



JOB DESCRIPTION

POSITION:	Music Department Administrator
REPORTS TO:	Day to day reporting to the Director of Music Ultimately responsible to the Business Director
WORKING HOURS:	16 hours per week, working 5 days per week during term time only
SALARY:	£6,408 per annum, including 21 days paid holiday
PURPOSE OF JOB:	To provide administrative support to the Music Department

JOB RESPONSIBILITIES:

1. Be the first point of contact with the Music Department for parents, businesses and other external bodies.
2. Produce programmes, posters, publicity and communications with parents and outside organisers regarding concerts.
3. Assist with the running of concerts within school.
4. Assist with the display of department activities and pupils' work.
5. Assist with the preparation of materials for the school's website.
6. Produce communications with parents.
7. Assist with the administration of trips, including booking venues, transport, providing billing information to the Accounts' Department and communications with parents.
8. Sort, distribute and file post.
9. Catalogue and maintain the department's library of music for bands, choirs, orchestras and other ensembles.
10. Maintain a database of the department's instruments.
11. Maintain details of visiting music teachers.
12. Provide timetable and other information to visiting music teachers as required.
13. Collate and make all entries for instrumental exams.
14. Arrange accompanists for the exams, and arrange timetables for rehearsals with candidates.
15. Provide billing information to the Accounts Department.
16. Maintain contact with, and provide information to, parents of examination candidates.
17. Maintain records of the results of instrumental exams.
18. Act as steward during instrumental exam periods.
19. IGCSE and A level music exams: assist with the preparation of paperwork for visiting examiners.
20. Assist with administrative duties elsewhere in the School as and when required.
21. Any other tasks as may reasonably be requested by the Director or Deputy Director of Music.

PERSON SPECIFICATION:

Relevant skills and experience to carry out the job:

- excellent organisational skills
- a high degree of inter-personal skills
- a confidence with the use of administrative software, including Word, Excel, email and databases
- an ability to work to deadlines
- experience of working in a school and/or involvement in music would be an advantage

CHILD WELFARE

Leicester Grammar School is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo child protection screening including checks with previous employers and DBS

January 2018