

JOB DESCRIPTION



Job Title	Music School Administrator
Responsible to	Director of Music (DoM)
Department	Preparatory School - Music
Function	Support
Purpose of job and primary objectives	To assist with the efficient running of a very busy and successful music department.
Main Duties	<p>The following are areas that are fundamental to the smooth running of the department:</p> <ul style="list-style-type: none"> • Efficient running of the general administration of the Music School Office including the Director of Music's correspondence, diary & assistance to Visiting Music Teachers (VMTs). • Develop electronic systems to ensure the smooth access of information to the DoM from SIMS and MSM. • Prepare a register/timetable for the start of each term for each VMT. • Add the weekly registers for each VMT to the finance spreadsheet. • Update VMT registers – update and collect in weekly. To present a summary of information on the register for the accounts department and a register for payroll at the end of each term. Deal with all enquiries from Payroll and Finance. • Devise a timetable for each teaching room to accommodate the VMTs • Ensure timetables, academic set lists, pupil lists and general VMT paperwork are posted in the appropriate places. Collect and email all timetables to Houses on a weekly basis. • Ensure the timetabling of all instrumental lessons is up to date and accessible to the children and all interested parties. • Manage the provision of information to VMTs, academic and support staff and keep notice boards up to date. • Field enquiries from parents, academic and house staff about music lessons and activities. • Organise new lessons if required and let all interested parties know. • Keep accurate records of timetables, missed lessons and pupil issues. • Provide helpful and accurate responses to enquiries from current and prospective parents, schools, visiting teachers and members of the public, either via telephone or email. • Collate reports and all information surrounding them. • Type lists, spreadsheets and notices. • Carry out the administration for all musical events: <ul style="list-style-type: none"> - Type programs and to devise timetables and rehearsal schedules for the candidates. - All concerts, whether internal or external. - Informal concerts, Rotary concert, school concerts, Anne Guy concert, and others. Attendance at concerts when required. - Associated Board and Trinity Exams, entering information on line. - Arrange catering for all groups/events as required. - Administration and ticketing for Prep School plays. • Maintain an inventory of all stock items. • Manage the Departmental stock, teaching resources and instruments. • Order music and resources for the VMTs.

	<ul style="list-style-type: none"> • Render to the accounts department invoices and book chits: <ul style="list-style-type: none"> a. For sheet music to be recharged to parents b. For departmental equipment c. Repairs d. All Pupil recharges, including termly lesson figures e. Teacher salary predictions and final reconciliation f. Monitoring of departmental budget • Notify the works department of any repairs needed to the fabric, fixtures and fittings of these areas. • Maintain the Departmental Handbook as required for inspection by the Independent Schools Inspectorate. • Manage the department's contribution to the website and post important information on the school's TV screens. • Attend school staff meetings. • Coordinating pupil reports from VMTs each term. • Manage music school Twitter feed.
Supervisory and managerial responsibilities	None
Other responsibilities	Adhere to our health and safety policy and all associated requirements, to help ensure your safety, as well as the safety of those affected by what you do (or do not do).
Knowledge and skills required	Excellent ICT skills, including Google Drive, Microsoft Word, Excel, SIMS (College database).
Education	Good standard of secondary education - 5 GCSEs at Grade C or above, including English and maths (or equivalent).
Special working conditions	The College operates a no smoking policy under which, except for a restricted number of designated areas, smoking is not permitted in public areas, teaching or working areas within its buildings.

This job description is a brief and concise description of the above job.

Date.....18th September

Prepared by..... Julian Edgell

Approved by.....Tania Newman.....