

Job Description

Job Title: Music Administrator

Drafted: November 2015

Purpose of the post

The **Music Administrator** is a vital member of the Music Department and supports the Director of Music with a range of administrative and communications tasks.

Reporting lines

The **Music Administrator** reports to the **Director of Music**.

Working Hours

The **Music Administrator** is expected to work 5 hours per day during the school term. Generally it is expected that the Music Administrator will work whatever hours are required in order to meet the expectations of the position. From time to time the post requires that work is done in the evenings, on weekends, and/or during school holidays.

Outputs and key actions

Output 1	Administration
	• Assist the Director of Music with a range of administrative tasks, including, but not limited to: ○ Manage the Scholarship application and audition process ○ Arrange and manage the interview process for potential new Music pupils (Grade 7) • Administer and update the Music Department mark-sheets and mark books as required. • Manage the external Music exam entries and payments. • Manage payment for and distribution of Music books, and refunding of payments on safe return. • Manage any other payments for Music related activities (e.g. Choir gift fund, sale of DVDs, etc.). • Receipt all monies received, ensure safe storage and deposit with the Finance Office timeously. • Manage and control the Biometric Access Control system for the Music Instrument storeroom.

Output 2	Communications
Key actions	• Correspond with parents and music pupils as required, on a range of department related issues, including but not limited to: ○ Interviews ○ Timetables ○ Lessons missed • Communicate the happenings of the department, including upcoming events to the music parents, and to the wider school community via the school's website and weekly bulletin.

	• Act as a liaison between the Music Parents' Committee and the Director of Music, and assist with fundraising projects.
--	--

Output 3	Printing
Key actions	• Printing and copying of materials to assist in the administration of the Music Department, as requested by the Director of Music. • Copying of Music Scores for members of the Music Staff, when requested. • Layout and printing of programmes for Music events

Output 4	Library
Key actions	• Manage and administer the Music Library, including, but not limited to: ○ Cataloguing new purchases on arrival ○ Issuing material to staff and learners and ensuring its safe return ○ Organising stock in a logical manner so that it can be easily located ○ Manage the collection of music scores so that they are kept complete and in good condition.

- *Whilst every effort has been made to explain the main duties and responsibilities of the post, each individual task undertaken may not be identified.*
- *Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description. The job profile will be amended from time to time as part of the performance management process*
- *Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.*