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

Business Administrator Responsibilities Overview

Tasks listed below are either weekly, monthly, or termly, not all weekly.

CUSTOMER SERVICE

- Create Autumn, Spring, and Summer Term Registers on Membermeister Database
- With new enquiries: confirm what location is preferred and age of enquiry
- With new enquiries: send trial & registration information
- Register Pupils: process Students personal info, emergency contacts, medical and media
- Adding pupils to registers on Membermeister Database

GENERAL ADMIN

- Order resources: floor tape, props etc.
- Filing emails
- Filing documents
- Writing and issuing Half Term Reminders
- Writing and sending End of Term Letters
- Monitoring student enquiries; if low, sending offers to current families, emailing e-flyers etc.

FINANCE

Issue and/or amend student/family invoicing via Membermeister for:

- Autumn, Spring, and Summer Term Fees
- Exam Fees
- Additional Coaching Fees
- Uniform
- Other, as required

LEGAL

With School Principal:

- Administer termly Letter of Agreements
- Administer Annual Contracts
- Confirm Annual and Termly Timetable with Venues

WEBSITE & SOCIALS

Maintain website and comms:

- Term Dates text/copy updated each term
- Shop maintained
- Respond to messages
- Instagram
- Facebook