

Claremont Fan Court School



JOB DESCRIPTION

Job Title:	Music School Administrator – part time
Reports to:	Director of music
Hours:	20 hours per week in term time of less than 34 weeks plus all INSETS and summer meeting (700 hours total, FTE 44.05%). Working over five days a week; hours to be agreed. Some additional hours for events will be required for which time off in lieu will be given
Salary:	£25,000 to £27,000 per annum (actual £11,012 to £11,893) dependent on qualifications and experience
Holiday:	25 days plus 8 bank holidays pro rata to be taken out of term time
Pension:	Group personal pension scheme with 12% employer contribution matched by 3% minimum employee contribution
Purpose:	To manage all aspects of administration within the music department acting as the first point of contact for students, parents, curriculum music staff and peripatetic staff in regards to music for the Senior School and the Preparatory School



Main duties

- Provide administrative support to the director of music and the music department as a whole
- Administer instrumental tuition: processing applications for lessons; allocating pupils to visiting peripatetic staff; communication with parents, circulating weekly instrumental timetables and annual instrumental reports; schemes of work; dealing with matters that arise including cancellation of lessons and missed lessons for example
- Communicate regularly with all staff for/on whom music impacts
- Assist with preparations for concerts and recitals; booking of venue, programmes, box office, publicity, refreshments and other matters that arise
- Organise and steward annual ABRSM instrumental examinations
- Administer instrumental loans and maintenance, including the management of the year 3 and year 4 violin programme

- Assist with the preparation of assemblies and annual events such as remembrance day and Christmas carol services
- Maintain the departmental database and email distribution lists of pupils receiving instrumental lessons and pupils involved in instrumental ensembles
- Assist with and attend the annual music scholarship auditions (usually a Saturday in January)

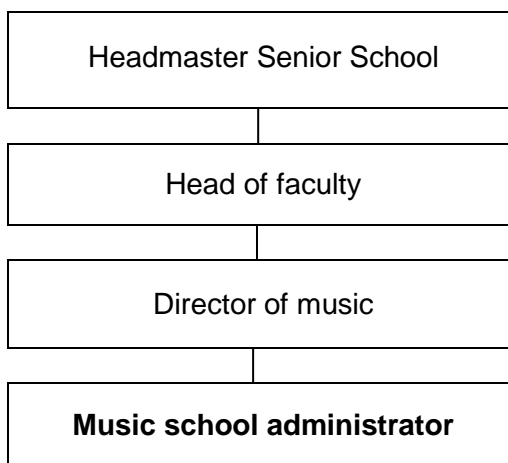


- Catalogue all listening resources, dvd's, music, sheet music, books, etc
- Order music resources, equipment, stationery, catering supplies as and when required, under the guidance of the director of music.
- Arrange piano tuning
- Provide regular, newsworthy, content for the school website to the website and communications co-ordinator
- Administer ad hoc workshops and musical activities

- Update the department's marketing flyer at the start of each academic year and produce posters and programmes for shows, recitals and events as and when required
- Continually update the departmental handbook, music school inventory, students' musical achievements and examinations results
- Ensure the music school is well presented at all times with relevant and up to date wall displays/information posters and online content
- Liaise with facilities for maintenance matters
- Any other tasks which may be required for the varied nature of this role

Organisational chart

The music school administrator will work within the faculty of arts and sports. The immediate line diagram of responsibility is:



Contextual Information

Claremont Fan Court School promotes continuous learning, independence of thought, teamwork, a critical approach to studies within a framework expecting excellent academics and high standards of character from its pupils and staff.

This school values each of its learners and actively seeks to clearly see evidence of God-given potential in every child.



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Position Outline

Music School Administrator

A part time, permanent, music school administrator is required from January 2020.

Background

The music school houses five instrumental teaching rooms, each equipped with an upright piano, one classroom, two ICT suites and a music technology room. Other facilities include the music school office and a staff room for peripatetic music teachers.

All staff are expected to demonstrate a willingness to promote and be loyal to the ethos of the school.

Person specification

The successful candidate is likely to display the following characteristics:

- Excellent communication and interpersonal skills, together with the ability to work collaboratively and courteously with colleagues including staff, students and parents
- Ability to work independently under own initiative
- Ability to work under pressure and to tight deadlines
- Strong IT skills in Outlook, Word and Excel (experience of Photoshop would be an advantage)
- Excellent attention to detail and accuracy
- Effective organisational and time management skills
- Adaptability and flexibility
- An understanding of music or a passion for the art would be desirable
- Approachable and confident with a sense of humour
- Used to handling confidential information

HR/AA Sep19

