



JOB DESCRIPTION

MUSIC ADMINISTRATOR – St Paul's School

Department St Paul's School Music Department

Line Manager Music School Manager (MSM)

St Paul's School Music Department

St Paul's School is an independent school for boys aged 7 to 18 years. Situated on the banks of the Thames just south of Hammersmith, the school boasts a dedicated Music School which houses the Wathen Hall (a professional-quality concert venue), several rehearsal rooms, two large teaching rooms, recording facilities and a music technology suite.

The Music Department caters for musicians of all standards. As well as academic teaching and individual instrumental tuition, there is a wide range of ensemble activities – from chamber music, jazz and big band, through to two full orchestras, wind and string training orchestras, several choirs and close harmony groups. There are also regular concerts and recitals, musicals and other collaborations, ABRSM Associated Board of Royal Schools of Music exam days and hires of the facilities to external organisations.

Summary of Role

The Music Administrator is responsible for the day-to-day administration of the Music Department in addition to providing support for music events under the direction of the Music School Manager (MSM).

This is a busy role which requires excellent organisational skills and is an excellent opportunity for a strong administrator to join our Music department.

Main duties and responsibilities

Instrumental Lessons

- Preparation and distribution of paperwork relating to instrumental lessons.
- Daily administration of lesson registration and absence procedures.
- Be responsible for the upkeep of the Instrumental Lesson Spreadsheet, Pupil Database, ISAMs Music Module and Pupil Folders.

St Paul's School Vacancies



- Distribute correspondence via School Post as required.
- Assist with the administration of annual music awards and preparation of termly data reports.

Hire of Facilities

- Administration of day to day procedures for use of facilities by Visiting Music Teachers including updating of the School Intranet and assisting the Music School Manager with Safeguarding and Health and Safety requirements as required.
- Administration of contract procedures for ensemble leaders, registration of ensembles and correspondence relating to ensembles.

Calendar and Events

- Booking services for all music events via an Online Event request, ticket sales via Try Booking and attendance at events as requested.

Instrumental Exams

- Processing entries, production of timetables and administration of charges.

Office Support

- General administrative office duties including management of hard copy and electronic record keeping, processing of invoices and charges using the School's Expenses system, Concur, and internal systems including reconciliations.
- Provide cover at St Paul's Juniors Music Office one day per week and as required.

Essential skills and qualifications

- Excellent organisational skills
- Strong communication skills, both verbal and written
- Excellent time management skills
- Strong IT skills – comfortable with Word, Excel, Access, Google Classroom, Zoom and Google Sheets (or willing to take advanced training)
- Experience of having worked in an administrative capacity
- Methodical approach to tasks
- Excellent attention to detail
- Happy to work independently
- Flexible



Desirable skills and qualifications

- Some knowledge of western classical and popular music would be an advantage.

Hours of work

8.00am – 4.30pm, (37.5 hours per week) Monday to Friday with one hour for lunch. Evening and weekend work will be required to cover school events, which will be remunerated by overtime pay or TOIL by advance agreement with the Music School Manager.

Holidays

25 days per annum plus 8 Bank Holidays. Annual leave should usually be taken during School holidays (term dates can be found here: <http://www.stpaulsschool.org.uk/info/term-dates>)

NB: The School is normally closed for a 1-2 week period over Christmas, during which staff are not normally expected to attend work. This is non-contractual and does not affect annual leave entitlement.

Salary

£25,000 per annum.

Benefits

- After one years' service, part remission of fees at St Paul's School / St Paul's Juniors for children of employees (subject to competitive entry procedures). Please note that remission of school fees is not a contractual entitlement. The Governors reserve the right to vary the rate of remission or to withdraw it altogether.
- Free daily hot lunches provided in the School dining hall, including vegetarian options. Coffee, tea and supplies for hot drinks supplied throughout the day.
- Free parking on site.
- St Paul's employee bicycle scheme, whereby a bicycle suitable for commuting will be supplied, or the cost of purchase reimbursed, by the School to the value of £500.
- Use of sports facilities, including swimming pool and gym, and use of staff changing rooms.
- Stakeholder Pension Scheme.
- Death in Service benefit.
- Employee Assistance Programme, an independent, free and confidential advice service that can offer both practical advice and emotional support.

St Paul's School Vacancies



- Policy for funding external professional development, and reimbursement of relevant professional membership fees.
- After 5 years of employment, annual leave entitlement increases by 5 working days (or pro rata equivalent). This increases by a further 5 days (or equivalent) after 10 years of employment.

March 2021