



JOB DESCRIPTION – Music Department Administrator

Aim: To support the Director of Music, Visiting Music Teachers and pupils by providing effective administration in all areas relating to the Music Department.

Hours: 40 hours per week, 37 weeks per annum

Salary:

Line Manager: Director of Music

Location: Performing Arts Centre (PAC)

Main Duties and Responsibilities

- Maintain the Music School Manager database with full information about pupil achievements, both in and out of school, and produce reports as required; liaise with the ISAMS Manager to ensure accurate transfer of pupil information between databases
- Maintain accurate records on all school instruments and co-ordinate instrument hire arrangements for pupils, in consultation with the Heads of Strings and Woodwind and Brass
- Oversee the music instrument storage facility ensuring that all pupils have a safe place for their instrument
- Co-ordinate Practical and Theory examination entries, organise exam timetables and oversee stewarding
- Administer, co-ordinate and steward Music Award auditions
- Order music and accessories, keeping accurate billing records
- Prepare termly billing information for music lessons, sheet music and accessories, in consultation with the Assistant Director of Music
- Oversee records of pupil attendance and ensure that Missing Pupil procedures are followed by Visiting Music Teachers; produce a weekly report on missed music lessons for the Director of Music

- Liaise with the Director of Music, Assistant Director of Music, Heads of Strings and Woodwind and Brass, School Events Manager and Educational Visits Co-ordinator to assist in the organisation of major school concerts and trips
- Assist Visiting Music Teachers with:
 - Arranging timetables
 - Rooming for individual lessons and rehearsals
 - Re-scheduling lessons and informing pupils
 - Administration of reports
 - Diary entries that may affect their teaching
- Attend weekly Practical and Academic Music department meetings, take minutes and disseminate
- Carry out any other reasonable duties as required by the Director of Music

Person Specification:

Specialist Knowledge and Experience

- Excellent IT skills, including advanced word processing and database experience

Attention to Detail

- Ability to work accurately with an eye for detail

Using initiative

- Ability to work un-supervised and to prioritise tasks
- Ability to seek solutions to ensure timely conclusion of tasks
- Ability to think creatively to maximise time and efficiency

Communication

- Ability to communicate confidently and effectively at all levels, both verbally and in writing, adapting style to suit the audience
- Ability to build rapport with pupils and music staff
- Ability to deal directly with parents, answering their queries in a professional, consistent and assertive manner
- Ability to maintain confidentiality

Organisation

- Ability to remain calm under pressure, organise time effectively, create work schedules, prioritise workload and meet deadlines

Flexibility

- Ability to adapt to changing demands and conditions
- Willingness to acquire new skills

Special conditions

- This post is conditional on an enhanced DBS check.
- This post has been identified as having a high content of keyboard work. Training will be given in the correct use of VDUs.
- Holiday will need to be taken outside of term time.

This Job Description is a guide to the work you will initially be required to undertake. It may be changed from time to time to meet changing circumstances. It does not form part of your contract of employment.

Child Protection Statement:

The post holder's responsibility for promoting and safeguarding the welfare of child and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, s/he must report any concerns to the School's Child Protection Officer or to the Headmistress.

The Wycombe Abbey values of Mutual Respect, Encouragement and Trust (MET) should be followed to enhance working relationships and to benefit the whole School community.

15/05/17