Job Description
Music Department Administrator

Department: Music

Responsible To: Director of Music / Heads of Instrumental Departments
Music Department Manager
PA to Director of Music (Line Manager)

CONTEXT:

Chetham's Foundation is a unique cultural institution and charity in the heart of Manchester combining music, education, and heritage.

We are home to three extraordinary places – Chetham's School of Music, Chetham's Library, and The Stoller Hall.

We believe in the power of music and creativity to unite people, and we are committed to educating and inspiring new generations of musicians and thinkers.

The Music Department is at the very heart of Chetham's School of Music and is the centre of all students' musical activities and non-academic studies. The department has a lively, busy atmosphere, and aims to deliver the best possible musical opportunities for its students.

Working as a part of a small team of dedicated administrators (Concerts Manager, Music Timetablers and PA to the Director of Music/Admissions Manager), the Music Department Administrator plays a crucial role in the smooth and efficient running of the department.

KEY RESPONSIBILITIES:

To provide comprehensive administrative support for the Heads of Instrumental Departments and Music Manager; to provide general support for the Music Department as a whole and to act as a central point of contact for fielding parental/general enquiries.

DUTIES:

Heads of Departments

- Admin support including verbal and written correspondence for Heads of Instrumental Departments, as required;
- Administration of all profiles [student reports] for the Music Department instrumental staff. Collate all returning profiles and input into AIM High (central database); distribute to and type any Head of Department profiles as required (occurring 3 times per year).
- Working in conjunction with the Director of Music's PA, provide assistance for generating and processing all assessment/ concerto applications and results.
- Ensuring that College References are received from Instrumental Tutors and circulated to the relevant Head of Instrumental Department at the start of the autumn term.
- Prepare annual deadline document in liaison with Accompaniment Team.
- Administration of all student assessment reports. Collate all technical and main assessment written reports and issue directly to parents.

- Distribution of repertoire request forms for all instrumental assessments.
- Meet and greet service for Head of Department guests as required.
- Administrate the visitors' policy on behalf of Heads of Departments, maintaining an accurate log of all visitors to the department.
- Scheduling departmental activities as necessary;
- Administrate any external concert attendance to local venues for students as required.

Support to Music Manager

- Financial administration on behalf of the Music Department Manager, to include: accurate weekly logging/processing of invoices.
- Administrative assistance in preparing the monthly 'pay round' for hourly paid music staff as required.
- Support the hearing conservation work of the department - logging and distributing hearing protection for all students and staff. Compile any relevant correspondence and charges for parents as necessary. Support the Hearing Assessment Nurse to schedule staff hearing assessments as required.

Wider Music Department

- Provide flexible general administrative support for the Music Department as required.
- Assist the Auditions Manager – welcoming auditioning students and their parents to the school and supporting the auditions processes.
- On a weekly basis ensure that recording equipment is set for lunchtime concert in liaison with colleagues including IT Department.
- Ensure 'electronic' filing of student records and music department folders are up to date.
- Collection of internal/external mail and distribute accordingly.
- Process 'music purchase orders' for both staff and students on a regular basis. Chase up any outstanding orders and distribute incoming music to the relevant person(s).
- Place stationery orders to fulfil the needs of the department.

Miscellaneous

- Ensuring good lines of communication are maintained with all School staff.
- Respond to and field all general queries and parental enquiries.
- The post holder is a member of the whole school administration team, which is responsible for providing an efficient and cost effective support service to the school. Within the administration team, each person has specific responsibilities as defined in their job description. However, all team members should be prepared to assist colleagues and carry out reasonable tasks to support the wider team when necessary

Notes/Additions

The post-holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact, will be to adhere to and ensure compliance with Chetham's Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in Chetham's, s/he must report any concerns to Chetham's Child Protection Officer or to the Head (as appropriate).

CHILD PROTECTION AND SAFEGUARDING CHILDREN

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with Chetham's Child Protection and Safeguarding Policy, the Staff Code of Conduct and related documents (available at www.chethams.com) at all times. If, in the course of carrying out the duties of the post, I become aware of any actual or potential risks to the safety or welfare of students at Chetham's, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Joint Principal (NS).

Our Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham's is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at

Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham's recognises the contribution it can make to protect and support students. I agree that I have read and understood the attached job description.

I agree that I have read and understood the attached job description.

Employee's name .....

Employee's signature .....

Date. ……

Music Department Administrator
Person Specification

The Music Department is a fast-paced but exceedingly friendly environment to work in. We pride ourselves on having a genuine 'family feel' present throughout the staff body – everybody putting their energy into supporting our students' happiness and welfare in what is a truly unique learning environment.

You will need to have a calm, approachable manner and the ability to work with children as young as 8 and all years upwards to 18 years of age. You will be able to communicate articulately and work successfully alongside professional musicians (including leading figures from the international classical music scene), all levels of the School's workforce and your own team alike.

Kindness, commitment and an openly warm disposition are all essential criteria, as is a positive and thoroughly supporting attitude. A healthy sense of humour and the willingness to help colleagues and students alike – no matter what time, what day, or how full your inbox may be - is absolutely crucial!

Experience

ESSENTIAL

- Minimum 2 years' experience working in a busy administrative office environment
- Experience in face to face, telephone and email contact, the ability to deal with a range of enquiries
- Excellent computer literacy skills, including Microsoft Office – 'Word' and 'Excel' essential

PREFERRED

- Previous experience of working within the education or arts sector
- Experience of Power Automate/Microsoft Forms

Personal Qualities

ESSENTIAL

- Suitability to work with children

- Excellent, clear spoken and written English.
- Excellent interpersonal skills, tact and diplomacy
- Approachable and genial (as above)
- Excellent time management and workload prioritisation
- Keen eye for detail
- Ability to work on own initiative
- Ability to cope with periods of pressure and change in a fast-paced environment
- Flexibility with regards to working hours, practices and sharing of duties with other members of staff, as required
- Reliable, conscientious and willing to work as part of a team
- Well organised, with an open/flexible and confidential approach when dealing with staff, students and visitors to the School