

Performing Arts Centre

Weekend Supervisor



WYCOMBE
ABBEY

Job Description

Aim:	To provide a professional supervisory service for pupils to support the smooth running of the Music and Drama departments in the School's Performing Arts Centre (PAC) during the weekends.
Salary:	£11.22 per hour
Responsible to:	Director of Music
Hours of work:	During Term Time 12:00 – 20:00 on Saturday 10:00 – 18:00 on Sunday There may be additional paid ad hoc work on occasional week day evenings or during the School holidays if there are events or commercial lettings taking place. Meals are provided on Saturday evening and Sunday lunchtime during term time.

Areas of Responsibility

- To promote the high level of safeguarding culture of Wycombe Abbey by being the responsible adult presence in the PAC building whilst it is in use during the weekends.
- To be a visible presence throughout the building at the weekends, not only at the PAC entrance foyer, but also conducting regular checks of Music practice rooms and Drama areas. This is to ensure that pupils are behaving appropriately and to maintain a welcoming, orderly and professional environment throughout the PAC building.
- Ensure that all pupils sign in and out of the building effectively and to assist with registering pupils when organised rehearsals are taking place.
- To ensure that in the event of a fire or other emergency situation that the PAC building is safely evacuated and pupils are accounted for and supervised.
- To provide front of house support for the Music and Drama departments when weekend events are taking place in PAC.
- To assist with ensuring the PAC building is well maintained and tidy by processing lost property and updating notice board displays within the PAC building under the direction of the Music and Drama departments.
- To supervise any unvetted visitors and/or contractors who might need access to the building.
- To provide support for any additional tasks as required by the Music and Drama departments.
- Report any matters arising to the Director of Music or Head of Drama as appropriate, or to the Custodians (security related) or Maintenance Team (facilities related).

Person specification:

Specialist Knowledge and Experience

- Experience of previous work with children would be an advantage.
- The ability to build good, professional relationships with young people and to ensure excellent safeguarding is essential.
- Customer service experience would be an advantage.

Team working

- Ability to develop effective and supportive relationships with colleagues, both in terms of social interaction and positive support with team.

Using initiative

- Ability to work unsupervised and to take responsibility for own actions.

Communication

- Experience of communicating confidently and effectively at all levels, both verbally and in writing, adapting style to suit the audience. Able to maintain confidentiality.

Flexibility

- Successfully adapts to changing demands and conditions
- Willingness to adapt and acquire new skills.

Resilience

- Ability to remain calm and self-controlled under pressure.

Special conditions

- Appointment is subject to an Enhanced Disclosure and Barring Check

Child Protection Statement

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If in the course of carrying out the duties of the post the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the School's Designated Lead for Safeguarding or to the Headmistress.

The School values of Trust, Encouragement, Mutual Respect, Dynamism, Excellence, Innovation, Service and Balance should be followed to enhance working relationships and to benefit the whole School community.

The duties and responsibilities contained within this job description may change from time to time according to the requirements of the role. This document is not intended to have a contractual effect.