

## **Job Description**

**Job Title:** Short Courses Administrator

**Reports to:** Short Course & Finance Manager

**Salary:** £14,400 pro-rata, £24,000 per annum

**Contract:** 3 days per week

### **Context and Scope**

Leith School of Art is an independent art school with charitable aims. We provide high quality teaching and a supportive environment for students leading to the artistic development of many people each year. Between the range of Year-long and Short Courses, we have around 300 students attending the School each week. The team is made up of around 40 tutors, studio assistants, management and administrative staff, working on a full and part time basis.

### **Main Duties and Responsibilities:**

#### **Short Courses Administration**

- Ensure the smooth running of Short Courses, Weekend Workshops and LSA Schools Programme
- Administer the organisation of bookings for all Short Courses using the CRM
- Process website bookings for Short Courses on a daily basis
- Ensure that payments are received by the due date
- Administer the cancelling of Short Courses, liaising with students to offer alternative courses
- Contact tutors with any messages
- Organise registers for Short Courses, keeping track of attendance and highlight any concerns to the Short Course & Finance Manager
- Update course details and availability on the website. Update the website inventory for day and evening courses, workshops, holiday courses and summer schools
- Arrange cover for tutors and Studio Assistants as and when required.

#### **Administration**

- Ensure the door is answered and visitors are greeted at the door
- Maintain Reception and sign-in desk area
- Deal with enquiries in person, by email or by telephone and pass to the appropriate person
- Respond to email enquiries by giving information regarding all courses. Advise prospective students on the suitability of the School's courses for their requirements
- Take payments in person or by phone
- Assist students with photocopying requests
- Check answering machines, and respond to messages
- Show prospective students and visitors around the School
- Maintain School's life model database
- Take, prepare and distribute minutes from staff meetings, where appropriate. Attend Admin/Tech staff meetings
- Cover Year-long Course Administrator responsibilities when they are out of the office
- Assist with the preparation for events and exhibitions at the School. Attend private views

- Maintain Lost and Found, School camera and School mobile
- Assist other staff members during quiet periods.

#### **Finance Administration:**

- Assist with the School's finance administration according to relevant procedures
- Create a monthly spreadsheet of all income received by cash, cheque and card
- Reconcile card machine and petty cash at the end of each month
- Assist external bookkeeper with monthly income reconciliations
- Update and create new batches on CRM
- Pay invoices by BACS
- Pay life models weekly by BACS
- Arrange any other payments as and when required
- Scan invoices and any other documents required by our external bookkeeper

#### **Additional responsibilities:**

- First Aid (training will be provided).
- Any other reasonable duties as and when required.

#### **Person Specification:**

Knowledge, Skills and Experience needed for the job:

- Experience in a similar role
- A working knowledge of, and experience in the arts sector
- Educated to degree level, or demonstrable relevant work experience
- Excellent communication, interpersonal & IT skills
- Excellent organisation skills, accuracy and efficiency
- Practical and organised with an eye for detail
- Flexible and adaptable team player
- Ability to manage a varied and demanding workload
- Ability to deal with confidential matters and situations with sensitivity and discretion.
- An appreciation of, and commitment to, promoting the general aims of Leith School of Art
- Positive and professional attitude