

Music Administrator &
Assistant to the Artistic
Director (Music)

January 2018

Information for Applicants



King's High School

A message from the Head Master

I am delighted that you are taking the time to find out more about joining the King's High community.

This brochure can only give you a glimpse of our wonderful school; however, I hope it conveys the exciting opportunities offered at King's.

As a leading school for girls, we take pride in offering a broad and well-rounded education. The girls here are characterised by their commitment to their studies, the enjoyment they take in pursuing their extracurricular interest to the full, and the important contributions they make to the local and wider community.

King's is an exceptionally dynamic and vibrant environment in which to work. Our expert staff show great commitment to the girls both in the classroom and in their wider endeavours, delighting in their many and varied successes.

I therefore very much hope that you will be inspired by what you discover about us and that you will wish to be a part of this exciting community; I look forward to receiving your application.



Richard Nicholson
Head Master



The School

Founded in 1879, King's High School provides independent, single sex, day education for approximately 610 girls aged 11 to 18. The school is renowned for its friendly and welcoming atmosphere, founded on a distinguished academic tradition tailored to individual girl's needs by a highly qualified and motivated staff. We pride ourselves on the outstanding academic and creative performance of our pupils.

We value friendship, involvement, intellect, creativity, spirit and maturity. Girls are encouraged to follow their interests and excel in subjects they enjoy. Our aim is for our girls to develop into happy, confident and compassionate young women with the ability to reason, analyse, learn independently and exercise good judgement.

The school has remained on the same town site in the heart of Warwick for 138 years. The main building, Landor House, is of historical interest. It is the birthplace of the writer Walter Savage Landor and remained in his family for 80 years before being given to the school in the late 19th Century.

Recent enhancements to our school site include: the Sixth Form Centre and St Mary's Building (opened by Dame Judi Dench in 2006); the Creative Arts Centre (opened by Old Girl Catherine Bott in 2009) and the Dining Room (opened by Miss Prue Leith in 2011). In September 2012, we were pleased to begin using our newly refurbished food technology facilities and a new, additional, science laboratory. Most recently we have been extremely pleased to open our newly renovated library, which includes an Innovation Centre.

In September 2016, the Governors announced 'Project One Campus', a £30 million development which will see King's High relocated to the Myton Road campus joining Warwick School and Warwick Prep School on the same site. It is planned that this new building will open in September 2020. Please visit www.projectonecampus.co.uk for further information.

The Foundation

King's High School and sister school Warwick Prep work as one school under a single leadership structure. Together with Warwick School, we form the Warwick Independent Schools Foundation.

The Role

The role of Music School Administrator at King's High is vital for the successful and efficient delivery of the Music curriculum throughout the school.

We are looking to appoint a positive, reliable and knowledgeable individual who can support the staff and students in the department with their experimental work, whilst being a strong team player within a large and very successful academic department.

The successful candidate will be friendly, positive, articulate, and well-organised, capable of working to deadlines and multi-tasking effectively.

The role is 37 hours per week 35.4 weeks per year (to include term-time and INSET days) plus 3 weeks during school holidays.



Job Description

Responsible to the Artistic Director (Music)

Job Purpose

The following describes an exciting new post suitable for an organized, energetic enthusiastic professional who wishes to be involved in the development of all aspects of the artistic plans of the King's High School and Warwick Prep School music faculty.

Job Description

- To act as Personal Assistant to the Artistic Director (Music).
- To support the work of the music faculty across King's High and Warwick Prep

Administration

- Working with the Artistic Director (Music), to ensure the smooth-running of the day-to-day operations of the music department, including:
 - To maintain ensemble lists and registers.
 - To support the music department's general administrative work.
 - To help manage budgets and accounts.
 - To work with relevant support staff to ensure the good-order of the buildings.
 - To monitor the internal and external booking and usage of music rooms To co-ordinate necessary administration related to external visits
 - To organise internal and external concerts
 - To arrange Associated Board of the Royal Schools of Music (ABRSM) and Trinity examinations.
 - To work with the Artistic Director (Music) on long and short-term departmental calendar.

Instrumental lessons

- To manage all administrative aspects of instrumental lesson, including:
 - The instrumental lesson data base.
 - To handle the billing of lessons.
 - To help coordinate pupil allocations.
 - To manage Visiting Music Teachers' (VMT) admin and payments.
 - To help coordinate recruitment of new staff.

Foundation Music

- To liaise with Warwick School as necessary.

Community Music

- To assist the Artistic Director (Music) in strengthening relationships with potential feeder schools.
- To maintain a feeder school database.
- To coordinate visits for education/recruitment e.g. orchestral or choir days.
- To work with the Registrar in scheduling advice and scholarship visits/auditions.
- To pro-actively promote events on internal/external websites and social media.
- To work closely with the marketing department.
- To consult with ideas for events/festivals.

Safeguarding:

- To adhere to the School Policy on safeguarding and undertake training as required;
- To ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies

Further Details

The Employer is the Warwick Independent Schools Foundation.

Salary

Salary range is £18,722 FTE (Point 16) rising to £20,643 FTE (Point 19) dependent on skills and experience.

Staff Lunches

Lunches are provided, free of charge.

Pension

The Foundation operates the NEST pension scheme.

Child Protection

The school's Child Protection Policy is included in this pack. An interview will include questions about safeguarding children. The appointment will depend on satisfactory DBS clearance.

The Warwick Independent Schools Foundation is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Any concerns should be reported in accordance with the Foundation's Child Protection policy.

Safeguarding

All staff are required to:

1. adhere to the School Policy on safeguarding and undertake training as required;
2. ensure the safeguarding and well-being of children and young people at the school, in accordance with School policies.

Appointment Method

Interviews and tasks

Appointment Timetable

15 November 2017 (12 noon)

Deadline for submission of applications (on the standard application form)

ASAP thereafter

Notification of outcome to short-listed candidates & interviews

The Application Form

This must be completed in full before the application can be considered. Any discrepancies or anomalies in the information provided or issues arising from references will be discussed at the interview.

If you have any queries about the completion of the form, please contact Mrs Diane Ralphs (Head Master's PA) d.ralphs@kingshighwarwick.co.uk

Enclosures

- Application Form
- Job Description for Heads of Department
- Equal Opportunities Policy
- King's High School Child Protection Policy
- Recruitment of Ex-Offenders Statement

Person Specification

	Essential	Desirable	Method of assessment
Qualifications	<ul style="list-style-type: none"> Numerate A good standard of English Demonstrable keyboard and data entry skills particularly relating to the use of databases, spreadsheets, email systems and word processing Secretarial skills 	<ul style="list-style-type: none"> Formal secretarial and qualifications (typing/word processing/shorthand) Formal administration qualifications A music qualification A qualification in arts management 	<p>Contents of the Application Form</p> <p>Copies of qualifications.</p>
Experience	<ul style="list-style-type: none"> Demonstrable secretarial and administration experience Working as part of a team responding to a varied and frequently hectic workload in flexible and proactive manner Working unsupervised using initiative to manage own work to an accurate and timely conclusion resolving problems where possible 	<ul style="list-style-type: none"> Experience of working in a school or similar educational establishment Experience of working in the creative arts 	<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>
Skills	<ul style="list-style-type: none"> Good organisational skills, and able to use initiative to see what needs doing, rather than waiting to be asked Flexible and able to prioritise a changing 'to do' list; with conflicting demands and frequent interruptions Have an excellent eye for detail to ensure accuracy at all times Excellent communication both written and verbal. Clear use of written English with accurate spelling and grammar Well-spoken so you can be easily understood Able to work in a team (i.e. readily offer assistance to others) Excellent administrative and organisational abilities 		<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>
Knowledge	<ul style="list-style-type: none"> Working knowledge of computer software e.g. MS Office (Word, Excel) and Outlook Working knowledge of office equipment Understanding of the requirements of Equality and Diversity 		<p>Contents of the Application Form</p> <p>Interview</p> <p>Professional references</p>

Personal competencies and qualities	<ul style="list-style-type: none">• An enjoyment of music• Strong customer service ethic with proactive style• Excellent telephone manner• Professional attitude to work at all times• Good time keeping• Ability to relate well to young people (11-18)• Good interpersonal skills (interaction with pupils, current and prospective parents, governors, staff, suppliers and all visitors)• To manage incoming confidential information, maintain confidentiality and demonstrate tact and diplomacy when dealing with privileged information e.g. girls' personal records in the spirit of the Data Protection Act• Confidence to seek clarity regarding work requested to ensure that results are accurate and as anticipated• Confidence to ask for assistance as required• Smart and well-presented (so as to give good first impression to visitors)• Be friendly and helpful• Trustworthy and reliable, as responsible for handling cash within the school office.• Demonstrates an understanding of the working environment, with young children and sympathetic to the ethos, aims and expectations of the School.		Contents of the application form Interview Professional references
Safeguarding Children, Young People and Vulnerable Adults	<ul style="list-style-type: none">• A commitment to the safeguarding and well-being of children and young people at the school, in accordance with school's policies• A willingness to adhere to the school's policy on safeguarding and to undertake training as required		Contents of the Application Form Interview Professional references Successful DBS Clearance



Independent Day School for Girls 11 – 18 years

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