



David Ross Education Trust

Broadening Horizons

JOB

DESCRIPTION

Job Title:

Music Department Manager

Location:

Malcolm Arnold Academy

Job Purpose:

The Music Department Manager will provide vital organisational support to ensure the smooth running of both curricular and co-curricular activities, including concerts and events. Responsibilities include liaising with students, scheduling weekly lessons for Visiting Music Teachers (VMTs), maintaining the pupil database, organising exams, and supporting school events and trips. They will also be the first point of contact for parents and families regarding music related matters. The role involves managing the department's instrument stock, arranging servicing, repairs, and replacements. The successful candidate will be organised, personable, self-motivated, and willing to support events and trips, some outside office hours. Strong communication and administrative skills are essential. There is also the opportunity to contribute musically by leading or assisting with co-curricular ensembles.

Background:

The David Ross Education Trust (DRET) is a network of academies with a geographical focus on Northamptonshire, Leicestershire, Lincolnshire, Yorkshire/Humberside, and London.

Our aim is to be the country's leading academy chain, committed to delivering the highest educational standards alongside an unrivalled package of sporting and cultural enrichment.

Music is central to the Trust's mission of broadening student horizons: the Trust's Music programme is innovative, broad and ambitious, and includes the award-winning Singing Schools programme, Musicians in Residence scheme, and partnerships with five local music hubs, Gabrieli Roar, MusicFirst, Nevill Holt Festival and The Royal Ballet & Opera, among others.

Reporting To:

Director of Music

Hours:

21 hours per week
Can be spread across 3, 4 or 5 days, during school term
Attendance is required at final rehearsals and concerts organised by the school with time off in lieu arranged.

Grade:

NJC6

KEY RESPONSIBILITIES AND ACCOUNTABILITIES

MAIN DUTIES AND RESPONSIBILITIES

- ★ Provide day-to-day organisational support to the Director of Music.
- ★ Offer technical and administrative support for the academy's music programme.
- ★ Manage the department's stock of orchestral instruments for loan, including maintaining an accurate database of instruments and leasees, organise the maintenance and repair of instruments, and oversee the return of instruments at the end of each loan.
- ★ Support the organisation of school concerts, events and trips.
- ★ Provide general clerical support, including word processing, managing spreadsheets, minute taking, filing routine correspondence, distributing mail, basic reprographics and routine financial book keeping.
- ★ Any other administrative tasks, as required by the Director of Music.
- ★ Support and lead (as appropriate) co-curricular musical ensembles by arrangement with the Director of Music

CURRICULUM SUPPORT

- ★ Provide technical support to the Director of Music and classroom music teachers for successful delivery of curriculum music through setting up equipment for timetabled lessons and school events.
- ★ Organise instrument demonstrations, instrument trials and taster lessons for beginner Year 7 students.
- ★ Creatively promote the uptake of orchestral instruments to Year 7 students and across the school.

VISITING MUSIC TEACHERS

- ★ Be the point of contact for Visiting Music Teachers (VMTs), scheduling their lessons and rooming, ensuring the relevant musical equipment for teaching is in each room.
- ★ Update and maintain an accurate timetable and registration system for all instrumental music lessons.
- ★ Where necessary, locate students and remind them to attend music lessons.
- ★ Liaise with accounts department on a weekly/monthly basis with regards to the accurate billing of music tuition.
- ★ Communicate with parents regarding 1:1 music lessons, including billing and responding to enquiries and issues.
- ★ Work with the Director of Music and the HR Manager regarding the recruitment and induction of new visiting music teachers, in compliance with safer recruitment guidelines.

This job description is not necessarily a comprehensive definition. It will be reviewed regularly.

PERSON SPECIFICATION

Your application will be reviewed against the essential and desirable criteria listed below.

Applicants are strongly advised to explicitly state and evidence how they meet each of the essential (and desirable) criteria in their application. Stages of assessment are as follows:

1 - Application

2 - Test/Presentation

3 - Interview

	Essential	Desirable	Assessed
Qualifications and Professional Development			
★ Educated to GCSE-level/NVQ-level 2 or equivalent, including English and Mathematics	✓		1, 2, 3
★ Be a skilled user of Microsoft Office, with the ability to produce, create and edit documents using Word, Excel, PowerPoint, and Outlook.	✓		
★ Formal Administration Qualification		✓	
Experience			
★ Working within an Administration team.	✓		1, 3
★ Working independently with little supervision.	✓		
★ Social Media skills		✓	
★ Interest and experience of the music scene within Education		✓	
Skills and Knowledge			
★ Able to maintain the strictest confidentiality and integrity at all times	✓		1, 3
★ Highly organised, efficient, and able to work to tight deadlines, often under pressure	✓		
★ Excellent written and verbal communication skills with the ability to relate well to a wider range of stakeholders	✓		
★ Work under your own initiative and deal with demands of large and diverse Parent/Carer population	✓		
★ Willingness to ensure that equal opportunities are promoted and developed within the Academy	✓		

Equal Opportunities			
★ A commitment to promoting equality and diversity, providing an inclusive and co-operative environment in which all students and individuals working for and on behalf of the organisation feel respected and able to give of their best.	✓		1, 3
Safeguarding			
★ Committed to promoting the welfare of all children and creating a safe environment in which children can learn; considering, at all times, what is in the best interests of the child.	✓		1, 3
★ Play an important part in the wider safeguarding of children – identifying concerns, sharing information, and taking prompt action to safeguard and protect them.	✓		
★ Aware that the Trust will take all steps to prevent those who pose a risk of harm from working with children. Recruitment procedures ensure rigour in identifying and rejecting people who might abuse children.	✓		
Health and Safety			
★ Aware of Health & Safety and Safeguarding as appropriate to role	✓		1, 3

Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.

The duties of this post may vary from time to time without changing the general character of the post or level of responsibility entailed.

The Academy will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

This Job Description is current at the time of printing but will be reviewed on an annual basis and following consultation with you, may be changed to reflect or anticipate changes in the job requirements which are commensurate with the job title and grade.

The David Ross Education Trust is committed to safeguarding and promoting the welfare of children and applicants must be willing to undergo vetting appropriate to the post, including a social media presence check and Enhanced DBS check. The successful applicant will be expected to adhere to all safeguarding, welfare and health and safety policies and procedures of the Trust.

All pre-employment checks are in line with "Keeping Children Safe in Education" statutory guidance.