**School Music Secretary Job Description**

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| **Summary of the Role****Job Title:** School Music Secretary**Location:** Lichfield Cathedral School sites.**Reporting Line:** Director of Music**Salary:** In line with experience**Role Summary:** To provide secretarial support across Music department**Line Management Responsibility** None  |
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| **Main Responsibilities and Duties of the Post*** Provide secretarial support to Music and Sports department
* Communicate effectively with all members of the school community and outside agencies

**Duties for the Music Department will include:*** Screening telephone calls, enquiries and requests, and handling them when appropriate;
* Type all communications leaving the department, including letters, emails and LCS Posts;
* Act as central point of contact for Visiting Music Teachers;
* Co-ordinating termly practical examinations, including entering pupils for exams, overseeing the exam period as exam steward (this may require some flexibility with working hours during exam periods), looking after visiting examiner and ensure the relevant examination signs are displayed around the building ;
* Responsible for the upkeep of all lessons taught;
* Responsible for the upkeep of all school instruments;
* Be the main point of contact for all staff and external agencies, dealing with a range of requests and taking messages where necessary;
* Providing administrative support for all scheduled Music Department events and concerts beforehand and on the day, including producing programmes for concerts, completing risk assessments and facilities forms;
* Collate termly reports for all Visiting Music Teachers;
* Responsible for all departmental ordering including music and stationary;
* Assist with administration and organisation of departmental trips and tours;
* Responsible for maintaining the music library in collaboration with the Graduate Music Assistant;
* Produce termly calendar of departmental events, in consultation with other departments;
* Communication with the PE Department and School Administrator in particular, with regards to sporting events and school events that affect the Music Department, particularly the timetabling of lessons; and relaying information to Visiting Music Teachers where appropriate
* Quick and efficient reprographic support as and when required;
* Ensure that up to date lesson timetables are displayed and all parties informed in a timely manner if changes are made;
* To be aware of and work in accordance with the safeguarding policies and procedures in order to safeguard and promote the welfare of children, and to raise any concerns relating to such procedures which may be noted during the course of duty;
* To be aware of and adhere to applicable rules, regulations, legislation and procedures including the Schools Equal Opportunities Policy and Code of Conduct and national legislation (including Health and Safety and Data Protection);
* To maintain confidentiality of information acquired in the course of undertaking duties for the department;
* To undertake other duties appropriate to the post, as required.

This job description should be seen as enabling rather than restrictive and will be subject to regular review. |

**Person Specification**

**Job Title: School Music Secretary**

**Responsible to: Director of Music**

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|  | **Essential** | **Desirable** | **How identified** |
| **Relevant Experience** | * Good standard of practical skills, knowledge and experience in related work
* Previous experience of working at PA level
 | * Good standard of practical skills and knowledge
	+ Experience of working in an educational environment
 | * Application form and Interview
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| **Education and Training** | * Attainment of GCSE qualifications or equivalent to include Maths and English
 |  | * Application form and interview
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| **Special Knowledge and Skills** | * An excellent level of technical knowledge in ICT, especially word, excel, power point and a willingness to keep up to date with developments in Technology.
* Keyboard skills and knowledge of electronic display and presentation skills.
* Excellent organisational skills and the ability to work alone, using own initiative.
* Relevant experience of managing a team.
 | * Working knowledge of information systems
 | * Application form and interview
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| **Any Additional Factors** | * Self-motivated
* Be thorough and have an eye for detail
* Able to work independently and as part of a team
* Excellent communication and presentation skills
* Problem solving and organisation skills
* Good analytical skills
* Able to write clear and precise reports
* Enjoy working with children/young people
* Displays and awarenenss, understanding and commitment to the protection and safeguarding of children and young people
 |  | * + Interview and references
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| **Other** | * A commitment to equal opportunities
* Have a polite, professional and courteous manner at all times
* High level of personal and professional integrity
* Ability to exercise discretion and confidentiality
* Must hold a clear DBS
 |  | * Interview and References
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