



The Purcell School *for young musicians*

Royal Patron: HRH The Prince of Wales



Leading Specialist Music School
Co-Educational – Boarding and Day
180 Students aged from 10 to 18

Concerts Assistant

To start as soon as possible

Closing date for applications: 9am Wednesday 18th July, 2018

Interviews will be held Friday 27th July, 2018

Information for Candidates/Job Description

The Purcell School
Aldenham Road, Bushey WD23 2TS
Tel: 01923 331100 Fax: 01923 331166 Email: info@purcell-school.org
www.purcell-school.org

Introduction

The Purcell School is Britain's oldest specialist music school and in 2012 celebrated its 50th Anniversary. In 2003 the School was awarded the UNESCO Mozart Gold Medal in recognition of its unique contribution to music, education and international culture and in 2015 the School became the first ever Fazioli Centre of Excellence. The School's students are funded largely by the Government's Music and Dance Scheme, along with the School's own bursary funds. The School has consistent success in national and international competitions and has an extensive programme of outreach and community work. Its orchestras, ensembles and instrumentalists give concerts throughout London, the UK and abroad.

History

The School was founded in 1962 by Rosemary Rapaport and Irene Forster as the 'Central Tutorial School for Young Musicians', and opened in temporary premises at the Conway Hall, Red Lion Square, with four students. Renamed 'The Purcell School' in 1969, it occupied premises first in Hampstead and then in Harrow before moving to its current location in 1997.

Location

The Purcell School is the only specialist music school within the M25, and this proximity to London brings many advantages. We are only 30 minutes from Heathrow and Luton airports and an hour from Gatwick or Stansted; Bushey station and Watford Junction station are close by and provide a fast (19 minute) link to the heart of the capital; the M1 and M25 give access to the rest of the country.

Facilities

The School enjoys excellent facilities which have been improved considerably in recent years. In 2007 the new Music Centre was opened by Sir Simon Rattle and features state-of-the-art classrooms, a professional recording studio, practice rooms and a recital hall. Since 2009 extensive works have taken place to expand and upgrade the School's boarding facilities and a £4.25m boarding house was opened in January 2011. Other works are planned over the next five years to further enhance the facilities.

The Students

The School currently has over 180 students aged from 10-18 years, of whom about 30% come from abroad. Over 75% of students are boarders. The Sixth Form currently comprises around 90 students with approximately 25-30 students joining the School each year specifically for the Sixth Form. The majority progress to music conservatoires although a small number each year elect to go to university to study both music and non-musical subjects.

Admissions

Students are admitted at any age between 10 and 17. Entry to the School is on the basis of a music audition, short written test and interviews. Students come from a wide variety of educational backgrounds, including maintained and independent schools, in the UK and overseas. A wide academic ability range is therefore a feature of the School, with a significant number of students for whom English is not their first language. Thanks to the Department for Education's Music and Dance Scheme, generous bursaries are available.

Music

The Purcell School has an enviable reputation for the quality of its musical education and performance. Students enjoy individual tuition on one or two instruments, or in composition, from some of the very best teachers available. They take part in orchestral, choral and chamber concerts, and have opportunities to perform regularly at venues including the Royal Festival Hall, the Wigmore Hall, Purcell Room and St Albans Abbey. Purcell students frequently achieve success in musical competitions both in the UK and abroad, including the BBC Young Musician of the Year and the BBC Young Jazz Musician of the Year.



Academic Curriculum

Our academic curriculum allows students to fulfil their musical potential without limiting their choices. Although the exact shape of the curriculum will be different for different students, the broad intention is that there should be progression over time: younger students need a larger amount of academic time, to ensure that the basic skills and knowledge are in place, and that they are able to achieve good grades at GCSE. As they get older, they are expected to spend more time practising their instruments, taking part in chamber music and orchestral or choral groups, and the proportion of time spent on academic work therefore decreases. Depending on a student's age and instrumental commitments, between 25% and 50% of curricular time is spent on musical activities.

Details of the subjects available at the School can be found on our website.

Boarding

Approximately three-quarters of our students are boarders, living in one of four houses: Avison (boys and girls aged 10-13), Graham (girls aged 14-19), Sunley (girls aged 13-19) or Gardner (boys aged 14-19). Each house is supervised by at least two resident staff, with other staff involved in a non-residential capacity.

Houseparents have a key role in the pastoral life of The Purcell School. The houseparents live in the houses with their own families, and they and the other resident staff make it a priority to get to know the students as individuals. They are always available to advise and support their students, whether in a musical, academic or a personal context.

Pastoral Care

At The Purcell School we strive to prepare our students for life in a modern society. The education we provide extends far beyond the classroom, and our young people

grow in all aspects of their lives. All students have a Tutor who meets with them regularly and monitors their progress.

We have a dedicated school nurse, who is available to see students each day and who will arrange any medical care with the school doctors, as well as a school counsellor and physiotherapist.

Religious Affiliation

The School has no formal religious affiliation, and accepts students of all faiths or none. There is no school chapel and assemblies are secular in content. Boarders who wish can attend local places of worship as appropriate.

The staff

The School staff consists of a team of outstanding full-time specialist music staff, plus nearly 60 part-time vocal and instrumental teachers, around 25 academic subject teachers and some 40 support staff, including residential boarding staff.

Further details of the School can be found by visiting our website: www.purcell-school.org



The Post

1. PURPOSE OF THE JOB

The Concerts Assistant assists the Concerts and Events Manager with the management and organisation of all external and internal concerts, and works alongside other members of the Music Department to provide support for rehearsals and other musical events.

CONTEXT AND KEY ACCOUNTABILITIES:

The Concerts management operates from within the Music Department. The Music Department is the centre of all non-academic studies and has a commitment to supporting young musicians and providing them with opportunities to perform and develop in the best possible environment.

1. The organisation and management of all internal school concerts, masterclasses, workshops and other musical events, as directed by the Concerts and Events Manager.

Responsibilities include:

- liaising with the Heads of Department and Staff Accompanists to co-ordinate the programming, logistics and stage management of daily lunchtime concerts and evening concerts;
 - preparing and publishing programmes for lunchtime and evening concerts at the School;
 - organising the moving of instruments and preparation of performance spaces for concerts and recitals in School;
 - acting as the point of contact for pupils, staff; parents and members of the public for concert enquiries;
 - liaising with the Music Technology department to arrange specific recordings, and using Automatic Recording System to ensure all internal concerts are recorded;
 - providing the Heads of Department with up to date registers for lunchtime concert attendance;
 - looking after visiting artists for masterclasses, workshops and other events, by arranging travel, accommodation, meeting and greeting, and scheduling appropriate rehearsal/Green Room/concert spaces as appropriate.
2. Assisting the Concerts and Events Manager with the organisation of external concerts, including:
 - making transport and catering arrangements for concerts including for pupils attending as audience.

- liaising with the Estates department over the use of the school minibus and driver as required;
 - completing trip forms and risk assessments as appropriate;
 - getting permissions and notifying staff, pupils and parents of concert arrangements;
 - assisting with arrangements for visiting artists, as requested;
 - managing the distribution of external concert recordings;
 - maintaining and updating concert performance and finance records, ensuring the timely invoicing of promoters for concert fees and payment to visiting artists;
3. Assisting the Concerts and Events Manager with forward planning, including:
 - taking minutes for Concert Panel meetings and distributing to appropriate staff members;
 - attending Programming meetings and Music Department meetings.
 4. Working with the Concerts and Events Manager to publicise concerts as appropriate on the School website, via social media channels and assisting in the preparation of printed flyers and the termly concert guide.
 5. Staffing an agreed number (approx. 10-12 per term) of internal and external concerts alongside other members of the Music Department, including evenings and weekends where required, providing venue liaison and stage management.
 6. Providing support for rehearsals when requested by the Concerts and Events Manager and Heads of Department, by setting up for orchestras, arranging for equipment to be moved, assisting the Music Librarian with the signing out of orchestral parts, and liaising with the Timetabler for scheduling of spaces.
 7. Maintaining and editing pupil biographies
 8. Maintaining concert archives, including programmes, photographs and audio/video recordings.
 9. Keeping track of all student recharges and liaising with the Finance Office to ensure timely billing.
 10. Completing risk assessments for external concerts and making every effort to ensure the welfare and safety of students' is managed when making arrangements for off-site excursions in accordance with the School's policies.

11. Carrying out any other duties as are within the scope, spirit and purpose of the job, as requested by the Concerts and Events Manager, Heads of Department or Senior Leadership Team.

GENERAL:

This job description reflects the present requirements of the post. As duties and responsibilities change and develop the job descriptions will be reviewed and be subject to amendment in consultation with the post holder.

The Person

Essential

- Excellent organisational and administrative skills, including the ability to manage work without losing track of priorities.
- Excellent team work skills with the ability to communicate well and to keep colleagues informed effectively and appropriately.
- High level of written communication skills and a good eye for detail.
- Fluency with Microsoft Office, experience of SIMS and Raisers Edge, or a willingness to learn these databases. Social media savvy.
- Enthusiasm and demonstrable knowledge of classical music and performance.
- At least 6 months administrative experience in a similar environment.
- Some experience of project planning and co-ordinating events/performances.

Desirable

- Formal understanding of classical music and the classical music industry through a qualification (diploma/degree).
- Full UK driving licence.
- Willingness to drive the School minibus/van
- Experience of working with young people.

Personal Attributes:

- Able to use initiative to spot problems arising and resolve them.
- Confident, practical, assertive and highly motivated.
- Approachable manner and the ability to communicate as effectively with children as young as 9, as with professional musicians, members of staff, and the general public.
- Able to work efficiently and effectively on own initiative and as part of a team in good humour.

General & Professional Responsibilities

The Purcell School exists to provide young musicians of exceptional promise and talent with the best possible teaching and environment in which to fulfil their potential, irrespective of their background.

All parents and pupils have the right to expect that we will provide an education of the very highest quality and that we will conduct ourselves in a professional manner, in line with best practice across the education sector. We also have a duty towards the School and our colleagues to maintain high professional standards.

In addition to the specific responsibilities of the post, all staff are expected to:

- Promote the aims and values of the school.
- Support and protect the interests of the pupils.
- Support colleagues in their work.
- Ensure the smooth-running of the school and well-being of the school community.

In particular, staff are required to:

- be aware of the current legal requirements, school policies and guidance on safeguarding and promotion of well-being of children and young people.
- work constructively and co-operatively as members of the school community, sharing good practice with the aim of improving the education and welfare that the school offers.
- undertake such administrative and supervisory duties as may be required.
- follow school procedures and policies set out in the Staff Handbook.
- promote equality by actively protecting staff and pupils from discrimination.
- keep up to date with Health and Safety regulations and best practice as appropriate to their roles, attending training courses and completing appropriate risk assessments as required.
- help to maintain and improve the public image of the school.

Terms and Conditions

- Working hours: Full time (52 weeks) 37 hours per week.
- Salary: £18,400 p.a.
- Holiday entitlement 30 days per year. Time off in lieu will be given for evening and weekend work, arranged by agreement with Concerts and Events Manager.
- All staff are automatically enrolled into the School's pension scheme.
- Children of staff are not eligible to be educated at the School except through the normal admissions and audition process
- There is a 6 month probationary period, with notice of one month on either side, after which the post will be confirmed as permanent. This post is subject to regular appraisal.
- Lunches are provided free of charge in the School dining room during term time.
- Successful applicants will be required to make an enhanced disclosure by the Disclosure and Barring Service (formerly the Criminal Records Bureau) and to complete a self-disclosure Medical Questionnaire. All new staff receive Child Protection training on taking up their appointment.

Child Protection

The Purcell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the school's Child Protection policy, which is available on our website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post, including records checked and processed through the Disclosure and Barring Service (DBS).

Equal Opportunities

The Purcell School is an equal opportunities employer and welcomes applications from appropriately qualified persons regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.

Applications

Applicants are asked to complete an Application Form (available on our website) and send it with a supporting statement to the Bursar by 5pm on **Wednesday 18th July, 2018**. Please do not send a separate curriculum vitae. Short-listed candidates will be invited for interview, on Friday 27th July at which senior staff will explore each candidate's ability to perform the duties of the post, ability to relate appropriately to pupils and colleagues, technical, organisational and administrative skills, and willingness to contribute to the school community.

Applications should be sent to the Head by letter or by e-mail to:

Mrs Shirley Clark,
Headmaster's PA
The Purcell School,
Aldenham Road
Bushey
Hertfordshire WD23 2TS

Tel: 01923 331104
Fax: 01923 331106
Email: s.clark@purcell-school.org

Further details of the School can be found by visiting www.purcell-school.org