

POST TITLE

Music Administrator

RESPONSIBLE TO

Director of Music

MAIN PURPOSE OF JOB

To provide administrative assistance to the Music Department, including but not limited to smooth management of individual music lesson and external music exam logistics.

SAFEGUARDING STATEMENT

All staff working in the School will have some contact with children and will therefore be in regulated activity. Staff with teaching duties will be responsible for the pupils that they teach and may also have additional specific pastoral or other responsibilities for other pupils they do not teach. In addition, all staff will regularly interact with pupils who may seek assistance or otherwise interact with them whilst moving around the School. In all cases, the post holder's responsibility for promoting and safeguarding the welfare of the pupils is to adhere to and ensure compliance with the School's safeguarding policies and procedures at all times.

The post is exempt from the Rehabilitation of Offenders Act 1974 and the School is therefore permitted to ask job applicants to declare all convictions and cautions (including those which are "spent" unless they are "protected" under the DBS filtering rules) in order to assess their suitability to work with children.

Lady Eleanor Holles is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS).

LEH
LADY ELEANOR HOLLES





LEH
LADY ELEANOR HOLLES



Lady Eleanor Holles was founded in 1710, originally situated in Cripplegate. Now located in Hampton, the current premises were purpose built in the mid-1930s, set in 24 acres of grounds. LEH is one of the oldest and most distinguished girls' schools in the UK. It offers bright girls aged 7 to 18 a well-rounded and challenging education in a happy, purposeful environment, preparing them well for higher education and their future lives.



MAIN DUTIES AND RESPONSIBILITIES:

- To provide general administrative support to the Music department.
- To administer the external music examinations of the Associated Board of the Royal Schools of Music and the Guildhall.
- To maintain an accurate database of pupils receiving individual lessons or taking external music examinations to ensure accurate and timely billing by the Finance Department.
- To assist the School Registrar in organising Music Auditions at 11 + and 6th form entry.
- To assist with the recruitment process for Visiting Music Teachers (“VMTs”) and compliance with 'Safer Recruitment' procedures as they apply to visiting musicians.
- To assist with the administration of any departmental Trips.

SPECIFIC DUTIES

General Administrative and Clerical Assistance

- Act as primary point of contact with parents or students for questions related to individual music lessons or performances.
- Assist VMTs with administrative requirements.
- Assist with photocopying, typing, filing and other clerical tasks.
- Coordinate room bookings for the music facilities.
- Ensure a daily list of absentees is available for VMTs.
- Assist in preparing dates approval forms for the various calendars.
- Assist with the production and copying of programmes for music performances in school.

Administration of External Examinations

- Submit pupils' names and details to and communicate as needed with the Associated Board and Guildhall regarding the examinations.
- Inform the Finance Department of the relevant fees for each pupil.
- Prepare a timetable for each day of the examinations and inform pupils and VMTs where appropriate.
- Confirm accompanists for pupils.
- Liaise directly with the external examiners.
- Organise appropriate examination rooms, practice rooms and any moving of required instruments.
- Forward results of exams and certificates to pupils and their VMTs.

Administration of Individual Lessons

- Manage the allocation of VMTs (both senior and junior) in consultation with the Director of Music.
- Ensure that all relevant information is entered and updated as needed into SOCS or other music lesson software used by the School.
- Ensure weekly timetables are created and updated for each VMT, checking for clashes and resolving any scheduling conflicts.
- Arrange trial lessons during the Spring Term at the request of the Director of Music.
- Maintain a record of missed lessons and communicate this accurately and on a timely basis to the Finance Department and Payroll.
- Ensure VMTs and VDTs have access to the school calendar, and an up-to-date schedule for internal school assessments.
- Ensure repairs of school instruments as needed, arrange piano tuning at the start of each term and before examinations, and oversee stock of spare parts such as clarinet reeds.
- Administer student hire of instruments, processing billing through the Finance Department.



Organisation of Music Auditions at 11+ and 6th Form Entry

- In consultation with the Registrar and Director of Music, schedule music scholarship auditions and communicate the same to candidates.
- Coordinate logistics (including catering) with candidates, parents, examiners and accompanists as appropriate.

Concerts and Productions

- Liaise with the Marketing Manager regarding to copy, photography of concerts and productions and to arrange photography.
- Liaise with the School Office regarding production, quantity and prices of tickets, programmes and posters.
- Liaise with the Facilities Department regarding arrangements for rehearsals.
- Attend evening performances (paid additionally).

Administration of the Recruitment Procedures for VMTs

- Arrange interviews at the request of the Director of Music.
- Assist the Director of Music in coordinating with HR.

Administration of Department Trips

- Assist the Director of Music and other staff with the administration of trips.
- Liaise with the Finance Department as needed regarding billing parents and paying suppliers.

Registration and Attendance

- Assist with daily student registration, including the completing of SIMS reports for students who have lessons during registration or sign in periods.

GENERAL

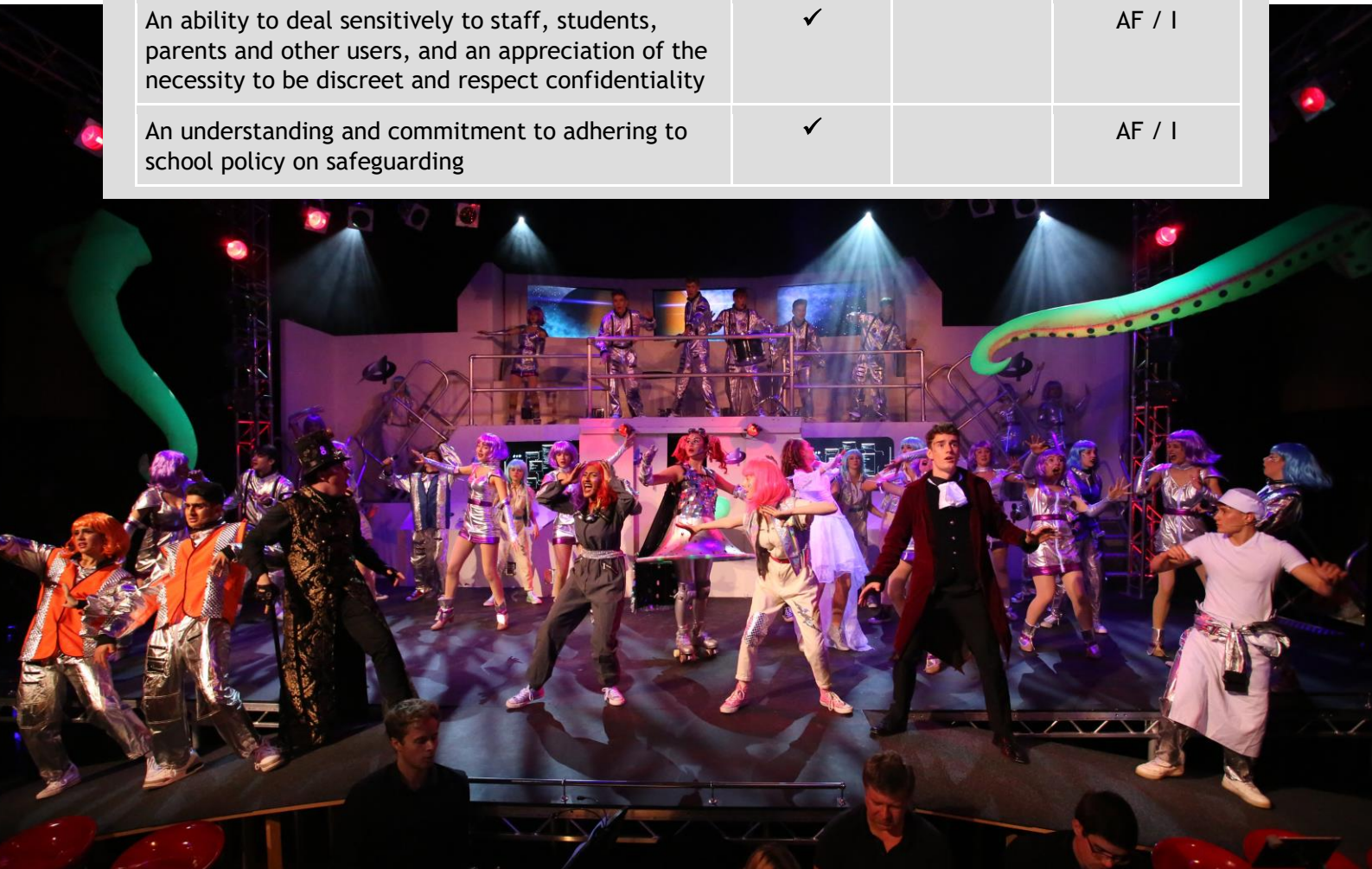
- Take part in such staff training as may be agreed.
- Undertake such other duties which may be reasonably required.

SAFEGUARDING

- Adhere to school policy on safeguarding and updating training as required.
- Ensure the safeguarding and well-being of children and young people at the school in accordance with school policies.

Person Specification

Qualifications, Experience, Knowledge and Skills	Essential	Desirable	Assessment Method Application Form/ Interview/ Reference
Strong previous administrative experience and understanding of databases	✓		AF / I / R
Accuracy, reliability and a commitment to maintaining high professional standards	✓		AF / I / R
Able to work effectively on own initiative and within limits of own professional boundaries and knowledge	✓		AF / I / R
Excellent organisational skills with proven ability to prioritise, work to deadlines and manage competing demands	✓		AF / I / R
Excellent written and oral communication skills	✓		AF / I / R
Excellent team working skills and ability to work independently. Approachable and confident in dealing with a wide variety of people.	✓		AF / I / R
Effective organisational and time management skills with willingness to work additional hours if required.	✓		AF / I / R
Excellent IT skills - MS Word, Excel & PowerPoint	✓		AF / I
An ability to deal sensitively to staff, students, parents and other users, and an appreciation of the necessity to be discreet and respect confidentiality	✓		AF / I
An understanding and commitment to adhering to school policy on safeguarding	✓		AF / I





MAIN TERMS OF APPOINTMENT

Hours of Appointment

This is a permanent, part-time post. The working hours are 30 hours per week, Monday to Friday, (flexibility will be required during busier school periods). This will be a term-time post (34 weeks) plus an additional 3 weeks (inclusive of INSET days).

Notice Period

During the 6-month probationary period, the period of notice will be two weeks on either party. After a successful completion of the probationary period, the notice will be 2 months or the statutory minimum, whichever is greater.

Salary

The salary for this role will be £23,901 per annum (0.64 FTE), based on a full-time equivalent salary of £37,346 per annum.

Holiday Entitlement

You will be entitled to 28 days paid holiday (20 days leave, plus the 8 days' bank/public holidays per annum). Your salary is calculated to cover your weeks of work and your holiday entitlement. As this is a term-time only post, you are not entitled to take any annual leave during term time.

Pension

Non-teaching staff may join The Lady Eleanor Holles School's Stakeholder Pension Scheme. This is a defined contribution pension scheme; provided the employee contributes 6% of gross salary, the employer will contribute a further 10%.



An application pack is available from the School's website by [clicking here](#). Applications must be made on the School's own form and should be sent to personnel@lehs.org.uk

CVs will not be considered and should not be submitted.

The Lady Eleanor Holles School
Hanworth Road, Hampton, TW12 3HF
Tel: 020 8979 1601 personnel@lehs.org.uk
Registered charity no. 1130254

Lady Eleanor Holles is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. All applicants must be willing to undergo child protection screening, including checks with past employers and the Disclosure and Barring Service (DBS).



Hanworth Road, Hampton, TW12 3HF

t: 020 8979 1601
e: office@lehs.org.uk
www.lehs.org.uk