



**Advertisement:**

Based in Great Chesterford, the Independent Schools Association requires from January an Events and Administrative Coordinator (music, art, and performing arts).

Salary range: £20,385 - £23,741; plus 7% pension contribution.

Details on the Vacancies section of the ISA website: [www.isaschools.org.uk](http://www.isaschools.org.uk).

Closing date for applications: 29 Nov 2021

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**An exciting opportunity for someone with a passion for the arts and education, with excellent organisational skills. Principal purpose of the post: To support and develop the ISA's national arts programmes for pupils (music, art, drama, dance, poetry, digital arts and more).**

**Events and Administrative Coordinator (music, art and performing arts) for the Independent Schools Association**

ISA is the umbrella Association and national charity supporting over 560 independent schools and over 120,000 pupils nationally. Full details of the Association and its structure can be seen at [www.isaschools.org.uk](http://www.isaschools.org.uk). The Association currently provides many arts (fine arts, performing arts, music) opportunities for schools in membership, both at the regional and national level, but the expansion of this area is a major strand in our strategic vision for the future.

**Contract**

The post is full time and subject to satisfactory completion of a six-month probationary period.

**Job Description**

This job description is a summary of the key accountabilities associated with the post. As such it supplements the basic duties outlined in the standard ISA contract of employment in accordance with the Association's policies and values, and under the direction of the CEO.

**Effective:** January 2022 (or as soon as possible)

**Reports to:** Responsible to CEO with direct line management to the National Arts Officer.

**Purpose of Job:** To support and expand the Association's Area and National Arts Programmes and Events, and help promote the Arts in all ISA member schools.

**Hours of Work:** 40 hours per week (incl. one hour paid lunch break), Normally 9.00 – 5.00 pm, Monday to Friday, plus other hours essential for the successful operation of the role; flexibility is expected, including occasional weekend working. Flexible working may be considered.

**Holiday entitlement:** 25 days per annum, plus public and bank holidays. Holidays must be taken outside of published school term times.

**Location:** **Great Chesterford (Essex/Cambridge border)**, plus the Association’s arts-related activities offsite, including the Association’s Annual and Autumn Study Conferences, Area Meetings and other training events, plus visits to Members’ schools nationally, as required.

**Hybrid working:** Following the experiences of extended working from home, due to Covid, the team is now back at HQ. ISA is exploring possibilities for hybrid working, but all colleagues will be in the office for the majority of each week. The new postholder, would be eligible to apply for hybrid working arrangements, if desired, once an initial training period is complete.

**Remuneration:** Range: £20,385 - £23,741; plus additional pension contribution of 7% of gross salary. Salary is reviewed annually in September.

**Core Duties (summary only):**

Under the direction of the National Arts Officer, to promote, organise and develop the Association’s National and Area Arts Programmes. This currently includes an extensive programme of national events and competitions in art, music (individual and group), dance, drama (individual and group), film and digital media, handwriting and essay writing. Please see our <a href="#">website for full details</a> .
To increase participation in the current arts events and to support the planning and delivery of a significant expansion of ISA Arts.
To attend and contribute to the national arts events and competitions.
To generate sponsorship for arts events and publications.
To assist in the production of arts publications and materials, including website content, marketing material, events programmes and the ISA Journal.
To promote the work of ISA Arts through social media and other avenues.
To attend and contribute to ISA events and conferences, including the Annual Conference (May), the Autumn Study Conference (ASC, November), regular ISA Area meetings, the National Arts Committee meetings (currently annually), the ISA National Awards (at ASC), and other events as directed.
Liaise with and develop relations with national arts organisations and attend cross-association meetings as required.
To have a good understanding of health and safety of all staff, pupils and spectators at ISA Arts events.
Other related duties and responsibilities as reasonably directed by the National Arts Officer and CEO.

**Person Specification and Skills-base:**

ISA seeks to appoint a person with dynamism and flair who will uphold our values and enjoy promoting the arts and working with a wide range of schools and pupils across the country. You will have personal interest and direct experience in at least one area of the arts. You will have enthusiasm for encouraging children to be creative. Excellent organisational skills are essential. ISA is a national charity and we place the service of our Members (Heads and their schools) before anything else. So in liaising with schools, suppliers, sponsors, media contacts and other stakeholders at a senior level, and in writing website content and other copy, you need to be skilled in both written and spoken English.

You will have experience relevant to the role either through employment, your education or voluntary and extra-curricular activities. You may have a successful track record of working in the arts, administration or in schools, or be able to demonstrate a practical knowledge of organising events, or experience of working or qualification in a related field. You will be suitably qualified and a confident user of computers. You will be flexible in how you work and able to juggle priorities. You will have some understanding of work with children and young people.

You may have experience of using social media in a business context, marketing skills or design and creative talents. You will have high standards of personal integrity, be able to manage your own time responsibly and meet important deadlines, and not be shy of hands-on work in support of other colleagues.

**Please note:** This job description reflects the core activities of the role and as the Association and the post-holder develop, there will inevitably be changes in the emphasis of duties. It is expected that the post-holder will recognise this and adopt a flexible approach to work and be willing to participate in appropriate training.

#### **Summary of Terms and Conditions of Service:**

This appointment is made under the agreed Terms and Conditions of Service for ISA staff.

The post requires regular offsite visits to venues, such as the Association's Annual and Autumn Study Conferences, other training events, schools and venues, occasionally requiring overnight stays.

*ISA is committed to safeguarding and promoting the welfare of children and young people and expects all employees and those associated with the Association to share this commitment. Please note that this post will require the satisfactory completion of all pre-appointment checks, including the right to work in the UK, and given the nature of our work in support of schools, may require an enhanced Disclosure and Barring Service (Criminal Records Bureau) check.*

**Probation:** The post is subject to performance review after 6 months.

#### **Questions?**

If you would like to know about the role, please phone Karen on 01799 581698, or email on [karen.goddard@isaschools.org.uk](mailto:karen.goddard@isaschools.org.uk)

#### **Application procedure:**

Should you wish to apply for this position, please send your CV and letter of application (stating how your experience or qualifications equip you for the role as outlined above) electronically (not hard copy) to the CEO, Rudi Elliott Lockhart: [karen.goddard@isaschools.org.uk](mailto:karen.goddard@isaschools.org.uk) by 29 Nov, 5pm. Please include:

- any contractual notice period and your earliest starting date
- the full names, job titles and contact details (including email) of two appropriate professional referees (personal referees not accepted)
- whether you currently have the right to work in the UK.
- where you first saw our advert.

Interviews will be held on 10 December 2021.

Data relating to applications is stored securely for six months after the closing date of the advert. You can view our [Privacy Policy on our website](#).