

Music Administrator
Music Department
Full time, Term-Time Only plus ten days
From April 2024

Whitgift is one of Britain's leading independent boarding and day schools for boys aged between 10 and 18 years, with approximately 1550 pupils and over one hundred boarding or flexi-boarding pupils. It was founded in 1596 by Elizabeth I's last Archbishop of Canterbury, John Whitgift, and is the oldest school in Croydon. Whitgift enjoys facilities of outstanding quality, amongst the best available nationally, in a beautiful parkland estate in South Croydon with excellent links to London, Surrey and the south coast.

We are seeking to appoint an exceptional Administrator to assist the Music Department through the provision of administrative and operational support.

MAIN DUTIES AND RESPONSIBILITIES:

To assist the Music Department in the following areas:

- Providing administrative support for all music events, including concerts, Open Mornings and Open Evenings.
- Overseeing practical exams, including planning and scheduling exams and liaising with exam boards
- Assisting the music department staff with the administration associated with trips/outings.
- Providing administrative support for instrumental and singing lessons, including allocating rooms and distributing missed lesson reminders.
- Providing administrative support for the Instrumental Scheme – communicating with instrumental teachers regarding timetabling decisions and their allocations, as well as sending communicating with students and families directly and via Form Tutors.
- Maintaining accurate and up-to-date records of pupils, their participation in tuition and ensembles and the allocation of music awards.
- Assisting visiting music teachers as required, for example re-scheduling lessons; liaising with students and families.
- Taking minutes of meetings as required.
- Undertaking other tasks as required to facilitate the smooth running of the Music department.

PERSON SPECIFICATION:

Essential

- Excellent administrative and organisational skills.
- Excellent written and verbal communication skills.
- Confident and capable computer skills.
- Reliability, enthusiasm and ability to work unsupervised.

- Interpersonal skills of a high order.
- A good understanding of the needs of a thriving and busy school music department.
- A positive and collaborative approach to work with pupils, staff and parents.
- A significant degree of initiative and ability to work efficiently and calmly, even at times of particular pressure.
- Ability to prioritise work and adapt when circumstances change, meeting deadlines under pressure.
- An international outlook and acceptance of all cultures.

Desirable

- Previous experience in working with children aged 10-18 years.
- Knowledge and experience of music instruments and ensembles
- Good humour and a desire to achieve the highest standards.

PERSONAL RESPONSIBILITIES

To carry out the duties and responsibilities of the post, in accordance with the School's Health and Safety Policy and relevant Health and Safety Legislation.

The Whitgift Foundation is committed to safeguarding and promoting the welfare of young and elderly people in their care and expects all staff and volunteers to share this commitment.

PERFORMANCE STANDARDS

To complete any administrative tasks that support performances, examinations or lessons in a timely manner, so that all other preparation for those events can be completed successfully and to high standards.

To ensure that all services within the areas of responsibility are provided in accordance with the School's commitment to high quality service provision.

This job description will be reviewed annually and may be subject to amendment or modification at any time after consultation with the post holder. It is not a comprehensive statement of procedures and tasks but sets out the main expectations of the School in relation to the post holder's professional responsibilities and duties.

FURTHER INFORMATION

All our staff benefit from a competitive remuneration package, including:

- 25 days' holiday to be taken during school closure periods (for full-year posts and pro-rata for temp or PT)
- Membership of a generous money purchase pension scheme for all support staff which includes 3 x salary life assurance cover
- Free access to an Employee Discount Club, which offers discounted rates on a range of products and services, including insurance, holidays and travel, fashion and retail

- Free access to our onsite gym during certain hours
- Membership of the Bupa Cash Plan, which gives financial support towards annual optical and dental costs, various therapies and consultations, as well as an EAP service which offers a counselling service and other advice on a wide range of topics
- A range of family-friendly benefits including enhanced maternity pay and childcare vouchers if eligible.
- Season ticket loan
- Onsite parking (on a first come first served basis)
- A free hot or cold lunch is available onsite during term time and during certain weeks during the summer holiday

CONDITIONS OF SERVICE

This position is offered as a full-time, term-time only plus ten days, post from April 2024 (date to be confirmed pending pre-employment checks).

The Administrator will work 5 days per week. The hours are 8.00am to 5.00pm (40 hours per week) with a one-hour unpaid lunch break. There will be an occasional requirement for flexibility with start and finishing times to meet the needs of the department or for school events throughout the year. Any changes will be mutually agreed in advance with your line manager.

As a result of the Asylum and Immigration Act 1996, employers now have to verify that new recruits who are not British Nationals are eligible to work in this country. Therefore any applicant who is offered an interview will be asked to provide official documentation to verify their ID, address and right to work in the UK. It is also normal practice for the School to ask for original qualifications and professional membership documents as detailed on their application.

We welcome applications from all parts of our community as we aspire to attract staff that matches the social and cultural diversity of our student intake.

Salary range: £27,664– £30,862 per annum (based on term time plus two weeks)

Salary Range is based upon Point 22 to Point 26 of the John Whitgift Foundation Support Staff Pay Scale (dependent upon experience), which is currently £32,994 to £36,808 per annum (for a Full-Time, Full-Year position).

This role will have a salary between £27,664 to £30,862 gross pay per annum, based on Term Time plus 2 weeks, and is inclusive of 5.6 weeks holiday pay.

Whitgift School (part of the Whitgift Foundation) is committed to safeguarding and promoting the welfare of young people and vulnerable adults and expects all staff and volunteers to share this commitment. Where applicable, applicants must be willing to undergo child protection screening including checks with past employers and the Disclosure and Barring Service and online media checks (including personal, professional and other online activities)

March 2024