Assist students in the use of the library, library software and locating research materials
- Assist the Learning Development Manager and Head of Studies with administrative tasks related to the contextual studies curriculum, study support, and the degree programmes

### **Key Accountabilities – Reception (cover if required):**

- Answer all main switchboard telephone calls and welcome all visitors to the premises, ensuring that they sign-in
- Ensure that all students sign-in
- Deal with enquiries in a friendly, polite, and efficient manner
- Ensure reception is always tidy and ready for visitors
- Assist in administrative duties and building issues as requested

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### **General Accountabilities:**

- To support Head of WP and Access and Associate School and Short Courses Manager in researching and contributing to maintaining relevance of all programmes in-line with Central's overarching artistic and strategic objectives and developments within the dance sector and national curriculum
- To support implementing new initiatives
- To assist, support and attend events and performances as requested
- To support feedback and the collecting of feedback and data for reporting to funders and other key stakeholders, including the Office for Students and SEER/Applied Inspiration
- To contribute towards fostering an inspirational and inclusive atmosphere
- To exercise discretion/confidentiality in business, personnel, and financial matters externally, particularly regarding press/media and potential competitors
- To undertake other administrative tasks as required, including assisting with reception cover if needed.
- To adhere to School policies, procedures, and guidelines
- To assist, support and attend events/performances as requested
- To contribute to the operating values and ethos of the School as determined in its mission statement

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### **Person Specification**

#### **ESSENTIAL**

- Previous administration experience
- Desire to work in arts administration
- Excellent organisational and administrative skills with a systematic approach and a keen eye for detail
- High standard of written and spoken English
- Excellent time management skills with experience of working on own initiative and the ability to prioritise a varied workload and meet stringent deadlines
- Excellent communication and customer care skills, with the ability to engage with a wide range of people across diverse communities – children, young people, parents/guardians, internal and external artistic and academic staff
- Strong IT skills – MS Office 365 and other IT and digital platforms and an interest in learning new software

#### **DESIRABLE**

- Appreciation /understanding of the dance industry
- Arts administration experience
- Sound understanding of the needs and requirements of children and young people, including safeguarding

### **Terms and Conditions**

- The post is being offered on a permanent basis and will be offered with an initial 6-month probationary period (in line with Central's policy)
- This post is based at the School's premises, The Countess of Wessex Studios, 21/22 Hatfields, Paris Garden, London SE1 8DJ
- The job is full-time. The hours of work are 37.5 hours a week (7.5 per day over 5 days) plus an hour per day for lunch
- Attendance at some weekend and evening events may be required
- In line with School Policy, this post requires a Disclosure & Barring Service Enhanced Disclosure
- In line with School Policy, this post holder may be required to undertake a First Aid course at the beginning of their contract, and to attend refresher courses as necessary to ensure the qualification remains current
- Holiday Entitlement = All English Bank & Public Holidays, plus 20 days per annum, rising to 25 days after completion of two years' service plus the period between Christmas and New Year at the Director's discretion
- Access to a workplace pension scheme with BC & E (People's Pension) and enrolment with employer contributions at currently 3% of salary (subject to eligibility criteria)

*The purpose of this document is to describe the key accountabilities that the person holding this position needs to achieve. It is not an exhaustive list of responsibilities of the role and in any event, the duties and requirements of this role may change from time to time as required by the School and/or Director.*

MBT/LJ/CB Apr 2026