

Job Description for Administrator

Job Summary

The Administrator is responsible for the day-to-day administration of St. Columb's School of Music Ltd. under the direction of the directors. This includes, but is not limited to, the provision of timetabling, bookings and helping with the facilitation and organising of events.

St. Columb's School of Music Ltd. is committed to treating everyone fairly, to challenging inequalities and to promoting equality of opportunity for all. We welcome applications from everyone and value diversity in our workforce.

Main Duties

1. Report to the School of Music Directors.
2. Provide helpful and accurate responses to enquiries from current and prospective parents, schools, visiting teachers and members of the public, either via telephone or email.
3. Efficient running of the general administration of the Music School Office including the directors' correspondence, diary & assistance to associate teachers.
4. Manage the electronic calendar to ensure the smooth access of information to the directors and teachers, updating teachers on all changes/cancellations of lessons and rearranging if necessary.
5. Prepare a register/timetable for the start of each term for each teacher.
6. Prepare a register/timetable for the start of each term for each room
7. Ensure timetables, academic set lists, pupil lists and general paperwork are posted in the appropriate places.
8. Keep accurate records of timetables, missed lessons and pupil issues.
9. Organise new lessons if required and let all interested parties know.
10. Follow-up absences, create termly registration/absence report
11. Responsible for receiving and recording student tuition fees
12. Collate reports and invoices and to be sent to parents and schools when needed
13. Update spreadsheets and create termly reports
14. Book piano tunings and create tuning schedule for each term, including managing the repairs of instruments and music equipment.
15. Arrange the rearrangement of furniture in rooms as required.
16. Maintain an inventory of all stock items, including the purchase of sheet music, books, stationary and other resources.
17. Deal with orders and invoices for music and equipment.
18. Notify the works department of any repairs needed to the fabric, fixtures and fittings of these areas.
19. Maintain operation of photocopiers, printers, wifi, phone and electronic card reader.
20. Ensure all noticeboards are up to date
21. Manage ticketing for all music events

22. Carry out the administration for all musical events and exams:
 - a. Update biographies and pictures
 - b. Type programs and to devise timetables and rehearsal schedules for the performers/candidates.
 - c. Enter exam information online
23. Arrange catering for all groups/events as required
24. Fill in for the secretary if needed during the prescribed teaching hours.
25. Attends to any other task as instructed by the directors

Selection Criteria

To enable us to shortlist in a fair and unbiased way it is absolutely vital that you provide us with sufficient information to demonstrate how you meet or exceed the criteria outlined in the vacancy description. Please include this information in the knowledge, skills and experience section of the application form.

Essential

- Excellent organisational skills – able to handle varied workload and prioritise tasks
- First-class communication skills – able to communicate with large numbers of people on daily basis
- IT skills – comfortable with Word and Excel (or happy to take advanced training)
- Methodical approach to tasks
- Excellent attention to detail
- Happy to work independently
- Flexible
- Available to work evenings and weekends as required

Desirable

- Past experience in a secretarial/administrative role
- Have a musical background

Additional Information

For an informal discussion please contact the school directly to speak to the directors; Louis Fields and/or Nicky Morton.

DBS: Please note that it is a requirement of employment that an enhanced Disclosure and Barring Service (DBS) check is obtained for this post. This means that you must declare any criminal convictions, cautions, reprimands or final warnings unless these are 'protected' as defined by the Rehabilitation of Offenders Act 1974 (Exceptions) order 1975 (as amended in 2013).

All staff have a responsibility and duty of care to safeguard and promote the welfare of pupils. Staff must be aware of the systems within the School which support safeguarding and must act in accordance with the School's Safeguarding & Child Protection policy and Code of Conduct. Staff will receive appropriate child protection training which is regularly updated.

The Administrator shall be wholly responsible for all taxes, national insurance and other contributions which are or may be payable out of, or as a result of the receipt of, any fees or other monies paid or payable in connection with this agreement.

The Administrator shall indemnify and hold St. Columb's School of Music Ltd. harmless against all taxes, national insurance or any other contribution, tax, penalty, interest, levy etc which may be due, or become due, on any fee paid, or in connection with any fees paid by St. Columb's School of Music Ltd. to the Associate.

St. Columb's School of Music Ltd. does not offer any mileage payments or insurance cover outside of the St. Columb's School of Music Ltd. premises.

Salary

£9 an hour (negotiable)

St. Columb's School of Music Ltd. shall pay the Administrator per hour in accordance with the schedule of charges as agreed between the parties, along with suitable expenses incurred and authorised by St. Columb's School of Music Ltd.

Hours

Negotiable. Teaching hours fall between the hours of 4.00pm and 9.00pm Monday to Friday, and/or Saturday morning at the premises of St. Columb's School of Music Ltd. Administrative hours are flexible but you will be required to answer/respond to calls beyond the prescribed hours.