

Norwich School

Music School Manager



JOB DESCRIPTION

Job Title: Music School Manager
Reports to: Director of Music

Specific Responsibilities

- PA to the Director of Music
- Administrative planning of concerts: email circulation to pupils/parents, booking of teas/refreshments, publicity, reminder/information emails, transport planning for off-site events and ticket applications.
- Administration of Associated Board exams: creating online entries, planning the schedule, booking accompanists and processing pupil charges
- Operation of Departmental database: maintaining group/teaching lists, inputting pupil group attendance and peripatetic payment claims;
- Creation and ongoing updating of pupil records for all pupils receiving academic or extra-curricular tuition
- Ensuring peripatetic weekly timetables are posted on the board in the department (and online if possible)
- Answering routine telephone/email enquiries from current and prospective parents
- Administrative work relating to the Visiting Music Teachers including: room allocation, dealing with instrumental lesson applications from current and prospective pupils, processing and proofing of reports, allocating pupils to teachers, managing archive information relating to VMTs.
- Timetabling for music scholarship exams and welcoming of candidates
- Management of Department resources, in conjunction with the Graduate Assistant, including booking out of any equipment and monitoring its return; arranging for piano-tuning and occasional instrumental maintenance; ensuring that all VMT rooms are set-up with the correct equipment and operational.
- Managing the hire of school instruments to pupils (and outside agencies) and arranging for repair and recharges as necessary
- Preparation of budgets in conjunction with the DoM
- Organising staff refreshments and monitoring usage and supplies
- Preparation and publishing of the termly Music Calendar and participation in the collation of the whole school calendar.
- Overall responsibility for external publicity, including updating the website where necessary, and updating Music School guides.
- Administrative support to other members of the academic teaching staff and office-related tasks such as timetabling exams and controlled assessment, processing email, taking minutes at departmental meetings and filing paperwork.
- Assist Graduate Assistant/other staff where necessary with set up/dismantle of school music events and rehearsals on and off site
- Liaison with Estates on Music School maintenance issues.
- Act as Fire Marshall for the building
- Any other reasonable administrative duties that become necessary.
- Inventory of Musical instrument stock and library
- Overall responsibility for departmental IT liaison
- Other work as directed from time to time by the Director of Music.

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Safeguarding

- The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share in this commitment.
- Understand and implement the Child Protection Policies of the school and attend related training.
- Promote and safeguard the welfare of children and young people and ensure that all staff and volunteers share this commitment.

PERSON SPECIFICATION

	Essential	Desirable
Education and Qualifications		
Maths, English and IT Level 2	x	
Previous experience of working within a school environment		x
Previous administration experience	x	
Appreciation of the value of music and the arts		x
Basic skills and competencies		
Excellent IT skills - Word, Excel and Outlook	x	
Strong communication and interpersonal skills both verbal and written	x	
Librarian skills		x
Excellent time management, organisational and administration skills	x	
Capable of working unsupervised	x	
Enjoy using own initiative	x	
Able to meet challenging deadlines	x	
Personal Qualities		
Understand and comply with Child Protection procedures	x	
Able to thrive under pressure	x	
Proactive and forward thinking	x	
Punctual	x	
Flexible and can adapt to meet the needs of the department, as required	x	

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SALARY AND BENEFITS

Salary and Working Pattern

This is a permanent post, and the salary is £25,145 per annum. The Music School Manager is expected to work term time, which is 34 weeks, plus 5 weeks, 37.5 hours per week, typically Monday to Friday between 8am to 4:30pm. Flexibility in working hours and pattern is required to meet the changing needs of the school.

The post-holder will be expected to be available for all concerts, musical and school open days and major events, and other internal/external music events, with time in lieu by agreement (e.g. a morning or afternoon if concurrent evening or weekend engagements).

The post-holder will be expected to work before the beginning of every term and a significant portion of the summer holiday.

Pension

Subject to meeting the qualifying conditions, support staff are eligible for the Aegon pension scheme. The school will contribute 8% if the staff contributes a minimum of 4% of his/her salary into the scheme. Please note that this is a defined-contribution pension scheme.

Healthcare

Staff may benefit from a heavily subsidised private healthcare plan run by Bupa. To join, a full-time member of staff has to contribute £100 per annum. The spouse and dependent children may also join the scheme at the prevailing corporate rate.

Lunch

Staff may enjoy a complimentary lunch in the school's Refectory during term-time.

Salary Sacrifice Schemes

Norwich School offers the Cycle to Work scheme.

NOTE: Please note that Norwich School is located in the centre of Norwich with very limited parking. The successful candidate may apply for a parking space but success will be dependent on availability and on meeting the school's criteria for awarding parking spaces. However, the school is well served by public transport systems. Bus stops are located just outside the Cathedral gates and there are frequent services for the various Park 'n' Ride car parks as well as for other parts of the city and county. The Norwich mainline train station is only 5-10 minutes' walk from the school.