

Job Description

1. **Job Title:** Music Department Administrator/Secretary (Part-time, 35 weeks)
2. **Responsible to:** Director of Music
3. **Job Summary:** To provide full administrative support to the Director of Music and support the day to day running of the music department at the College.
4. **Duties and Responsibilities:**
 - a) Absentees – entering and monitoring number of pupil absences. Documentation of reasons for missed lessons. Emailing pupils and Housemasters when lessons are missed and advising of next lesson time.
 - b) Receive notification of music teacher absences, enter details on PASS and advise Deputy Head and Director of Music where relevant.
 - c) Pupil Accounts – recharging pupils termly for music purchased etc., checking of invoices from music suppliers before recharging pupils and submitting information to bursary.
 - d) Calculation of pupil tuition fees – termly.
 - e) Monitoring of number of music lessons given by each teacher. Record kept of lessons each term, adjustments made to fees when necessary.
 - f) Calculation of pupil music theory lessons – termly.
 - g) Maintaining up to date list of teachers and contact details.
 - h) Monitoring and maintaining pupil lists – allocation of all new pupils to teachers as directed, who is giving up lessons and when and advising music teachers accordingly.
 - i) Responding to parents re notice/extra time etc.
 - j) Phone/email contact with parents.
 - k) Monitoring of rehearsals/activities /exam accompaniments by each teacher.
 - l) Staff salaries and expenses – issuing of monthly claim form to teachers. Salaries calculated and submitted monthly to payroll.
 - m) Checking music timetables to ensure no clashes and liaising with music teachers to arrange alternative times resulting from clashes, academic lessons which cannot be missed, sports fixtures, ad hoc tests/exams and other items not listed in the White book.
 - n) Checking days of visits and their impact on timetabling – inevitably staff change the day of their visit (professional commitments, commitments in other schools etc.), emailing changed teaching timetables to pupils as a result of a day change.
 - o) Maintaining lists of choirs, orchestras, bands and ensembles

- p) Weekly rehearsal sheet - currently emailed to Houses.
- q) Chapel Sheets- produced fortnightly. Emailed to Houses and sent to small mailing list.
- r) Producing all orders of service including carol services etc. and liaising with proof reading and printers.
- s) Concert programmes throughout the year.
- t) Ordering of textbooks/music.
- u) Photocopying of music, booklets etc. for music staff.
- v) Submission of up-to-date list of music scholars and music pupils and their instrument/voice for the generation of reports.
- w) Acting as point of contact over problems with teachers.
- x) Correspondence relating to arrangements for concerts and trips.
- y) Correspondence for Director of Music with the exception of correspondence relating to pupil's music lessons, fees, termination of music lessons, absences etc., or relating to Visiting Music Teachers.
- z) Safeguarding Duties
 - The post holder's responsibility for promoting and safeguarding the welfare of children and young persons for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the School's Safeguarding and 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 the School s/he must report any concerns to the School's Designated Safeguarding Lead or, if he/she is the School's DSL, to the Headmaster and relevant agencies

5. Person Specification

The successful candidate:

- Must have a professional manner.
- Be able to deal quickly and efficiently with enquiries from a variety of sources whilst remaining calm and positive.
- Be fully IT literate with a strong working knowledge of Excel.

6. Terms and Conditions

Salary: £9,108 per annum

Hours: 20 hours per week; 35 weeks/year

Other benefits include:

- Use of College sports facilities
- Pension and life insurance
- Free tickets to College productions

7. How to Apply

To apply, please visit www.eastbourne-college.co.uk/contact/employment-opportunities and click the Apply Now button to complete the mandatory application form. A letter of application and an up-to-date CV may be uploaded with this online application form.

Candidates will be required to provide the names and contact details of two referees, one of whom should be a current employer. Candidates should make it clear if they would prefer their referees not to be contacted before the interview stage.

For further information please contact Human Resources by email on hr@eastbourne-college.co.uk or phone 01323 452288.

Closing Date: All applications must be received by Friday 26 April 2024.

Expected start date is June 2024.

8. Safeguarding Statement

Eastbourne College Incorporated is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. The appointment is subject to enhanced DBS check, pre-employment medical questionnaire and positive references.

Eastbourne College Incorporated is committed to the provision of equal opportunities in employment and accordingly wishes to ensure that no job applicant is treated less favourably on unjustifiable grounds.

April 2024