

JOB DESCRIPTION

SCHOOL: HOMEWOOD SCHOOL AND SIXTH FORM CENTRE

ASSOCIATE STAFF – GENERIC

STAFF NAME:

POST TITLE: FRONT OF HOUSE HOST

COLLEGE: ARTS

1 - JOB PURPOSE AND ACCOUNTABILITY

- 1.1 The daily management of the front of house for the Theatre.
- 1.2 Your immediate responsibility is to:
 - 1. Head of Performing Arts
 - 2. All staff are ultimately responsible to the Principal.

2 - GENERIC – ASSOCIATE STAFF

- 2.1 All staff play a part in the establishment and on-going development of the school and take a positive approach to the raising of standards and the development of the school. They can expect to be involved in appropriate meetings. You will meet weekly with your line manager to review the week's work and work for the coming week.
- 2.2 Most staff can expect to be attached to a College. They will carry out the related duties as agreed and in accordance with their job description. Be prepared to undertake appropriate training if and when required.
- 2.3 All staff are expected to adhere to the schools principles and policies which underpin good practice and the raising of standards.
- 2.4 All staff share with other colleagues the responsibility for the maintenance of good order and adherence to school rules across the student population. All staff are expected to deal with issues that they encounter in an appropriate manner.
- 2.5 All staff are responsible for their own health and safety and the health and safety of students within their care, both on and off school premises and when engaged in school activities.
- 2.6 All staff provide support to the management of the school and assist in supporting the teaching and learning process of the school and provide support for school functions as appropriate.
- 2.7 To support the learning process and good administrative practices in the school.
- 2.8 To respond to the requests of teaching staff.

- 2.9 To support other associate staff by covering their duties if they are absent from work.
- 2.9a To carry out other duties as may be reasonably required by the Principal from time to time.

3 - GENERAL – APPRAISAL PROCESS

- 3.1 All staff are expected to contribute to the Associate Staff Review process which involves the setting and reviewing of individual targets.
- 3.2 Review targets may include:
- An empirical target to ensure that progress is measured accurately and effectively
 - A target based on the School Improvement Plan
 - A target which will encourage personal and professional development

4 - SPECIFIC DUTIES – FRONT OF HOUSE HOST

- 4.1 To be a member of the Theatre Team, planning the use of your time so that all Sinden Theatre events are staffed by a member of the team.
- 4.2 To liaise closely with clients booking the theatre for events and ensure that they receive a professional and efficient service.
- 4.3 To manage the front of house during events/performances to ensure all patrons have an enjoyable theatre experience
- 4.4 To assist with the management of ticket sales from the Box Office and deal with Box Office queries.
- 4.6 To ensure theatre environs are kept tidy and orderly and refreshment area fully stocked.
- 4.7 Line management of casual theatre and bar staff.
- 4.8 To maintain the good name of Tenterden Schools Trust and the Sinden Theatre at all times.

Note

1. The above job description may be reviewed during the academic year. It may also be amended at any time but before this happens you will be given appropriate opportunities to discuss any proposed amendments.