



# 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

Hikari Arts was founded twelve years ago, with just a handful of students. Today we are one of the largest and most centrally located music and drama schools in Swindon. We primarily focus on piano, singing and drama.

Our school is located in the beautiful Swindon Town Hall, on the top floor of Swindon Dance. Due to our stunning venue, creative classes and a small, close knit team, we believe that Hikari Arts is an exciting and unique place to work! Many of our students love their lessons so much they keep coming back for many years! We aim for every student who enters our studio, to have a long and inspiring 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 assists with larger and longer term projects.

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

## 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

- 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 school.
- Minute take at team meetings.
- Customer-facing communication such as phone calls, emails and in person customer service.
- Basic social media and marketing tasks.
- Basic finance tasks

### Studio Assistant

- 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 registers and students being dropped off, and picked up, ensuring that this process is smooth and student safety is maintained.
- 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.

## Person Specification

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

## Job Details

Part-time-Employed

£10.42 an hour term time only

The role is currently 9 hours a week, on Wednesday 5-8pm, Thursday 4.30-7.30pm, and Saturday 9.30-12.30pm. We anticipate this could increase to 11 hours a week. 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 which is currently held on Thursday evenings, but this is flexible.

Please note that due to the nature of this role, working from home or online would not generally be suitable, unless it is specifically required or requested by the owner.

## What Our Team Members Say

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

The staff are all wonderful, talented and so friendly; the well-being of the staff members is excellent. **Nina is a caring, thoughtful and kind employer and has always been supporting and encouraging.** *Stella-Piano Teacher from 2018-2019*

**“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”..- *Sarah – drama teacher in 2016*

“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.” *Alice – piano teacher from 2015-2020*

“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.**” *Shira – Piano Teacher from 2019-2020*

“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.**” *Yean Khee – Piano Teacher from 2019-2021*

## 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:** Twelve years ago Hikari Arts was founded on Christian values and these continue to be the foundation of our school today. Hikari Arts teachers and team members are encouraged to work within guidance which honours the Christian ethos of our school.

**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.

**4: No Question Is A Stupid Question:** If you are not sure, please ask! Even if it seems simple or obvious. The likelihood is that others would also like to know the answer to that question.

## Would You Like To Join Our Team?

### How To Apply

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](mailto:nina@hikariarts.com)**

Deadline: 5th April 2023

All successful applicants will be subject to two satisfactory references.

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

More information about Hikari Arts and what we do can be found on our website:

[www.hikariarts.com](http://www.hikariarts.com)