

## **The St Marylebone Church of England School**

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# **Arts College Coordinator**

**Salary £23,496 - £25,515 (including London allowance)**

The St Marylebone School is a thriving, busy and outstanding school (OFSTED Nov 2007) situated in Central London.

The Governors are looking to appoint a confident and proactive coordinator to join the performing arts team.

The post will involve meeting the administrative needs of the performing arts faculty and ensure the smooth running of the school's arts specialism. You will also have responsibility for coordinating the faculty's large community outreach programme including the Saturday Performing Arts School.

You will be a good communicator able to handle queries from the general public, parents, and students on a daily basis. The ability to work alone, and to take responsibility for a project and to work flexibly in a larger team is essential. The successful candidate will also have excellent organisational and IT skills.

The School is committed to safeguarding and promoting the welfare of children & vulnerable adults and it is our expectation that all staff and volunteers share this commitment. The successful applicant will be required to apply for an Enhanced Disclosure from the Criminal Record Bureau.

For an application pack please visit our website or contact the school. If you would like to apply you will need to complete an application form and submit this along with a covering letter including the details of two referees to the Headteacher, Mrs Elizabeth Phillips

**Closing Date: Tuesday 23<sup>rd</sup> March**