



CITY OF LONDON
SCHOOL FOR GIRLS

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drama department administrator

The role

We are looking for someone to provide exceptional administrative and organisational support to the drama department at City of London School for Girls (CLSG), ensuring the smooth running of all curricular, co-curricular, and partnership activity. The post-holder will be a central figure in the department's operations, liaising regularly with staff, students, parents, and external partners

The City of London Corporation is currently undergoing a programme to ensure that our pay and reward practices are competitive and equitable across the whole organisation to ensure that everyone has the opportunity to thrive in the work that we do.

This role is a 1 year fixed term contract, full time across term time plus 3 weeks. Salary starting from £31,698.



Key responsibilities

Departmental Administration

- Provide comprehensive administrative support to the Drama Department
- Maintain and organise departmental records, shared drives, and filing systems
- Coordinate rehearsal and teaching space bookings using the school's room booking system
- Draft correspondence (emails, letters) to internal and external stakeholders on behalf of the Director of Drama
- Liaise with IT, Premises, and Catering teams to ensure the smooth delivery of events and performances
- Administer attendance on the SOCS platform
- Administer theatre trips and visits using the Evolve platform
- Administer the timetabling of our American Interns
- Manage departmental inventories and equipment, maintaining well-organised storage areas
- Support the development and administration of the new Performing Arts Saturday School and other outreach projects

Events and Productions

- Provide logistical support for performances, showcases, and other events, including scheduling, communication, and front-of-house coordination
- Coordinate visiting artists, companies, and external collaborators, including the Theatre Company in Residence
- Manage all administrative aspects of the City Shakespeare Award/ LAMDA, including candidate registration, scheduling, facilities bookings, and exam billing



Key responsibilities

Marketing and Communications

- Liaise with the Marketing Department to coordinate publicity and contribute to whole-school communications
- Create and update brochures, posters, flyers, and other promotional materials for the Drama Department
- Prepare and collate content for the school newsletter and website
- Manage the department's social media channels to promote student work and celebrate events
- Oversee the design, proofing, and printing of professional-standard performance programmes

Finance and Reporting

- Process invoices and purchases in line with school finance protocols
- Assist in monitoring departmental budgets and logging expenditure
- Prepare billing reports for trips, theatre exams, and events
- Liaise with the Finance Department as needed to support financial planning and reconciliation





Person specification

The ideal candidate will:

- Be highly organised, detail-focused, and efficient
- Demonstrate excellent interpersonal and communication skills
- Have strong IT skills, including proficiency in Microsoft Office and willingness to learn school-specific systems
- Be adaptable, proactive, and able to prioritise tasks in a busy environment
- Show initiative and problem-solving ability in working independently and as part of a team
- Be comfortable working in a creative and student-facing environment
- Have experience in arts administration, events planning, education, or a related field
- Demonstrate enthusiasm for the performing arts and for supporting young people

The drama department

CLSG's Drama Department is ambitious, well-resourced and professionally connected. It comprises:

- A Director of Drama, Second in Drama, part-time Drama Teachers, a Choreographer a Foreign Language Director in Residence, a Theatre Technician, a Drama Administrator (this role) and a Theatre Company in Residence.

Facilities include:

- A Black Box Studio, MOAT Outdoor Amphitheatre, and large Main Hall with flexible staging

Productions include:

- House Drama; Senior Musical or Play on yearly rotation with pupils for CLS; a Sixth Form Play; student-led and bilingual plays; foreign language and festival entries; a Year 7 Play and a Year 8 and 9 Play.

We follow:

- Eduqas (GCSE), Edexcel (A Level)
- Partnerships include: City of London School, Guildhall School of Music & Drama

Staff development and benefits

Members of staff at the City of London School for Girls enjoy competitive salaries.

The school is thoroughly committed to supporting the professional development of staff and we believe that staff learning is as important as pupil learning at CLSG.

The school is part of the City of London Corporation along with City of London School, Freeman's School, and City Junior School.

Annual season ticket loans, cycle loans, shopping discounts and reductions on ticket prices at the Barbican are among the range of benefits available to all staff. The school offers free and confidential employee assistance helpline.



How to apply

The closing date for this role is **9am on Monday 30 June 2025**. Interview dates are to be decided.

CLSG is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

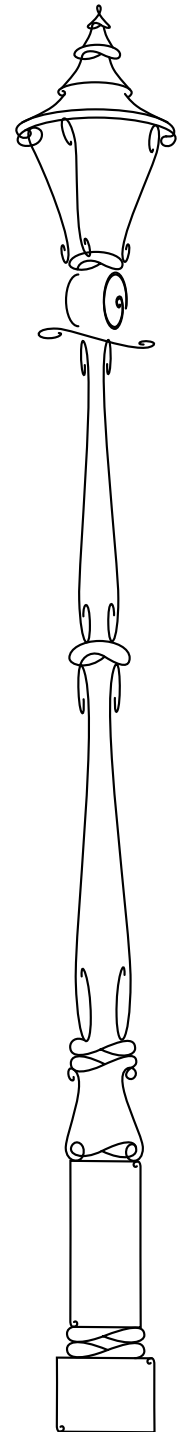
This post is exempt from the Rehabilitation of Offenders Act and as part of the selection process applicants must be willing to undergo child protection screening appropriate to the post, including employment references, criminal conviction & professional checks.

The City of London Corporation is committed to equal opportunities and welcomes applications from all sections of the community.

Important instructions for applicants

- The application form should be used to detail all relevant qualifications and provide a full, dated career history with explanations of any gaps in employment
- If you have spent three months or more living or working outside the UK, you should tell us the country/ies and the dates of your stay
- Space is provided in the application form to include a supporting statement. You should use this statement to set out clearly why you consider you are suitable and how you meet the criteria listed in the person specification for the post
- The application form asks you to declare all criminal offences, including those that are spent, and any relationship you have to other employees of the City of London Corporation

Note that any misrepresentation of or failure to declare information that is material to the appointment may invalidate an application, or lead to summary dismissal if the applicant has started in post.



Conditions of service

The school is an equal opportunities employer. The school welcomes applications from all suitably qualified persons regardless of their race, gender, disability, religion/belief, sexual orientation or age.

CLSG is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's child protection policy, [which is available here](#), and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. [Our recruitment policy can be found here.](#)

All appointments are subject to satisfactory references and checks, including verification of identity, qualifications and right to work in the UK, a satisfactory enhanced disclosure and barring service certificate, medical clearance and overseas checks (where applicable). Applicants should be aware that the school may approach any previous employer to seek a reference.

It is a condition of appointment that employees for whom new DBS certificates are obtained are subscribed to the disclosure and barring update service, and give the school consent, whilst they remain in employment, to carry out regular checks via this service on the currency of their certificate.

Once appointed, the post-holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the school's child protection policy at all times. If in the course of carrying out the duties of the post the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in the school s/he must report any concerns to the school's designated safeguarding lead (deputy head, pastoral) or to the headmistress.



Our school and our values

City of London School for Girls is an independent day school for pupils aged 11-18 situated in the heart of the Barbican. Opened in 1894, the school provides an outstanding education for able students from all backgrounds, cultures and faiths. We capitalise on our location to attract students from all over Greater London and beyond, and give them access to every learning opportunity our capital has to offer.

Academic yet unstuffy, modern yet acutely aware of its history, diverse yet with a strong sense of identity, our school defies easy categorisation. This is best demonstrated by our unique geography, nestled between the brutalist Barbican and looming Roman walls. Ours is an intellectually edgy, unassuming and unpretentious environment, unshackled by tradition, and imbued with a relaxed excellence. This is a refreshing and modern place in which to work and learn.

Achieving academic excellence is an important part of life at City, but so too is the provision of a wealth of co-curricular opportunities, broadening students' lives with new experiences and challenges. A highly supportive system of pastoral care is in place in which understanding, encouraging and inspiring individual pupils is fundamental. Our school is cosmopolitan in outlook and the staff and students make the most of all that London has to offer. We are committed to an active partnership programme, to an international outlook and to educating students to be the leaders of tomorrow.

The school has about 800 pupils. There are c,200 girls in the sixth form. Entry is by competitive examination and interview at 11+ and 16+. The school has a strong academic tradition, and virtually all girls go on to higher education. Approximately 20 per cent of the girls in the senior school are on means-tested bursaries.



Our ethos

Being a pupil at CLSG means being part of the City of London and part of the great tradition of people arriving in the City, learning, and working together to forge better lives for themselves and for the world.

We reflect the City's pioneering energy in the liberal, scholarly education it offers and in our inclusivity. We encourage pupils' curiosity and courage, emphasise respect, collaboration and connectedness for communal and individual success. We seek to build readiness for the world that our location and ethos so distinctly delivers.

Our values of respect, responsibility and resourcefulness underpin our ethos.

Our vision

We inspire our pupils to **find their space to pioneer.**



Our strategic development plan will *ready* our pupils in five key areas:



[Our strategic development plan can be read in full on our website by clicking this link.](#)