



Studio And Admin Assistant

- We're looking for a Studio And Admin Assistant at Hikari Arts.
- Work for a team where your input is highly valued and can make a real difference to our school.
- Directly support the owner of Hikari Arts.

What We Do

We are one of the largest and most centrally located music and drama schools in Swindon. We primarily focus on piano, voice and acting. We offer both in person and online programs.

We have been serving our students for over 10 years! Our studios are based in the beautiful Town Hall in Swindon (top floor of Swindon Dance). This provides a creative and exciting atmosphere to work in. Many of our students love our lessons so much they keep coming back for many years! We aim for every student who enters our studio, to have a long and exciting journey with us.

What We Are Looking For

The Studio And Admin Assistant supports the school with the day-to-day running of the lessons. This includes handling emails and phone calls, opening and locking up the studio, updating systems and documents and providing support to the teachers in the classroom.

In time the studio and admin assistant also helps to manage larger and longer term projects. This includes student shows, entry to the Trinity College London graded exams and maintaining the school's social media presence.

A successful Studio and Admin Assistant ensures the high quality organisation of school systems and the smooth everyday operations of our lessons.

Job Description

Below is an overview of the Studio and Admin position. This job will be split roughly 50/50 between these two roles:

Admin Assistant

- Simple finance tasks such as raising invoices/direct debits and using the studio finance software.
- General administrative tasks for the school, which will include onboarding, offboarding, and maintaining student records.
- Creating and updating systems for the school.
- Following carefully designed processes around scheduling and communication with team members and customers.
- Organising and maintaining a database of systems as we expand the documented processes of the business.
- Minute take at team meetings.
- Customer-facing communication such as phone calls, emails and in person customer service.
- Social media and basic marketing tasks.

Studio Assistant

- Cleaning of the studios, waiting area and office using the studio lists and systems.
- Maintain and update the cleaning lists and health and safety documents as needed.

- Responsible for opening the studio and teaching rooms before lessons start, and locking up when lessons have finished.
- Provide a friendly and efficient service for new students, which includes following onboarding systems.
- Provide support to the teacher with class changeovers, ensuring that all students can enter and exit their lessons in an efficient and timely manner.
- Oversee students being dropped off, and picked up, ensuring that this process is smooth and student safety is maintained.

Person Specification

Essential	Desirable
Previous experience in an admin or studio assistant role, or a customer service role.	
Excellent attention to detail and a 'can do' attitude.	
Ability to work on your own initiative, under supervision from the owner.	
Understanding and passion for our core values, including being able to work under a Christian ethos.	
You geek out on systems, calendars and organising stuff!	
	Good general standard of education to A level or equivalent.
	An interest in music, drama or education.
	Ability to be able to adapt quickly to changes happening within the business.

Job Details

Part-time-Employed

£9.50 Per Hour. The annual pro rata for this role is £3,952 (£18,525 PA).

This pay is based on 8 Hours a week. We anticipate this role will increase to 13.5 hours a week with time and the pay will be adjusted accordingly.

The job will involve working on the following days and times: **Wednesday 4.30-7.30pm, Thursday 4-7pm, and Saturday 10am-12pm.** Due to the nature of the work at Hikari Arts, there may be times when you will be required to work on a different day, during a special event or student performance. Therefore a flexible approach to working hours is required.

There is a team meeting once a month that the Studio and Admin Assistant attends (day and time TBC and time off in lieu will be given). Please note that due to the nature of this role, the work is based in our space at the Town Hall in Swindon. Home working would not be suitable for this job.

What Our Team Members Say

“If I could do this job for the rest of my life then I would, it’s such a lovely job and all the staff around are friendly and supportive”..- Drama Teacher

“A really enjoyable experience. It’s great to work in such a friendly environment with such a caring team of staff. The actual location of the school is great.” - Piano and Keyboard Teacher

Hikari Arts is a wonderful place that allows people of all ages and abilities to flourish, while having fun at the same time. - Singing And Piano Teacher

“Hikari Arts is a fun-filled, student focused school that has the students at the heart of every lesson. A very enjoyable work environment!” - Previous Administrator

“I would say that it is definitely the place for anyone with the love of music or the performing arts.” - Drama Teacher

“I have thoroughly enjoyed my time teaching here. The people I’ve met and experience gained will always be remembered.” - Singing And Piano Teacher

“I very much enjoyed working with Hikari Arts School because of the friendly staff and students. Nina was always welcoming and by my side the whole time supporting me.” - Piano Teacher

“Hikari Arts is a wonderful place to work with lots of nice people with great diversity. Everyone is respectful of each other, very friendly and willing to support others when required. Nina is a great employer who cares a lot about her employees and students.” - Piano and Keyboard Teacher

Additional Information

This is the kind of person we are looking for:

- * You have the ability to bring structure to projects in which you are involved.
- * You love working with people and are passionate about making a difference to people’s lives.
- * You have a strong work ethic and aim to become the best version of yourself.

This job description is not intended to provide an all-inclusive listing of related job activities. Other related activities may be required in addition to those listed in this job description.

Hikari Arts Core Values

1: Honour God: Ten years ago our school was founded on Christian principles and these continue to run through our core activities today. All teachers and team members work with this Christian ethos in mind.

2: Follow The Studio System: The school is built on systems, either creating new ones or updating existing ones. When processes are systemised, this saves time in the long term and allows everyone to concentrate on the ‘important’ stuff!

3: Effective Communication: Pursue effective communication in order to build trust with other team members and the people who we serve.

Value #4: Remove Obstacles: Aim to remove common obstacles to teaching, learning, communication and admin tasks. When core obstacles are removed, it increases productivity amongst team members and makes learning more enjoyable for students.

Would You Like To Join Our Team?

How To Apply

All successful applicants will be subject to two satisfactory references.

Please send a CV and a covering letter to our owner Nina, outlining why you feel you would be a great fit for the job!

Email to: nina@hikariarts.com

Those who are selected to move on to the next stage will be sent further details.

Closing Date: Monday 7th February 2022.

Interview and Starting Dates: We aim for interviews to be held on Thursday 10th and Friday 11th February, with the intention to start the role on Wednesday 16th February 2022.

More information about Hikari Arts can be found on our website: www.hikariarts.com