



**Dame Alice Owen's School, NoR 1,464, Sixth form: 433**

Ofsted: "An outstanding school", "Students achieve outstandingly well", "Behaviour ... is excellent"

**EXTRA-CURRICULAR COORDINATOR  
AND DEPARTMENTAL ADMINISTRATOR (MUSIC)  
Required for September 2019**

**Permanent, Part-time role,  
25 hours per week, term time only  
H6/14 actual annual salary £12,603  
(based on the full-time equivalent of £22,462)**

**Closing date: Thursday 18 July 2019  
Interview date: Tuesday 3 September 2019**

***We reserve the right to make an appointment before the closing date, so early applications are encouraged.***

We are looking to appoint an outstanding candidate to support the work of our exceptional Music department. The successful candidate will possess excellent organisation and administration skills and will have a clear understanding of the diverse needs of working within a musical environment. Experience of working with musical logistics and/or events management would be an advantage. This position is term time only, but will require some occasional evening work, for example the front of house duties at the school's concerts.

5% of our cohort is selected according to musical aptitude, and the music department is keen to ensure that these students are challenged and encouraged to be the best musicians they can be whilst also encouraging and developing those who have not yet had the opportunity to discover their skills as much as all those in between. The department enjoys outstanding success at both GCSE and A level. In 2017 100% of A-Level and 96% of GCSE students achieved A\*-C grades. We currently accommodate an average of 450 individual music lessons a week, and run an average of 17 formal concerts as well as a host of 'performance platforms' to encourage all students to share their talents.

**The governors are committed to admitting the children of members of staff in line with our admissions policy.**

The school is situated on an attractive 35-acre site in the Green Belt, has excellent facilities and is committed to an extensive programme of staff development. Central London is easily reached by rail from Potters Bar and the school is close to motorway links. Accommodation on site can be available for those needing to relocate.

Please visit [www.damealiceowens.herts.sch.uk](http://www.damealiceowens.herts.sch.uk) >Contact us > Vacancies to download an application pack. Please send your completed application forms, together with a covering letter stating why you are suited to take this position at our school, by email to Mrs Lona Hennigan, EA to the Headteacher: [ea@damealiceowens.herts.sch.uk](mailto:ea@damealiceowens.herts.sch.uk). We look forward to receiving your application.

*The School is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. Applicants must be willing to undergo child protection screening appropriate to the post, including checks with past employers and the Disclosure and Barring Service. CVs will not be accepted for any posts based in schools*

**Job title:** Extra-curricular coordinator and departmental administrator (music)  
**Reports to:** Director of Music

**Purpose of the post:**

The role of Extra-curricular coordinator and department administrator is to ensure the smooth Music.

The Extra-curricular coordinator and department administrator must be an excellent team player, well organised, professional, and flexible. The ability to work effectively with other academic music staff in order to promote music throughout the school is essential. The Extra-curricular coordinator and department administrator must be willing and able to take the initiative, think critically, and find solutions to problems independently as the role demands.

**Main Duties & Responsibilities:**

- Work alongside the Director of Music and the other academic music staff in order to promote the aims and objectives of the Music department.
- Work with the Director of Music and the SLT line manager to manage the spending of the extra-curricular budget on an annual basis making suggestions to help ensure a broad extra-curricular offer that provides for all students whilst ensuring excellent value for money.
- Oversee all practical and logistical considerations concerning the annual Concert Calendar and the Performance Platforms including: creating concert programmes; dealing with ticket bookings and enquiries and taking responsibility for the smooth running of all events and the eventualities associated with them.
- Maintain a database of students in extra-curricular ensembles and to facilitate communication regarding rehearsals and concerts.
- Oversee all practical and logistical considerations concerning the day to day delivery of individual instrumental and vocal tuition delivered by the visiting music teachers. This will include, but will not be limited to, issues such as record keeping, rooming, timetabling, allocation of instrument lockers and communication with parents as well as employment of new staff.
- Take responsibility for the co-ordination of the Associated Board Music Examinations and any other relevant examinations that have been considered beneficial to students by their teachers.
- Oversee and manage the day to day running of the instrumental and sheet music storage facilities and all school-owned instrumental equipment.
- Assist the academic staff in all administrative matters. This will include, but will not be limited to, placing orders, and photocopying.

- Any other reasonable request as requested by the Director of Music or the Headteacher

**Key skills:**

- Excellent organisation and time management skills, and the ability to multi-task
- A passion and understanding of music
- The ability to problem-solve creatively
- A flair for event management
- Effective record keeping skills
- A good sense of humour

## Person Specification

	Desirable / Essential
<b>Personal</b>	
Ability to use own initiative within school protocols.	E
Resourceful, patient and resilient	E
Calm, unflustered manner	E
Excellent inter-personal skills; ability to maintain a professional manner in challenging situations with competing demands on your time	E
Ability to work as a team and alone	E
Excellent communication skills	E
Strategic thinker	E
A keen attention to detail	E
Commitment to equal opportunities in service delivery and employment	E
Ability to be a little flexible with hours	E
Enjoy working within education	E
Good sense of humour	E
<b>Competence</b>	
Outstanding organisational skills and good time keeping	E
Demonstrable awareness of or willingness to learn about the safeguarding, welfare and protection of children	E
Ability to deal with difficult situations under pressure	E
Excellent administrative skills	E
Experience of running events of various sizes	E
Experience of working in an educational setting with young people.	D
A positive attitude to personal development and training	E
<b>Qualifications and Training</b>	
Good level of literacy and numeracy	E
5 GCSE's or equivalent including grade C in English and Maths	E
Music qualification	D