

Queenswood



PERSON SPECIFICATION
AND JOB DESCRIPTION



Music and
Co-curricular
Administrator



Job description for Music and Co-Curricular Administrator

The applicant will need to be flexible and able to work when required according to the Music programme of events.

The role will be split into two parts.

Part 1 - Music Administrator

Reporting to: Director of Music

The Music Administrator will assist the Director of Music in promoting an enthusiasm for, and excellence in, Music throughout the School. They will assist with the teaching and administration of a busy and dynamic Music School, as well as assisting with concerts, music tours and stage productions.

Main responsibilities and duties

- To support the Director of Music in the further growth of the department
- To assist in curriculum Music lessons as technical and musical support
- To inspire students to greater musical accomplishments
- To provide musical support in rehearsals
- To provide technical/musical support for concerts and live performances
- To provide administrative assistance to the Director of Music including creating score, photocopying and general administrative tasks
- To supervise student rehearsals after school
- To provide administrative support for the VMS (visiting music staff) including:
 - communicating with parents, teacher and students about changes to lessons, including starting and ceasing of lessons
 - resolving clashes in lesson times between VMS and, where possible, with sports fixtures
 - ordering and distributing music for use in VMS lessons
 - monitor attendance at instrumental/vocal lessons
 - liaising with GO staff about missing students
 - verifying correct attendance registers, which feed into VMS staff salary
- To administer ABRSM and Trinity performance exams including
 - booking venues and examiners
 - booking in students into the exams
 - liaising with parents re: permission for entering exams
 - administering requests for repayments on the bill with finance
- The ideal candidate will also be able to play the organ and piano in chapel.

Part 2 - Co-Curricular Administrator

Reporting to: Deputy Head Pastoral

The Co-Curricular administrator will play a crucial role in organising a broad, enriching and high achieving co-curriculum that expands opportunities for pupil leadership and teamwork. The role will be accountable for the communication and implementation of co-curricular, as well as overseeing and promoting the educational value and benefits of the co-curriculum across all areas.

Co-Curriculum monitoring and management:

- Monitor and continuously improve the content, breadth, quality and popularity of the co-curricular provision.
- Monitor and evaluate pupil participation in the co-curriculum. Giving accessible feedback to Tutors, HOY and Deputy Head Pastoral as appropriate.
- Ensure appropriate staffing for all aspects of the co-curriculum.
- Coordinate a coherent programme for the performing arts (music, drama and dance), both in terms of major public events and ongoing activities.
- Monitor staff participation.
- Work closely with Assistant Head (Data, Teaching & Learning) for calendar inputs and Directors of Music and Tennis to ensure that co-curricular activities provided during the timetabled day are managed considerately.
- Work closely with the Operations Manager (Transport) to ensure that the transport service is able to run alongside the co-curricular programme.
- Liaise with Senior Deputy Head and Deputy Head Pastoral on the interface between co-curriculum, academic curriculum and pastoral care.
- Ensure staff receive appropriate training to ensure they are best-equipped and qualified to carry out their responsibilities.
- Have oversight of the co-curricular budget and those delegated to co-curricular departments.
- Monitor and manage any parental and pupil concerns relating to the co-curricular programme with support from the relevant senior staff.
- Ensure strong promotion and celebration of co-curricular activities.

Person Specification

Qualifications, Skills and Experience

- A good honours degree in Music or Sound production
- Grade 8 instrumental skill
- Ability to lead ensembles and/or choirs
- A passion for music
- Experience performing as part of an ensemble

- Strong IT skills.
- Ability to accompany students on the piano.
- Experience as a conductor or performance group leader.
- Wide repertoire knowledge.
- Composition and arrangement skills.
- Ability to use music technology such as Sibelius, Cubase, Noteflight Musescore, Logic and Dorico Strong people skills and have good relationships with children and other adults.
- Good organisational skills.
- Positive personality- enthusiastic, dynamic and caring.
- Love and passion for teaching children.
- Ability to work in a team.
- Ability to prioritise effectively.
- Ability to see tasks through to completion.