

Performing Arts Centre Weekend Supervisor
32 weeks per year

Wycombe Abbey is a full boarding School which provides an outstanding all-round education for girls aged 11 to 18.

This is an exciting opportunity to be part of a thriving Performing Arts Centre team and provide a professional supervisory service for pupils whilst they participate in Music and Drama activities during the weekends. Duties will include being a visible presence in the Performing Arts Centre, ensuring pupils are registered, providing front of house support when weekend events are taking place, and ensuring that the Performing Arts Centre is well maintained and a safe place for pupils to be in.

The successful candidate will have the ability to build good, professional relationships with young people and the Performing Arts Centre staff, have a positive customer service approach, and promote the high level of safeguarding culture of Wycombe Abbey. Prior experience of working with children would be an advantage.

Hours: 12:00 – 20:00 on Saturday, 10:00 – 18:00 on Sunday during term time. There may be additional paid ad hoc work on occasional week day evenings or during the School holidays if there are events or commercial lettings taking place. Meals are provided on Saturday evening and Sunday lunchtime during term time.

Please complete an application form and submit this, together with a covering letter, to the Director of Music, Mr Stefan Reid by emailing the Senior HR Officer, Miss K Scorer scorerk@wycombeabbey.com. Further details are found under 'Vacancies' on the School website: www.wycombeabbey.com.

Closing date for applications: 10 December 2021*

***Early applications are encouraged. We reserve the right to close this vacancy early, should a suitable candidate be appointed before the closing date.**

Wycombe Abbey is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The successful applicant will be subject to an enhanced DBS check.

We are an equal opportunities employer. Registered Charity No. 310638