

WISBECH SCHOOL OF PERFORMING ARTS

ROLE: **Support Staff**

Wisbech School of Performing Arts (WSPA)

Wisbech School of Performing Arts (WSPA) is seeking enthusiastic and dedicated Support Staff to join our growing team. This is an exciting opportunity for individuals who are passionate about inspiring children and young people through dance, music and performance.

At WSPA, we believe the performing arts have the power to build confidence, nurture creativity and foster a lifelong love of learning. We are looking for individuals who want to make a genuine difference, supporting and encouraging every student to reach their potential. If you would like to be part of a supportive and ambitious team that celebrates individuality, values collaboration and strives for excellence, we would love to hear from you.

JOB PURPOSE

We're looking for organised, friendly and proactive Support Staff members to join our team. This varied role is ideal for someone who enjoys working with people and thrives in a fast-paced, creative environment. You'll be the first point of contact for many of our parents, students and visitors, supporting the smooth day-to-day running of both our drama and dance schools, while also playing an important role during performances and events.

Whether you're managing class administration, responding to enquiries, coordinating show information or helping backstage during performance week, you'll be an essential part of ensuring every student has a positive experience.

No two days are the same, so we're looking for someone who is adaptable, calm under pressure and happy to get involved wherever needed. _____

ORGANISATION

WSPA is a subsidiary of The Wisbech Theatre Trust (WTT). WSPA operates as a separate company and, as such, employees of WSPA are not employees of WTT, notwithstanding the close working relationship between the two organisations.

WSPA is made up of two specialist areas:

Katy Lilley's School of Dance (KLSD) - offering dance training from age 2 to 18 across a wide range of styles including ballet, tap, contemporary, street jazz and commercial dance.

Ratzcool - delivering high-quality training in drama, musical theatre, singing, movement, stage acting, screen acting and film making for young people aged 5 to 18.

KLSD and Ratzcool create a vibrant and supportive performing arts community where young people are encouraged to grow, build friendships, discover their talents and achieve their full potential. Together, they form one vibrant performing arts school where students are encouraged to develop confidence, creativity and performance skills through weekly classes, examinations, productions, workshops and a variety of exciting performance opportunities throughout the year. _____

PLACE OF WORK

The role will primarily be delivered from the Angles Theatre, Alexandra Road, Wisbech, Cambridgeshire, PE13 1HQ.

Occasionally, WSPA may utilise other venues within the local area. The postholder may therefore be required to work at alternative locations as necessary to support the effective delivery of WSPA activities. These may include performances, productions, examinations, competitions, workshops, outreach projects, training events, and partnership activities. Travel to such venues will form part of the duties and responsibilities of the role. _____

REPORTING STRUCTURE

Reports to: WSPA Drama Principal and/or WSPA Dance Principal. _____

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KEY RESPONSIBILITIES

- Welcome and support parents, students and visitors in a friendly and professional manner.
- Maintain student records, registers, schedules and class administration.
- Assist with communications, including emails, telephone enquiries, newsletters and social media updates.
- Support the planning and organisation of rehearsals, performances and events.
- Provide backstage support during productions, including costume changes, prop management and troubleshooting.
- Work closely with teaching staff and volunteers to ensure activities run smoothly.
- Maintain confidentiality and handle sensitive information appropriately.
- Support the wider team with general administrative tasks as required. _____

PERSON SPECIFICATION

Essential

Excellent communication and interpersonal skills.

Strong organisational skills with the ability to manage multiple priorities.

Confident using Microsoft Office and digital systems, with the ability to learn new software quickly.

A calm, flexible and proactive approach.

Excellent attention to detail.

Ability to work both independently and as part of a team.

Professional, reliable and approachable.

A commitment to safeguarding and promoting the welfare of children and young people.

Desirable

Experience working within education, performing arts or customer service.

First Aid qualification.

Basic sewing or costume repair skills.

Experience supporting events or live performances.

Experience creating or scheduling social media content. _____

REMUNERATION AND HOURS

The role requires regular evening and Saturday working and may occasionally require additional attendance at performances, productions, competitions, meetings, promotional events and training activities. Additional paid opportunities may be available during school holidays.

Rate of pay

Support duties are paid at **£13.50 per hour**.

The anticipated support commitment is approx. 2.5 - 4hrs during the evening and 4 - 7.5hrs on Saturday during term time.

See the current drama and dance timetable over the page for more detail. Hours may be subject to change.

Company Pension

WSPA operates a NEST Workplace Pension Scheme.

Eligible employees will be automatically enrolled in accordance with current pension legislation. Employee contributions are currently **5%** of qualifying earnings, with WSPA contributing **3%**.

Payment Schedule

Salary payments are made monthly via BACS and are apportioned equally across 12 monthly payments.

Teaching rates and allowances are reviewed annually each April.

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HOLIDAY ENTITLEMENT

You will be eligible for **28 days holiday per year pro rata including 8 days Bank Holiday**.

Due to the nature of your position, we would ask that holiday is taken during school holidays. If time off is required during term time (3 x 11 week terms), authorisation is required from the WSPA Drama Principal.

WHAT WE OFFER

Opportunities to develop new skills and gain experience across a wide range of performing arts activities.
The opportunity to make a real difference to the lives of young people through the performing arts.

SUPPORT OPPORTUNITIES

We are considering multiple support staff and so hours will reflect the successful candidate's experience, any specialisms, their availability and the needs of the programme.

Current Drama and Dance timetable:

DAY	CLASS	TIME
Monday	Young Company / Tap classes	16:30–19:00
Tuesday	Acting for Stage / Commercial & Performance Team	16:30–19:00
Wednesday	Introduction to Acting, Acting for Stage /Ballet & Contemporary	16:30–20:30
Thursday	Ballet & Commercial / Ensemble Singing	16:30–19:30
Saturday	Street Jazz / Musical Theatre	09:15–17:00

Additional paid opportunities may be available during school holidays.

NEXT STEPS: Please submit a detailed CV to: office@anglestheatre.co.uk

Include qualifications, experience, employment history, and contact details for referees from recent posts.
References will only be sought with your consent.

Closing date: 14 August 2026.

Interview dates:

First-round interviews: Week commencing 17 August 2026

Second-round interviews: Week commencing 24 August 2026

Shortlisted candidates will be contacted with interview arrangements and timings.

Proposed start date: September 2026

Safeguarding - Wisbech School of Performing Arts is committed to safeguarding and promoting the welfare of children and young people. The successful applicant will be required to undergo an Enhanced DBS check and provide satisfactory references before employment commences.