

# THE ART ACADEMY

## **Part Time Administrator**

### **Job Description & Person Specification**

**JOB TITLE:**

**Part Time Administrator**

**RESPONSIBLE TO:**

**Academic Course Coordinator**

#### **MAIN PURPOSE OF POSITION**

The part time Academy Administrator will be the first point of contact for students and other visitors coming into the Academy or contacting via phone and email. Working in the Academic line, reporting to the Academic Course Coordinator, she or he will mainly undertake tasks as required by the Academic and Public programmes teams, assisting the full time Academy Administrator and Public Programmes Administrator. However, she or he will also be expected to undertake other administrative duties as required by other managers. The position will be based at our Mermaid Court campus in London Bridge, but she or he may at times be required to work from our Newington library campus, Elephant and Castle. She or he will additionally be expected to assist at some public programme meet and greet evening events.

In order to fulfil their duties, she or he will need a keen interest in and an understanding of the art world and some knowledge of the wide variety of processes and techniques employed in the creation of works of art. She or he will need to be a team player able to work under their own initiative when required and actively keep up to date with information about all of the Academy's programmes and other activities. As the Academy delivers courses to under young adults, the successful candidate will be require to undergo a DBS check.

## **PRINCIPAL FUNCTIONS AND RESPONSIBILITIES**

### ***Receptionist***

- Working with the Academic Administrator and Public Programmes Administrator to be the first point of contact for The Art Academy's switchboard, dealing with general enquiries and walk - in visitors.
- To handle deliveries, referring these to the appropriate staff member as necessary
- To receive and distribute The Academy's incoming post.

### ***Curriculum and Courses***

- Assisting the Public Programmes team in managing the bookings for all students onto public/short courses at the Academy.
- Assisting the Academic team in managing all aspects of the day to day running of academic programmes at the Academy.
- Assisting the Public Programmes team in managing all aspects of the day to day running of public/short courses at the Academy.
- Assisting in managing the booking of models for public/short and academic courses as required at the Academy
- Assisting in the administration of the preparation of course documents for public/short and academic courses as required.
- Assisting in the administering of The Art Academy's detailed timetables.

### ***Students***

- Working with the Academic Administrator and Public Programmes Administrator to attend to all incoming student enquires, both in person and via phone and email.
- Assist in managing any day to day student enquiries at Mermaid court, passing any issues to the Academic Course Manager or Public Programmes Manager as appropriate.

- Assist the Academic Administrator in the running of the Art Academy student shop.
- Assist the Academic Administrator in providing printing services to students.
- Assist the Academic Administrator in the administration and running of student prize events.
- Assist the Academic Team in the administration and running of induction, fresher, public exhibitions, graduation and other student centred events, including, welcoming students, assisting with sign posting and helping with refreshments.
- Assisting the Academic Administrator in the administration of student Oyster card applications and the preparation of requested proof of student status documentation.

### ***Administration and Office***

- Supporting the Administration team where required and covering absence.
- Assist the Academic Administrator in the operation of the library as required.
- Assist the Academic Administrator in the administration and running of open days and other promotional events as required, including welcoming students, assisting with sign posting and helping with refreshments.
- Assist the Public Programmes team with meet and greet induction evenings as required.
- Assist in dealing with enquires from tutors and models, directing staff to the relevant manager.
- Assist the Academic Team with the administration and updating of the Academy's VLE as required.
- Assist the Public Programmes Team in the preparation of registers.
- Assisting the Academic Course Coordinator in the administration of the admissions and interview process, as required.
- Provide administrative assistance for other departments and managers as required.

- Taking minutes at meetings as required.
  - Other general administrative and office duties, as required.

## **PERSON SPECIFICATION**

### **Essential Experience**

1. Experience of administrative systems.
2. Experience of IT systems including familiarity with Microsoft Excel, Word and CRM.
3. Experience of working with members of the public.

### **Essential Skills**

1. You will be highly organised in the management of your work.
2. You will be good at managing your time.
3. You will be able to administer the systems and processes that support the Academy's course delivery.
4. You will be a good problem solver able to resolve problems you encounter in your own work and help resolve problems encountered by students and the public.
5. You will be adaptable and flexible, able to respond positively to the changing demands of a dynamic organisation with a small staff body.
6. You will be a good team player, able to work supportively and responsively with other members of staff, tutors, managers and students.
7. You will be numerate and have good written English.
8. You will have good communication skills, be confident, outgoing and approachable whilst able to understand when you need to be sensitive and discreet in dealing with students.

9. You will be helpful and positive in dealing with members of the public, staff and students, including having patience when dealing with enquiries and questions.
10. You will on occasion be willing to work flexible hours as needed to cover evening or weekend events at the Academy.
11. You will have an understanding of the art world and some knowledge of the wide variety of processes and techniques employed in the creation of works of art

### **Desirable Experience**

1. Experience of working either in the art world or in an educational institution is desirable.
2. Familiarity with Mac OS.