**Job description**

**Music Administrator**

**Our Lady of Lourdes Catholic Multi-Academy Trust**

**Job purpose**

To provide administrative assistance in ensuring the smooth running of the Music Service working with staff, parents and pupils.

**Specific responsibilities**

* To provide administrative support to the Leader of Academy Instrumental Music.
* To be the first point of communication and contact for instrumental staff, parent and Heads of Department.
* To monitor and support the maintenance of equipment and to organise repairs/ replacements where appropriate.
* To design and produce effective programmes and tickets for Our Lady of Lourdes Catholic Multi Academy Trust’s concerts.
* To assist with risk assessment and trip organisation by Our Lady of Lourdes Catholic Multi-Academy Trust.
* To support and administer the provision of instrumental lessons.
* To keep up to date waiting lists.
* To organise pupil progress reports, proof reading and sending to parents.
* To communicate with parents where necessary.
* To record staff absence ensuring schools procedures are met.
* Involvement in the operational aspect of Performance Reviews for peripatetic staff.
* To inform peripatetic staff of school policies, procedures and important information.
* To update school websites.
* To ensure pay claims/expenses are collected and submitted on a weekly basis.
* To manage the cashless system for the payment of music tuition. Create invoices using cashless system and update when required.
* To book Our Lady of Lourdes Catholic Multi-Academy Trust concert venues.
* To submit Exam Entries to both music examination boards.
* To write letters and communications to parents/staff regarding Our Lady of Lourdes Catholic Multi-Academy Trust events
* To input data on Evolve for Our Lady of Lourdes Catholic Multi-Academy Trust trips and events.
* To communicate confidently and effectively with all trust schools.
* To support the Leader of Academy Instrumental Music in the deployment of staff across the trust

**Quality assurance**

To ensure the maintenance of accurate and up-to-date information concerning instrumental provision on the management information system.

**Communication**

* To help ensure that all members of the instrumental team are up to date and familiar with its aims and objectives, supporting termly/yearly ISE day for all staff.
* To ensure all instrumental staff are provided with up to date department calendars to aid timetabling/events and exams.
* To communicate with external bodies to the Trust; the City and County Music Services, Nottingham Youth Orchestra, Nottingham Jazz Orchestra, NMT Nottingham Music Tuition, Nottingham Trent University and Nottingham University.
* Examination boards; ABRSM, Associated Board Royal school of Music, Trinity College London, Trinity College Music Theatre, London.
* Community and Voluntary Organisations.
* Regional and National Organisations associated with Music and the Arts.
* The Arts Council.

**Marketing and liaison**

* To contribute to the school liaison and marketing activities, e.g. the collection of material for press releases and school websites.
* To develop effective subject links with Multi-Academy Trust schools and the community, attending events within Trust schools wherever possible to promote Music I.e. Open Days/Evenings, primary/secondary music concerts/external events/Music Tours.
* To organise Multi-Academy Trust music events.
* To actively promote the development of effective subject links with external agencies.

**Other specific duties**

* In conjunction with the line manager, take responsibility for personal professional development, keeping up to date with developments related to school efficiency, which may lead to improvement in the day to day running of the Music Service.
* Actively to engage in the staff review and development process.

Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

Employees are expected to be courteous to colleagues and provide a welcoming environment to visitors and telephone callers.

The school will endeavour to make any necessary reasonable adjustments to the job and the working environment to enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

*This job description contains the main accountabilities relating to this post and does not describe in detail all the tasks required to carry them out. All staff are expected to be flexible to ensure the most effective organisation and delivery of services.*

*The duties and responsibilities of the post will evolve to meet changes in financial regulations, statutory requirements or the natural development of the Academy and/or Trust. Such changes are, therefore, a normal part of the post and the post holder must be prepared to undertake any other duties commensurate with the general level of responsibility of the post which may be determined from time to time subject to the proviso that any permanent, substantial changes shall be incorporated into the job description and evaluated as such.*