

# ACADEMIC ADMINISTRATOR & ASSISTANT TO DIRECTOR OF TRAINING

## APPLICANT INFORMATION



**FOURTH MONKEY**



**"Fourth Monkey are at the forefront of a significant change within the industry, a change that is seeing actors evolve into artists to enable themselves a self-sustainable and varied career in an industry that requires this adaptability and dexterity to flourish."**

**STEVE GREEN**

**Artistic Director & CEO**



# JOB DESCRIPTION

## ACADEMIC ADMINISTRATOR

*This applicant information pack contains full details in relation to the role and the job specification. We ask applicants to read all the information carefully before submitting their application.*

Fourth Monkey is seeking a dedicated and enthusiastic individual to join our team as a full-time Academic Administrator to join a dynamic staff team based in the North London training centre. The successful candidate will play a vital role in helping Fourth Monkey achieve its organisational objectives, including providing essential support to the Director of Training and the Senior Management team managing compliance and best practice in the coordination of student attainment and assessment and compliance with OfS regulations.

This job pack contains full details in relation to the job role and the job specification. We ask candidates to please read all the information carefully before applying.

Fourth Monkey is committed to creating a diverse and inclusive environment in which everyone can thrive.

The ideal candidate will have excellent communication, administrative and organisational skills. An interest in performing arts is beneficial.

This role is about supporting student success.



# TERMS & CONDITIONS

<b>Job Title:</b>	Academic Administrator & Assistant to Director of Training
<b>Contract:</b>	Full Time (1.0 FTE)
<b>Starting Salary:</b>	£28,000-32,000 pa.
<b>Place of Work:</b>	The Monkey House, London N7
<b>Hours of Work:</b>	Standard office hours are Monday to Friday 9am - 5.30pm, 40 hours per week, but there will be some requirement to work outside of these hours for which time off in lieu will be awarded for agreed extra hours, above and beyond contractual obligation
<b>Probation:</b>	All new employees are required to undertake a period of probation for 3 months
<b>Responsible to:</b>	Director of Training
<b>Key Relationships:</b>	Staff, Practitioners, Student Representatives, Alumni & Key External Stakeholders, and other pertinent external contacts
<b>Annual Leave:</b>	Annual leave is 32 days per year, inclusive of paid bank holidays
<b>Pension:</b>	All staff will be automatically enrolled into a work Pension Scheme as part of our requirement to meet automatic enrolment legislation
<b>Benefits:</b>	Fourth Monkey offers a cycle to work scheme and subsidised welfare support for all staff

# KEY RESPONSIBILITIES

## COURSE DEVELOPMENT

- Support the Academic Services team in the administration of documentation that is compliant with OfS regulations and to support internal processes and procedures to maintain and develop best practice, attainment and student experience
- Support the Senior Management team on the administration and implementation of organisational policies and procedures
- Administrative support, proofing and drafting of communications where appropriate

## STUDENT DEVELOPMENT

- Support the training department with the administrative implementation and development of bespoke learning support structures for each student with clear learning and training goals in line with their academic objectives
- Administer the monitoring and evaluation of student achievement against learning goals and relay all outcomes to our academic partners
- Administer the coordination of assessment and feedback processes with the Training & Academic Services team
- Be a point of contact for our student body in relation to administrative queries
- Support student attendance monitoring

## PRACTITIONER LIAISON AND MANAGEMENT

- Support the Director of Training to maintain and develop a cohort of high-calibre practitioners and industry professionals to deliver course material and course productions
- Support the Director of Training to ensure effective and appropriate contractual arrangements are administered and in place with all practitioners and course associates in order to protect the best interests of Fourth Monkey and its students

## **COURSE MANAGEMENT/COORDINATION**

- Timetable, assessment and building scheduling responsibilities
- Respond to enquiries from external and internal stakeholders by email, telephone or in person
- Prepare materials and help coordinate internal audition days, assessments and short course projects
- Support the Director of Training as part of the Training & Academic Services team to prepare course training materials
- Carry out day-to-day student liaison
- Support the Academic Services team in the reporting and documenting of student progress reports and assessments
- Support the Director of Training and Heads of Courses to book and coordinate practitioner, overseeing timetabling, logistics and contracts
- Support the Director of Training to set up and maintain training schedules
- Support the management and overview of student punctuality and attendance in line with policies and procedures
- Following established policies and procedures, support our in-house Welfare and Learning Support provision for students where appropriate and necessary
- Support the maintenance of student records in appropriate databases in line with data-protection policy and accreditation needs
- Coordinate and regularly update all graduate records
- Update student records to note progress against learning/performance goals
- Maintain a database of tutors, practitioners and associates
- Ensure that learning/teaching resources are available and stored securely
- Respond to student course enquiries

## **OTHER RESPONSIBILITIES**

- Adhere to Fourth Monkey's policies and procedures, working within the wider protocols and maintaining good liaison with other teams across the organisation
- Be an ambassador for Fourth Monkey at public-facing events
- Champion the Fourth Monkey brand, messages, and communications initiatives to raise the profile and impact of Fourth Monkey
- Ensure the effective delivery of the Fourth Monkey Strategic Plan and the Fourth Monkey Strategic Objectives
- Maintain good liaison with all teams across the organisation
- Undertake other duties from time to time, as requested by the Director of Training / Chief Executive

# EXPERIENCE

## REQUIRED

- At least two years' experience of working in an administrative role, ideally within a Higher Education institution
- Demonstrable experience of working with policies, processes and procedures, ideally within a Higher Education institution or similar environment
- Proficiency in Customer Relationship Management (CRM) and Virtual Learning Environment (VLE) systems
- Demonstrable knowledge and experience of Microsoft Teams and incorporated operating software
- Demonstrable rigour in reporting and administrative coordination

## DESIRABLE

- Educated to degree level, or relevant qualification

# SKILLS

## REQUIRED

- Excellent communication skills; both written and verbal
- Understanding and experience of adhering to data privacy standards
- Attention to detail
- Organisational skills; planning skills; analytical skills; critical thinking skills
- Problem-solving skills
- Computer skills
- Multi-tasking abilities
- Integrity, honesty

## DESIRABLE

- Valid DBS
- Awareness of Higher Education, OfS compliance and standards

# KNOWLEDGE AND UNDERSTANDING

## REQUIRED

- An understanding of Higher Education procedures, data processing and reporting
- An understanding and knowledge of database management
- Demonstrable budget management knowledge and experience

## DESIRABLE

- Strong and demonstrable knowledge and understanding of best practice within an educational setting, specifically Higher Education
- An awareness of Higher Education learning / arts training environments
- An understanding of pastoral practices, needs and procedures in educational establishments
- An understanding of, and interest in, the work of Fourth Monkey
- An awareness of the wider arts education sector
- Experience of working with timetabling software and student records systems

# PERSONAL QUALITIES

## REQUIRED

- Well-motivated, target-orientated and results driven
- Excellent interpersonal skills and willingness to work as part of a team and on one's own initiative
- A passion for access to arts education for all, and for contributing to an inclusive and representative creative sector
- Flexibility within a changing environment

In return we offer a competitive salary, incentives, rewards, benefits and access to a cycle to work scheme and discounted rail travel as well as subsidised health and wellbeing support for all staff after stipulated period of employment.



# SUBMITTING YOUR APPLICATION

To apply for this role you can make one of the following applications.

## In Writing

Please send an up to date CV, a cover letter, a completed [Equal Opportunities Monitoring](#) form, and the contact details of two referees (we will not take up references before short-listing nor without your express consent).

Please note, your cover letter should be used to tell us how you think you meet the requirements in the person specification. Ensure that you draw particular attention to experience, skills, achievements and knowledge gained in past employment or other activities which are relevant to the job and give examples to support what you say. Your CV and your cover letter should each be no more than 2 sides of A4. Your application should be emailed to [jobs@fourthmonkey.co.uk](mailto:jobs@fourthmonkey.co.uk).

## Audio

An audio application can be made by emailing an .MP3 audio file of your cover letter / suitability to the role. A verbal summary of your relevant experience can be given in place of a CV. Audio should be clear and easy to hear and understand. To submit an audio application email the file to [jobs@fourthmonkey.co.uk](mailto:jobs@fourthmonkey.co.uk) with the role title and your name included in the subject line. If the file is large please use a file sharing site such as [www.wetransfer.com](http://www.wetransfer.com).

## Video

A video application can be made by emailing a .MP4 or .MOV video file of your cover letter / suitability to the role. A verbal summary of your relevant experience can be given in place of a CV. There is no dress code for video applications. To submit a video application email the file to [jobs@fourthmonkey.co.uk](mailto:jobs@fourthmonkey.co.uk) with the role title and your name included in the subject line. If the file is large please use a file sharing site such as [www.wetransfer.com](http://www.wetransfer.com), or upload a private video to a hosting site such as YouTube, and send the link for viewing

Applications regarding the role should be emailed to [jobs@fourthmonkey.co.uk](mailto:jobs@fourthmonkey.co.uk) by the deadline of **12PM FRIDAY 28th JUNE 2024**.

PLEASE NOTE: **INTERVIEWS WILL BE CONDUCTED ON A ROLLING BASIS WITH FINAL INTERVIEWS WEEK COMMENCING MONDAY 1st JULY 2024**

# APPLICATION PROCESS

The process has two to three stages:

- An application
- Interviews for shortlisted candidates
- Second round interviews for further shortlisted interviewees if deemed necessary

## HOW WE ASSESS YOUR APPLICATION

- Each application is assessed by team leaders of the department you are applying to - typically a manager with a knowledge of the requirements of the role. Requirements are outlined in the above sections of this pack.
- The assessor team will determine a shortlist of candidates for interview
- You will be notified by email if you are shortlisted for an interview. Interviews take place in-person or online using Zoom
- The interview will be conducted by 1 or 2 interviewers who have a knowledge of the requirements of the role. They will assess your interview with a mixture of comments and scores for how closely they think you meet the requirements of the role
- If deemed necessary, a second interview will be conducted and will be an opportunity to discuss a particular area of the role in more detail
- Due to the volume of applications received, we regret that we are unable to notify applicants that are not successful at the application stage or provide feedback

## IF YOUR APPLICATION IS SUCCESSFUL

- You will receive an offer by phone & email, confirming the terms and other relevant information
- You will be invited to discuss any access requirements you have so we can discuss what adjustments can be made together
- You are welcome to ask any further questions prior to accepting the offer
- After you accept your offer, you will be sent a contract to sign and any other relevant information

## SUPPORT

If you require help with your application or a status update you may contact us by:

- Email: [jobs@fourthmonkey.co.uk](mailto:jobs@fourthmonkey.co.uk)
- Phone: +44 (0)207 281 0360

We aim to reply to all enquiries within 7 days.

# WE ARE FOURTH MONKEY

Established in 2010 to provide a fresh and dynamic approach to professional actor training and challenge the status quo of traditional conservatoire schools. Fourth Monkey is also a critically acclaimed Ensemble Theatre Company renowned for its visually stunning and compassionate storytelling.

Our undergraduate and postgraduate courses are designed to reflect the reality of the performing arts. The unique Fourth Monkey curriculum of **ACT. MAKE. MOVE. COLLABORATE.** embraces artistic innovation to ensure our students are trained as artists as well as actors and as such given the tools and opportunity to succeed in the industry in which we operate.

The goal of Fourth Monkey was, and will always be - to create a world ignited by a visceral cacophony of bold, diverse voices and, since its inception, we believe that we have gone some way towards making that happen. We are not there yet and neither is the industry, but we are genuinely striving to change the industry within which we work to be a better and more inclusive space for everyone.

We believe in providing clear pathways for people to participate in the Performing Arts and to receive an education. We believe this is a positive way to create true societal change.

**OUR VISION** is to create societal and cultural change through performance and training excellence.

**OUR MISSION** is to revolutionise the arts through innovative actor training, performance excellence and collaboration.



**“Fourth Monkey started life as a revolution. It has now become a genuinely visionary trailblazer and we are grateful to all of those who have been part of our journey and those we are yet to encounter.”**

**CHARLEEN QWAYE**

**Director of Training & Deputy CEO**

