

**Additional Information Art School Administrator**

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| **Terms and Conditions** | |
| **Salary:** | £24,375 pro rata |
| **Contract:** | Permanent |
| **Hours of work:** | 30 hours per week Mon – Fri 9am – 3.15 or Mon, Tues, Thu, Fri.  Occasional Saturdays |
| **Place of work:** | Your normal place of work will be Porthmeor Studios, St Ives, TR26 1NG |
| **Holidays:** | 20 days plus 8 days for bank holidays and if you are working over the Christmas period 5 days for Christmas leave pro rata.  Accrued leave on overtime worked. |
| **Sickness Scheme** | There is a 15 day company sick pay scheme pro rata. |
| **Benefits:** | Access to a Employee Assistance Programme to support you with any work, personal or family issues. This includes telephone-based support, as well as comprehensive online resources. |
| **Pension Scheme** | The School has a workplace pension scheme with NEST [www.nest.org.uk](http://www.nest.org.uk) |
| **References:** | Employment to this post will be subject to receiving two satisfactory references. We reserve the right to approach any previous employers quoted to obtain a reference if deemed necessary. |
| **Proof of Eligibility of right to work in the UK** | Evidence must be provided to comply with the right to work in the UK. |
| **Probationary Period** | The successful candidate will be required to complete a 6 month probationary period. |
| **Training:** | To undertake any training and development deemed necessary for the pursuance of the post. |
| **Special Requirements** | A clear enhanced DBS will be required for all staff engaged in regulated activity with children. |
| **General Data Protection Regulations and Data Protection Act 2018** | Information provided by you as part of your application will be used in the recruitment process. Any data about you will be held securely with access restricted to those involved in dealing with your application and in the recruitment process. Once this process is completed the data relating to unsuccessful applicants will be stored for a maximum of 12 months and then destroyed. If you are the successful candidate, your application form will be retained and form the basis of your personal record. Information provided by you in the Equality and Diversity Form will be used to monitor SSP’s diversity policies and practices. By signing and submitting your completed application form you are giving your consent to your data being stored and processed for the purpose of the recruitment process, diversity monitoring and your personal record if you are the successful candidate. |

**Background to the School**

**History**

St Ives, one of the most stunning locations in the world, has long been attracting artists. St Ives School of Painting (SSP) is a small, independent art school. It opened in 1938 and became a charity in 2000. We deliver a year round programme of art courses and workshops to a varied audience and community; operating out of the historic Porthmeor Studios in St Ives, Cornwall. Many acclaimed artists used the school and studios including Peter Lanyon, Naum Gabo and Ben Nicholson. **Porthmeor Studios**

The historic Porthmeor Studios occupy a site close to Tate St Ives. Originally built in phases throughout the 19th century as lofts and cellars for the pilchard fishing industry and incorporating James Smeaton’s retaining seawall, artists were attracted to the loft by their space, airiness and quality of light. This unique relationship between artists and working fishermen continues to the present day. Its historical importance has now been recognised, and the complex is Grade II\* listed. 2012 saw a new chapter for the School and the Porthmeor Studios with completion of ambitious renovations headed by our landlords, The Borlase Smart John Wells Trust.

**What we do**

**Open access courses and workshops**

We support a range of students. From those working professionally needing a fresh perspective on their practice, to those taking their first creative steps. Over 3500 students used the School in 2019.

**We do this through:**

* Short courses
* Workshops
* Regular life drawing classes

**Our Digital Studio**

In response to the Covid-19 pandemic in 2020, we developed a digital programme for our adult students led by our team of artists. This has grown considerably, and we now have a fully functioning, well equipped broadcasting studio offering online webinars and zoom courses, supplemented with recordings available to buy online.

**Porthmeor Young Artists (PYA) Programme**

We focus on developing the creative potential of children and young people by providing high quality inspirational tuition by practicing artists.

**We do this through:**

* The Arts Award Scheme
* Sunday Art Club (age 7-10) and Porthmeor Art Collective (age 11-16)
* Bespoke workshops for visiting schools and colleges
* Special creative projects

**Why We Are Here**

The St Ives School of Painting’s vision is to see peoples lives enriched and connected through making art. Our mission is to inspire people to find their space to create.

**Organisational Ethos**

We are a small and vibrant organisation governed by a board of trustees. The School operates in a cooperative and agile way. Your ideas on how the School can be constantly improved are welcomed and encouraged. We work as a team and value collaborative and supportive relationships based on our core values of caring, courageousness and creativity.