Studio And Admin Assistant

● 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.

● Work in a varied and creative environment: developing your administrative, customer service and operational skills.

What We Do

Hikari Arts was founded fourteen years ago, with just a handful of students. Today we are a successful and centrally located music and drama school based in the Town Hall, Swindon. We primarily focus on piano, singing and drama programmes.

Hikari Arts is located on the top floor of Swindon Dance, in its own studio space. Due to our stunning venue, small class sizes and a 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!

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 classrooms.

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, such as onboarding new students, managing attendance and registers and updating the school calendar.
● 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 admin and team meetings.
● Customer-facing communication such as phone calls, emails and in person customer service.
● Create simple posters, signs and other media content.
● Maintaining our social media, writing good copy and posting content as requested.

Studio Assistant

● Responsible for opening the studio and teaching rooms before lessons start, and locking up when lessons have finished.
● Assistant and support the team during student showings.
● 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 prioritised.

● 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

NMW or NLW (NLW currently £12.21 an hour for those age 21 and over)

The role is currently 9 hours a week, on Wednesday and Thursday evening and Saturday morning. The Studio and Admin Assistant will be based at our offices and studios, which is

located at Swindon Dance in Regent Circus, next to the central library.

Due to Hikari Arts being based inside a building which runs lessons during term time, our school is open at different times during the school holidays. The Studio and Admin assistant therefore may be asked to work different days or less hours during the school holidays. This will be arranged flexibly between the admin assistant and the school owner.

Additional Information

This is the kind of person we are looking for:

* You have the ability to bring structure and attention to detail to projects in which you are involved.
* You love working with people and are passionate about making a difference to people's lives.
* You love organisation, systems and geeky stuff like spreadsheets.

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. All Hikari Arts team members are requested to respect and honour 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 role to: **nina@hikariarts.com**

More info at our website: http://hikariarts.com/

Deadline: Thursday 23rd October

Interviews set to place on Friday 24th and Saturday 25th October