



Blundell's

FOUNDED 1604

WORKING AT BLUNDELL'S JOB DESCRIPTION AND PERSON SPECIFICATION

Job Title: Music Administrator

Department: Music

Report to: Director of Music

Date: July 2022

ROLE

To provide administrative support to the Director of Music and the Music Department. To facilitate the provision of music lessons, trips, events and examinations. To liaise with and support the VMTs for the delivery of their lessons.

SUMMARY OF DUTIES

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- To co-ordinate the provision of music lessons and liaise with VMTs
- To co-ordinate and collate music examination entries and results
- Upload digital examinations in a timely and accurate manner
- To co-ordinate and collate payroll, travel and pupil billing information for the Bursary
- Co-ordinate arrangements for trips and events, to include Risk Assessments and booking travel and accommodation
- Correspond with parents and staff to disseminate information
- To use relevant IT packages and support VMTs with this as required
- To order music equipment from suppliers, check and code invoices
- Compile expense sheets for the department
- Assist with the compiling of marketing information
- Undertake general admin duties including minutes, email management, spreadsheet and database management and dealing with queries.
- Organise and allocate appropriate rooms for music lessons when required
- Maintain iSAMs class lists for one-to-one music lessons and co-curricular music
- Assist with provision of hired instruments
- Monitor forms for music lesson registration and documentation
- Take reasonable care of health and safety of self, other people and resources whilst at work to comply with the School's health and safety policy, procedures and local rules.
- Any other duties as reasonably directed by Director of Music.

PERSON SPECIFICATION

Essential Qualifications and Experience

- Excellent administration skills

- Good communication and customer service skills
- Excellent IT skills including use of Microsoft packages
- Time management skills
- Ability to work alone and use own initiative
- Good attention to detail and accuracy
- Minimum of 2 years admin experience

Desirable

- An enthusiasm for music
 - Experience of working in a school environment
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This is not an exclusive list of duties but gives an indication of the level of ability required. All staff will be expected to undertake relevant training and may be required to update their skills.

Please sign to acknowledge receipt of job description.

Signature: _____

Employee Name: _____ Date: ___ / ___ / ___