

City of London Academies Trust



Job Description

Post: Music Administrator/Technician

Accountable to: Subject Leader – Music

Grade/Range: Scale 5, SCP 12-15

Salary: £26544-£28005 pro rata. (Actual salary: £24,292 to £25,629)

Working Pattern: 35 hours per week, 41 weeks per year

Location: City of London Academy Highbury Grove

Disclosure level: Enhanced

Main Purpose

- To provide an efficient and effective administrative service for all aspects of Music within the school including those relating to our relationship with the Music in Secondary Schools Trust (MiSST)
 - To be responsible, together with the Head of Music, for music technical equipment and instruments in the school
 - To support students as required in matters relating to practice and pastoral issues
 - To operate as part of the wider administrative team
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Key Accountabilities

Administration

- Provide administrative support in all matters relating to Music to ensure it runs efficiently and effectively.
- Keep under review and if necessary revise the current administrative system
- Work with the Head of Music to manage the timetable of instrumental lessons
- Check hours worked and ensure that peripatetic staff claim sheets are appropriately processed at the end of each month
- Be responsible for purchasing resources and instruments for the department and be the point of liaison with the finance team
- Responsibility for the instrument database including purchasing new instruments and coordinating repairs and replacements where necessary
- Work with the Head of Music to ensure all aspects of the online safety system are completed for trips
- Run the box office for concerts and liaise with premises, catering and finance departments to prepare for concerts and other events
- Enter students for ABRSM exams/internal grade exams and keep a record of all results
- Administrative support in matters relating to MiSST e.g. submitting data, preparing reports, liaising regarding concerts and residential trips.

Technical support

- Managing technical aspects such as microphones and amplification for concerts and events
- Providing technical support for music technology used within lessons
- Recording performances and collating recordings for GCSE and A level submissions

Additional Responsibilities

- To be flexible and prepared to cover for other colleagues as the need arises

- To be aware of and have due regard for the Health and Safety at all times and in particular in the Music department
- To undertake all other duties that would be considered reasonable within the duties and responsibilities of this role
- Adhere at all times to professional business standards of dress, courtesy and efficiency in line with the ethos and specialism of the academy
- Attend team and staff meetings
- Attend and participate in open evenings
- Uphold the academy's behaviour code and uniform regulations
- Fulfilling the role of Student Personal Adviser and/or mentor if required.

Safeguarding Children

COLAT is committed to safeguarding and promoting the welfare of children and young people. We expect all staff to share this commitment and to undergo appropriate checks, including enhanced DBS checks.

The above responsibilities are subject to the general duties and responsibilities contained in the Statement of Conditions of Employment. 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 person undertaking this role is expected to work within the policies, ethos and aims of the Trust and to carry out such other duties as may reasonably be assigned. The post holder will be expected to have an agreed flexible working pattern to ensure that all relevant functions are fulfilled through direct dialogue with employees, contractors and community members.

English Duty

This role is covered under part 7 of the Immigration Act 2016 and therefore the ability to speak fluent spoken English is an essential requirement for this role.

Date of issue:

Signature of postholder:

Signature of Chair of Governors:

Our Values and Vision

The City of London Academies Trust, sponsored by the City of London Corporation, aims to provide high-quality education for students and pioneer educational innovation. We are driven by the ambition to provide world-class experiences and deliver exceptional educational outcomes for the young people we serve.

All City of London schools and academies draw upon the traditions, institutions, heritage and historical successes of London to furnish each of their diverse communities with life-transforming learning experiences. In doing so, we believe that the young people we serve develop into successful, compassionate young adults, who make a positive contribution to their local, national and global communities.

Our schools are characterised by a common understanding of what makes outstanding schools, based on five key principles which are known as our 'Foundations of Excellence'.

Our Staff

Our staff have high expectations, are consistent and driven to provide the best teaching and opportunities for our students. Teachers work in a well-disciplined environment where they are able to teach creative and engaging lessons, and all staff are given exciting opportunities to develop and learn from exceptional practitioners.

Equal Opportunities

The postholder will be expected to carry out all duties in the context of and in compliance with the academy Equalities policies.

	Essential	Desirable
Qualifications		
Minimum Level 3 qualification	✓	
Minimum Grade B in English and Maths GCSE	✓	
Educated to degree level or equivalent		✓
Qualified to administer first aid		✓
Knowledge		
Extensive experience of using ICT, particularly Excel spreadsheets	✓	
Recent experience within an office environment	✓	
Highly competent and accurate in word-processing with accurate data entry and analysis skills	✓	
Clarity of verbal and written communication	✓	
High level of organisational skill	✓	
Skilled in relating to young people who may be challenging	✓	
Knowledge of Music software (Sibelius, Logic Pro) and experience with microphones, amps etc.	✓	
Knowledge of and experience with orchestral instruments		✓
Safeguarding and child protection policies and procedures	✓	
Knowledge of maintaining confidentiality in sensitive situations, knowing when to share information and to accept responsibility for decision making	✓	
Skills, Abilities and Personal Qualities		
Ability to engage in cooperative working to help the team achieve its goals	✓	
Ability to use authority to positively enhance outcomes for students	✓	
Ability to operate effectively when working under pressure	✓	
Ability to organise and prioritise workload and work on own initiative within established guidelines	✓	

Ability to set and maintain the highest standard of professional relationships and behaviour with students and staff	✓	
Ability to demonstrate a high level of emotional intelligence and patience	✓	
Other		
Understanding of different social backgrounds of students	✓	
Understanding the needs of students and the appropriate strategies to support them	✓	
Understanding the needs of bilingual students	✓	
Commitment to safeguarding and promoting the welfare of children and young people	✓	
Willingness to undergo appropriate checks, including enhanced DBS Checks	✓	
Motivation to work with children and young people	✓	
Ability to form and maintain appropriate relationships and personal boundaries with children and young people	✓	