AR School of Dance: Business Support Administrator (Maternity Cover, Part Time)

The Role
Encompasses all aspects of assisting the running the school, to ensure that the students and teachers are in a safe and professional space that inspires them to dance and be creative.

This includes providing customer services (responding to enquiries, sending trial information, processing new registrations, processing uniform orders), basic financials (issuing term and uniform invoices), legal (issuing contracts) administration (filing, writing letters), marketing (monitoring website).

Reporting to and assisting the School Principal, this role is key to the Principal and Freelance Teachers being able to do their work – that is to deliver excellent dance classes to all their students across the school and through its outreach programme.

In this role you will contribute ideas for delivery of high quality, innovative dance school classes and events, ensuring maximum numbers and income.

About You
You should be committed and enthusiastic with A Level standard education or equivalent and have GCSE English and Maths. It would be advantageous to have an interest in business and business operations.

You will have excellent oral and written communication skills in English, including a good working knowledge of Microsoft Office (Word, Excel and Power Point) and a use of the internet and email.

You may also have experience with accounting software and CRM database platforms.

You will need to be able to provide excellent customer service and be willing to work on a wide range of tasks demonstrating accuracy and attention to detail. An ability to use your initiative and apply good judgement when necessary is essential.

It would be advantageous to understand Health and Safety practices and procedures, as well as an understanding of Safeguarding and Data Protection related issues.

Dates
Hand over/training: 7 hours w/commencing 04 August 2025 (negotiable).

Start Date: 01 September 2025
End Date: 05 June 2026 *(subject to an additional two-month extension)*

Salary: Freelance hourly rate, see application process for more info.

Working location: Flexible, but it will include 3.5hrs in the businesses home office in Ipswich.

Working hours: Average 7 hours per week, between the academic year September 2025 – July 2026. Note: no working hours would be carried out during the following weeks, in line with needs of the business:

- W/c 20 October - Half Term
- W/c 15 December – Christmas break
- W/c 22 December – Christmas break
- W/c 29 December – Christmas break
- W/c16 February – Half Term
- W/c 6 April – Easter Holidays
- W/c 13 April – Easter Holidays
- W/c 25 May – Half Term

Any other additional weeks to not work to be agreed.

How to Apply
Please write to Business Administrator, Alison Hartley, with your CV and Cover Letter, explaining your interest in the role, and your expected freelance hourly rate.

We follow a Safer Recruitment Process which includes the completion of an application form, a safeguarding interview, independent verification of references (on shortlisting), and an enhanced Data & Barring Service check.

Applicants should be registered as a self-employed person and who shall be responsible for paying their own Income Tax, National Insurance Contributions and other contributions required by law. UTR Reference will need to be supplied if successful.

Application Deadline:
Rolling, until position filled.