**GRADUATE MUSIC and DRAMA ASSISTANT (Part-time)**

**Required for September 2023**

We are looking to recruit a talented and inspirational graduate musician to support our Music and Drama Departments. The Graduate Assistant will assist with the daily practical arrangements within the Music Department, including logistical and administrative support for rehearsals, concerts and recitals on and off-site, auditions, Music Prizes and ABRSM exams. Some duties fall within the Drama department, but this is expected to occupy less of the allocated hours. The Graduate Assistant will also be encouraged to play a part in the broader co-curricular life of the School, especially regarding ensembles within the Music Department and Drama productions.

This post would suit an enthusiastic Music graduate with good keyboard skills (at least Grade 8/Diploma level). This post offers an opportunity for a graduate to gain experience of the education sector and should provide a good springboard to a career in the teaching profession in either the independent or maintained sectors. The School will facilitate preparation for formal teacher training, where appropriate and desired, through class teaching and other opportunities, supported by relevant training opportunities.

Our comprehensive job pack and application form can be found on our website <https://www.abbotshill.herts.sch.uk/about/vacancies/> . Completed application forms should be returned to our HR department on [recruitment@abbotshill.herts.sch.uk](mailto:recruitment@abbotshill.herts.sch.uk). If you have any queries regarding this role please don’t hesitate to contact the HR department on 01442 839155

**Closing date Wednesday 7th June 2023 @ 5pm**

**Interviews will be held shortly thereafter**

Abbot’s Hill is committed to inclusion and equality of opportunity for all staff. Applications are encouraged regardless of age, disability, gender reassignment, marriage and civil partnership, pregnancy and maternity, race, religion or belief, sex and sexual orientation.

**Abbot’s Hill is committed to safeguarding and promoting the welfare of children. All posts are subject to the enhanced statutory checks. Charity No. 311053**