



Chetham's

SCHOOL OF MUSIC

Job Description

Job Title: Woodwind, Brass and Percussion (WBP) Administrative Assistant

Responsible to: Joint Heads of Woodwind, Brass and Percussion (Line manager)

Hours of work: 14 hours per week, over 2 days. Two roles (job share) which combined cover 35 hours per week; both roles 37 weeks per annum (term time only plus one non term time week). The majority of hours worked will be scheduled within the main school day (Monday – Friday), although flexibility to work outside these hours may be required, including specific variation within school calendar weeks).

Information about Chetham's

Founded in 1653, Chetham's 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 School is an independent boarding school for over 300 children aged between 8 and 18, all of whom excel in music. The Library is the oldest public library in the English-speaking world. The Hospital charity owns the buildings in which the School and Library operate. The School also incorporates a world-class concert hall, The Stoller Hall, opened in 2017. Supporting Chetham's in achieving its excellent outcomes are around 350 employees, with a wide variety of roles including academic staff, music tutors, support staff, concert hall staff, boarding staff with an equally wide variety of types of contract including term time, fixed term, permanent, ad hoc. The School and Library also have a number of volunteers and others who have clearance to work on site.

Main Purpose of Role:

To provide comprehensive administrative support for the Woodwind, Brass and Percussion Department. The roles will provide a flexible support to the Joint Heads of WBP and will enable the Department to support the operational needs of the students and staff throughout the School's term time.

Whilst both roles will support the full breadth of the WBP Department, ideally each role would hold a complimentary interest (e.g. one role holder to provide specialist support for brass/percussion, the other to provide support for woodwind).

Main Responsibilities and Duties:

- Generating and publishing schedules and notices for departmental musical activities as necessary, including Music Blocks, Saturday Rehearsals, Masterclasses, Assessments, Wind Orchestra and other ensemble rehearsals as required.
- Assisting in the organisation of departmental concerts (internal and external) and any additional musical projects of the Department, as required. This role covers the three one week long Music course (October, February, July) supporting departmental activity as required.
- Supporting the creation of personnel lists and scheduling requirements of the chamber music programme for the WBP Department.
- Assisting in the effective communication of intended department activity between all students and staff.
- Maintain an appropriate on-site presence and availability for student enquiries in the absence of any Heads of Department.
- Liaising with the Music Timetable team and other key Music Department staff to maintain up to date information for StREAM (the School's internal scheduling system) and any other administrative bases as required.
- Assisting in the production of Risk Assessments for department activity and any associated administration duties.
- Liaising with instrumental tutors to collate repertoire details and provide concert information for solo and chamber ensembles.
- Scheduling technical exams and creating/publishing associated reports.
- Maintaining instrument inventories for the WBP Department alongside administering any instrument loans to students. Complete any complementary insurance administration as required.
- Processing equipment orders (e.g. reed and cane) and organising instrument repairs including courier/transportation as required.
- Photocopying of music and sourcing of music parts/scores as required.
- Maintaining the effective distribution and collection of parts for departmental ensembles as required.
- Maintaining up-to-date attendance registers for departmental classes as required.
- Being available to students, receiving information and assisting with day-to-day queries as appropriate, keeping the Heads of Department fully informed at all times.
- Using 'Stream', identify clashes and possible attendance issues for the WBP Department and class activities for the week ahead. (NB: a high proportion of activities are delivered after 4.30pm and by staff who do not have the benefit of support more readily available to visiting instrumental staff during the day).
- Ensure central WBP specific administration folders are maintained and updated on an annual basis including Sharepoint.
- Parental liaison of logistical student matters as required.
- Provide on-the-day performance support (stage setting and student chaperoning etc) as necessary for the student performance programme.

Other Duties

- Attend any INSET sessions as arranged by the School.
- Attend training as required by the department or the School.
- Any other reasonable duties as required.

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 confirm that I have read and understood this job description and that I agree to its contents.

Print Name:

Signature:

Date:



PERSON SPECIFICATION – Wind, Brass and Percussion Administrative Assistant

Essential attributes

- Experienced Administrator with proven experience in a busy and reactive working environment.
- The ability to work calmly under pressure.
- Excellent communication skills, both written and verbal.
- Evident practical understanding of a classical music environment and a genuine enthusiasm for the subject.
- Self-motivated and proactive mindset, with the ability to problem-solve in a variety of settings.
- Well organised and methodical.
- Flexible with regards to working hours, as required in the job description above.
- Fluency with most common P.C. packages (e.g. Word / Excel etc).
- Excellent eye for detail.
- Ability to work to multiple deadlines and the ability to prioritise workloads calmly and effectively.
- Approachable and good natured.
- Experience of working with students aged 8-18.

Desirable attributes

- Formal musical training and understanding from a Woodwind, Brass, Percussion discipline.
- Experience of working in a similar role within an education setting.

Chetham's is committed to safeguarding and promoting the welfare of children; applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service Reg. Charity No: 526702