



Admissions and Student Administration Officer

Details

Location: Bristol School of Acting, Silver Street, Bristol BS1 2AG

Working Hours: Permanent, full time (40 hrs) Monday-Friday. Some limited evening and weekend work will be required from time to time during auditions

Starting salary: £25,000

Holiday: 7 weeks paid (4 weeks set, 3 week flexible) The post holder will need to be available in the busy period after A level results day - normally around 15th August.

Responsible to: The Director of the School

Closing date for applications: 10 June 5pm

Interviews: Week commencing 20 June

Start Date: 1st September 2022

Who We Are

The Bristol School of Acting is a conservatoire-style drama school offering an Extended Diploma Level 3 in Professional Acting, Professional Dance and two degree programmes. BA (hons) Acting for Stage and Screen which is based at Tobacco Factory Theatre, and BA (hons) Acting for Screen which is based at our main school on Silver Street, in the heart of Bristol. Diversity and inclusion are at the heart of what we do and we are passionate about extending opportunity across the theatre industry.

Job Description

The main responsibility will be to handle the application, audition and admissions processes for our degree courses (including new degrees launching in September 2022) and diploma courses.

The role will cover the enrolment of students and provide targeted support for new degree students seeking accommodation in Bristol and dealing with our partner Bath Spa University to resolve practical student issues.

The role will also work with the Course Co-ordinators to maintain essential student support functions such as tracking attendance and being the first point of contact for students seeking help or advice.

Full training to use our systems and networks will be provided as will Designated Safeguarding training.

You will often be the first point of contact for the Performing Arts courses for student applicants and parents, as well as the many industry partners we have built up, and therefore will be responsible for projecting the high quality and professionalism for which the courses have become known.

It is a very busy department and the successful applicant will be able to juggle many complex and competing demands, solve problems and keep a cool head and cheerful countenance.

There will be liaison with:

- Student applicants
- The performing arts teaching team
- Course Co-ordinators
- Parents/guardians
- Current students
- Education Partners including Digitec, Cherwell and Bath Spa University

Key Responsibilities

1. Run the application and audition processes for BSA courses

Dealing with prospective student enquiries, allocating audition slots, Informing candidates of the result of auditions, booking audition rooms and audition panel, maintaining contact with prospective students up to and including enrolment.

Be the key link with Bath Spa university and Digitec who are our partner schools who accreditate our courses.

Be the key contact and organiser for the open days / taster days / school workshops.

2. Enrollment and student records

Managing the enrollment system and process for all students, including taking, recording and updating personal data in Airtable. Creating a file for each student with the correct and up to date information and recording copies and updating their personal records, GCSE certificates, ID docs etc. Registering them with our partner school and the examination board.

3. Attendance and SIMS

Check that registers have been filled out by freelancers and teaching staff twice daily and phone home for any absences. Update students on SIMS and find unauthorised absences. Phone home for these and fill in on SIMs the reason and amend the code. Update SIMS with SIMs all student information.

Monitor the attendance of students by generating a weekly attendance report. All correspondence home to be tracked on the attendance spreadsheet. Digital copies of any letters you send out to be kept in a separate file for each student.

5. Student Support

Being the go-to person for students that need help and advice. If they need someone to talk to or who are struggling and advising them of services we have. Also being a key person to update their records on

6. Support the Course Co-ordinators as required to facilitate the smooth running of the school

Person Specification

Qualifications

A first degree.

A demonstrable commitment to continuing professional development

Essential experience, knowledge and skills

Ability to communicate effectively both orally and in writing with a wide variety of stakeholders, especially with students, parents, and professional practitioners and partners.

Ability to use IT systems, e.g Google Drive, Excel. We are an Apple office

Excellent interpersonal / communication skills

Ability to develop and maintain effective working relationships with team members

Ability to manage, analyse and interpret data

Ability to manage a complex and multi-strand work load, prioritising as necessary.

Able to use own initiative and problem solve

Ability to maintain accurate and up to date records

Ability to meet tight deadlines and plan and manage own time effectively

Commitment to safeguarding and promoting the welfare of children and young people

Commitment to inclusivity and diversity in the work place

Desirable experience, knowledge and skills

Experience as either an arts or education administrator
Some experience of working with HE students in an administrative role
A knowledge of, or interest in, theatre

Safeguarding Children

boomsatsuma is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo pre employment checks including enhanced DBS and two satisfactory references. The person undertaking this role is expected to work within the policies, ethos and aims of boomsatsuma and CLF and to carry out such other duties as may reasonably be assigned by the Directors.

The above responsibilities are subject to the general duties and responsibilities contained in the Staff Handbook.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed. The post holder will be subject to performance objectives agreed annually with the Director the School and these objectives will be reviewed annually.

BSA is committed to creating a diverse environment and is proud to be an equal opportunity employer. We particularly want to ensure that our work place reflects our student body and we encourage applications from candidates of colour.

Application

Email a CV and covering letter setting out why you would be the perfect candidate to michelle.England@bristolschoolofacting.com

Applications without a covering letter will not be considered.

The closing date for applications is 5pm on 3rd June 2022