

JOB DESCRIPTION

Job Title: Music and Drama Administrator

Reports to: Head of Music/Drama

Salary: (approximately) £20,334 pro rata, (£8,046 per annum)

Key Contacts and Relationships: Head of Music, Peripatetic Music Teachers, Junior School Administrator, Head of Drama, Reception Staff, Support for Learning Department Staff organising school trips and Accounts Department.

Overall Purpose: To provide administrative support to the school Music and Drama departments. Preparing timetables for peripatetic lessons. Liaising with accounts department regarding peripatetic music teachers' working hours and music lessons to be billed. Assisting in preparing coursework. Liaison with parents. Support in the arrangement of Music Meeting for Worship, concerts, rehearsals and recitals.

Key Responsibilities

- Support the Head of Music and Drama in running activities for students.
- Prepare and distribute timetables for peripatetic lessons
- Informing Accounts team of hours worked by peri music staff monthly for salaries
- Informing accounts team of extras, music lessons and cancelled lessons for billing
- Maintain records of student instrumental lesson and LAMDA contracts for audit trail
- Provide support in the arranging of concerts and other events
- To assist with the production of programmes and literature relating to concerts, productions and other events
- Liaise with staff to identify exams, trips or fixtures that may result in pupils missing music lessons
- Ensure pupils and parents are reminded of music lesson times
- Prepare letters as appropriate for parents
- Prepare Risk assessments for trips and visits
- Inform students of performances for certain events – i.e. Music meeting
- Maintain music notice boards
- Purchasing of instruments, music equipment and incidentals for department and students
- Administer the maintenance of school musical equipment and piano tuning schedule
- Prepare and distribute rehearsal schedule for productions
- Prepare rooms for music exams held in school
- Enter students for music exams and arrange accompanists and transport where necessary

Key Performance Measures

- Pupils and peripatetic staff are aware of music lesson times and changes
- Events run smoothly and efficiently
- Good communication with other departments

Skills and Competencies required in the role

- Experienced administrator
- Good time management and organisational ability
- Approachable and positive telephone manner
- Strong ICT and secretarial skills
- Excellent communication and interpersonal skills
- Ability to work on own initiative and prioritise workload
- Attention to detail

Hours of work: 20 hours per week (15 hours per week Music Administration and 5 hours per week Drama Administration) spread over 4 or 5 days per week, term time only.