



DECEMBER 2025

# Sylvia Young Theatre School

A SPECIALIST PERFORMING ARTS SCHOOL OFFERING A HIGH  
LEVEL OF ACADEMIC AND VOCATIONAL STUDIES



Dear Applicant,

Thank you for your interest in the post of Admissions / Administrator at Sylvia Young Theatre School.

Please find enclosed the school information pack and job description, which we hope will give you an insight into our unique and vibrant performing arts school.

We are seeking to appoint an experienced, enthusiastic and committed team player to join Sylvia Young Theatre School from January 2025. Applications are welcomed from candidates with current or previous experience working within a school or educational setting. The role will work closely with the Senior Leadership Team and plays a key part in the day-to-day administration running of the school.

The successful candidate will be highly organised, flexible, hardworking and reliable, with strong attention to detail and the ability to work accurately under pressure. You will have experience in assessment processes and data management, and be able to follow admissions procedures rigorously and consistently.

The role also includes:

- School Admissions
- General school administration and daily office tasks
- Providing first aid cover when required
- Working very closely with the Managing Director, offering high-level administrative support
- Handling confidential communications with parents, staff and external agencies

This is a varied and demanding role that requires a calm, professional and proactive approach. You will often be the first point of contact for enquiries, so strong communication skills, sound judgement and a solution-focused mindset are essential. If you are highly organised, efficient, and able to manage a wide range of responsibilities in a fast-paced environment, we would be delighted to hear from you.

The closing date for applicants is Friday 30th January.

This position is for a February start. This will enable the successful individual to have a handover period and training with our current Admissions /Admin Officer.



## Safeguarding

Sylvia Young Theatre School is committed to safeguarding and promoting the welfare of children and the successful applicant will be required to apply for a DBS disclosure.

Shortlisted candidates will be asked to complete a self-declaration of their criminal record or information that would make them unsuitable to work with children. Self-declaration is subject to Ministry of Justice guidance on the disclosure of criminal records. Further information can be found on GOV.UK.

References will be taken up after the short-listing process. Online and social media checks will also be made at this stage.

Thank you for your interest in this position.

Anne-Marie Kennedy  
Headteacher



## Details of Posts

### Title of post:

- **Admissions/Admin Offier**

### Commencement:

Janaury 2026

### Salary Scale:

The role is a full-time term time only position.

**The salary is £30,000 per annum**

### Equal Opportunities:

The Sylvia Young Theatre School is committed to Equal Opportunities in its recruitment and selection procedures. A copy of the Equal Opportunities Policy is available on the school website.

The appointment is subject to routine pre-employment checks including, but not limited to, checks of identity, address, qualifications, references, medical fitness, an Enhanced DBS with barred list check and a check against the prohibition from teaching list.

### [ISI Inspection Report](#)

### Closing Date for applications:

This position is for a January/February start.





## **Admissions/Admin Officer**

**To provide high-quality administrative and admissions support, ensuring the efficient day-to-day running of the school office.**

**The role also provides direct administrative support to the Managing Director, requiring discretion, professionalism and excellent organisational skills.**

### **Key Responsibilities**

#### **School Office Administration**

- Manage the day-to-day running of the school office and reception area
- Respond promptly and professionally to emails and telephone enquiries
- Deal confidently with enquiries from students, staff, parents and visitors
- Maintain and update the Engage calendar
- Oversee incoming and outgoing post
- Monitor visitor logs and lanyards, ensuring all are returned and recorded
- Provide reception cover as required
- Send letters, manage filing systems and make telephone appointments

#### **Student Monitoring and Daily Routines**

- Morning monitoring of mobile phones and follow-up on missing students
- Afternoon distribution of mobile phones to students
- Invigilating Exams

#### **Student Records and Data Management**

- Maintain and update the student contact list, including names, addresses, phone numbers and email addresses
- Add new starters and remove leavers on a rolling basis
- Ensure all student files are kept up to date with the latest contact information
- Admissions Responsibilities
- Manage admissions communications via the admissions email inbox and telephone
- Abstract and process applications from Engage (school database)
- Enter and maintain accurate admissions data on Engage
- Liaise with parents throughout the admissions process
- Auditions and Tours
- Coordinate the audition process, including:
  - Inviting applicants to audition
  - Booking and setting up audition rooms
  - Sending correspondence and confirmations
  - Requesting school references
  - Arrange school tours where required
- Prepare and invigilate audition tests, including monitoring additional time allowances and SPaG requirements

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## New Student Administration

- Contact successful applicants and issue offers
- Add new student details to Engage
- Transfer students to classes and allocate class placements
- Update class lists and master registers
- Send out new starter packs and welcome information
- Allocate locker keys
- Set up Google account access and passwords
- Inform relevant staff of new starters and start dates
- Maintain a starters spreadsheet, including Census information
- Request DSL reports and records from previous schools
- Follow up on safeguarding documentation and reports
- Prepare and distribute welcome packs



## Reporting and Records

- Complete and maintain overview documents and master class lists, ensuring all stages and student details are accurately recorded

## Person Specification (Summary)

- Highly organised with excellent attention to detail
- Confident communicator with strong interpersonal skills
- Calm, professional and solution-focused
- Able to manage multiple tasks and work to deadlines
- Experienced in school administration, admissions or a similar educational setting
- Confident using databases and spreadsheets (Engage or similar systems desirable)

## **Knowledge, skills, experience and personal attributes required for the role.**

### **Further information about our School**

In partnership with parents, the Sylvia Young Theatre School aims to provide opportunities for its students that enable them to play an active and positive role as members of the school and the wider community. All students have access to, our ambitious and broad curriculum. The school promotes a sense of self-esteem, responsibility and tolerance. It values and challenges the individual so that they may achieve their highest levels of attainment.

The Sylvia Young Theatre School places great emphasis on high academic standards and excellence in the performing arts. Our aim is to develop the whole person as well as providing a unique opportunity for students with potential in the performing arts to train and to perfect their skills. Expectations are high.

The Sylvia Young Theatre School provides a supportive atmosphere based on self-discipline, mutual respect, cooperation and understanding. Students are encouraged to take responsibility both for their own learning and the environment in which they live.

### **General Information**

The school is co-educational with approximately 210 students on roll. We have two classes in each of years 7-11 with between 20 - 26 students per class. We also have one year 6 class.

Students are selected by audition based on their vocational ability and potential. Although they sit an academic test as part of the audition process, the school does not select on the basis of academic ability.

The school is conveniently located, within easy walking distance of a number of mainline and underground stations (e.g. Marylebone, Paddington, Edgware Road, Marble Arch, Baker Street).

### **Academic Curriculum Organisation**

The school operates a split curriculum with three days of academic study on Monday, Tuesday and Wednesday and Vocational Training in Acting, Dance and Singing on Thursday and Friday.



On academic days, school begins with form time or an assembly at 8.45am and lessons finish at 4pm for most students and staff. However, additional academic classes take place from 4-5pm for some GCSE option subjects in years 10 & 11,

Lessons are either 50 mins or 1 hour long depending on the time of day, with a 50 minute lunch break and a 15 minute morning and afternoon break.

Students are currently taught in mixed ability groups for all academic subjects with the exception of mathematics where setting into two ability groups takes place throughout years 7-11, and science where students are split into Combined and Triple Science groups for GCSE from year 9.

### **Pastoral Care**

Being a small school fosters that 'family atmosphere' which we value. Students are closely monitored with regular communication taking place between school and home. We have a dedicated team of staff who help support students' safety and wellbeing. All academic staff take some pastoral responsibility as form tutors and are actively encouraged to build strong relationships with their tutees. Systems of Senior Students and student buddies also help to involve students fully in the pastoral life of the school and the support of each other.

### **Expectations & Discipline**

The school has a clear Code of Conduct which is enforced at all times. Students are expected to conduct themselves in a courteous, respectful and diligent manner in all that they do. There are structured systems of rewards and sanctions which are employed to maintain the structure and good order that allows a high standard of teaching and learning to occur. Details of the behaviour policy and systems of rewards and sanctions can be found on the website.



**Appointments can be made contacting;  
fiona.wightman@syts.co.uk  
020 7258 2336**

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