

Candidate Brief for the position of

# Music & Drama Administrator 2022



*Newton Prep was rated as 'Excellent' across the board by ISI Inspectors in March 2022*



# Contents



Position & Role	3
The School	4
The Music Department	5
The Drama Department	6
Key Responsibilities	7
Person Specification	9
Appointment Process	10
Summary of Terms & Conditions	11



## Position & Role

We regard music and drama as hugely important areas of our school. Many children play instruments, sing in choirs and participate in various plays and performances. We are seeking to appoint a highly-organised and efficient administrator to work closely with the Director of Music and Head of Drama to assist them by undertaking a variety of administrative and organisational tasks. You will need excellent communication skills as you will be the first point of contact for queries from pupils, teachers and parents.

A key part of the job will be to ensure pupils and parents are communicated with in a timely and clear manner, with the necessary information for all Music and Drama events. The Music & Drama Administrator is responsible to the Headmistress, via the Director of Music, and the Head of Drama.

Required for **Wednesday 31st August 2022**.



# The School

Established in 1991, Newton Prep is a thriving school for boys and girls, aged 3-13. The School is unashamedly ambitious for its pupils who have access to outstanding facilities. We want them to achieve their academic potential whilst also engaging in sport, art, music and drama. In the School, there are currently over 618 pupils from Nursery to Year 8.

We want the children to involve themselves in the total life of the School, which includes after school clubs and activities and a wide range of trips. We celebrate the diversity of our pupils; we want our children to develop a strong sense of community, learning how to make a positive contribution to the community of Newton Prep and the world around them. The ethos and philosophy is one that is based on mutual respect and kindness shown to others.

Our Vision is to provide the children in our care with a first-rate education in the knowledge that time is precious and irreversible. The education we provide has a strong academic base and an imaginatively broad curriculum giving a rich learning experience for all children including provision for children with a range of abilities, including those with high aptitudes in specific subjects. Moreover, the Newton education has a lasting impact as children progress through their school years and throughout their lives, developing both intelligence and character. Our atmosphere is full of happiness and enthusiasm with a sense of purpose and achievement as both pupils and staff aim high. Good governance bolsters these aspirations. We focus on developing ambition in the children so that they move on to the most appropriate senior school.

Newton Prep is a model for best practice in all aspects of prep education.

The School is unashamedly ambitious for its pupils and places a strong emphasis on the education of the whole person. We attach great importance to the teaching of Art, Drama, Music and Sport as well as the more academic subjects. Our curriculum and extensive co-curricular programme, together with the House system, reflect the School's commitment to providing both high quality learning opportunities and strong pastoral support so that our pupils have the best opportunities to achieve their full potential and are successful in all areas of school life.

Fundamentally, we want Newton Prep children to enjoy their precious childhood years.

## Location

The School is conveniently situated in close proximity to Battersea Park Station (just a 3 minute walk or a 4 minute journey from Clapham Junction or Victoria Station) and Queenstown Road Station (a 5 minute walk or 4 minute journey from Clapham Junction and 7 minutes from Waterloo Station). The opening of the Northern Line extension to Battersea Park enables a connection into central London within 15 minutes. Battersea Power Station and the surrounding area have undergone major development.



## The Music Department

The full-time staff comprises the Director of Music, three music teachers, a singing teacher and a Music & Drama Administrator, who oversees the day-to-day running of the Music Department. In addition, there are 24 part-time visiting music teachers.

The School offers individual tuition on most orchestral instruments and approximately 60% of pupils are currently receiving individual lessons each week. M:Tech Music Technology sessions are also available as an after school activity.

The Music Department has truly first-class facilities. In 2018, the 120-seat recital hall was refurbished and is fully iPad controlled with recording facilities and a grand piano. Most recently, a new and dedicated teaching space has been created for regular class music lessons and choir rehearsals. In addition, the music department has a recording studio,

Music Technology Mac Suite and ten practice rooms with pianos. There are two excellent grand pianos in both the Recital Hall and Auditorium. All three grand pianos in the department are available for teaching and practising by arrangement.

In the Lower School, pupils have the opportunity to join a number of extra-curricular groups outside of the timetabled school day.

In the Upper School (Years 3-8), pupils participate in a range of extra-curricular activities. Singing is strong, with over 150 (1/3 of Upper School) children participating in weekly choir rehearsals. String playing is similarly popular, with over 70 pupils learning a stringed instrument. Pupils regularly perform with professional musicians and the School offers Masterclasses and Educational Visits in music for all pupils.



# The Drama Department

Drama at Newton Prep is vibrant and plays an integral role in the personal development of the children. The Drama Department benefits from excellent facilities including a rehearsal studio and a fully-equipped auditorium for productions.

With its impressive performance spaces, Newton Prep gives opportunities to all children to perform during the school year. Under the direction of the Head of Drama, there are large annual productions for all pupils in Years 3-6. In Years 7 and 8, pupils can audition to be part of the Shakespeare Schools Festival and the Year 8 play.

Drama lessons and productions are complemented by our well-established and popular drama clubs, both for Lower and Upper School pupils. Children are also able to join the school's LAMDA programme, where they can further develop their performance skills and work towards exams and showcases.



## Key Responsibilities

To provide comprehensive administrative and secretarial support to the Music and Drama Departments and meet the demands of two busy areas of school life. The Music & Drama Administrator will be responsible for the day-to-day administration of the Music Department, the administration of timetables for specific extra-curricular activities and organisation of whole-school performances.

The Music & Drama Administrator is responsible to the Headmistress, and reports to the Director of Music and the Head of Drama on a day to day basis. They will work closely with the Communications Office and both the Lower and Upper School Secretaries.

### The responsibilities of the Music & Drama Administrator are to:

- Be the first point of contact for parents, pupils and staff for music and drama related queries and respond in a timely manner.
- Complete necessary and required administration for a range of concerts, (both ensemble and choir), recitals, performances and trips.
- Maintain accurate records of attendance at choir and ensemble rehearsals.
- Create and distribute rehearsal schedules at the direction of the Director of Music (DoM) and the Head of Drama (HoD).

- Co-ordinate parents' registration for individual music lessons, choirs and ensembles.
- Support the DoM in organising visiting musicians for concerts and performances.
- Order, copy and prepare music and choir folders at the direction of the DoM.
- Update database of pupils' music and drama activities, recording their most recent achievements.
- Advise the Finance Office of changes to Instrument Hire agreements and Visiting Music Teacher (VMT) pupil numbers.
- Account reconciliations for events, exams, music sales and instrument hires.
- Co-ordinate consultation lessons with VMTs and keep an accurate record of sessions for invoicing purposes.
- Circulate pupils' timetables and absence information ahead of lessons given by VMTs.
- Co-ordinate the hiring of costumes, props and technical equipment for productions; organise appropriate rights, score and script hire.
- Be the point of contact for staff and VMTs' room bookings for practice rooms, the Auditorium, and Recital Hall.
- Assist with the administration of the regular programme of music exams.
- Book services such as catering and audio/visual equipment for events and concerts.
- Oversee the administration of the Choral and Orchestral sheet music. ▶





- Maintain an inventory database including new purchases and maintenance of instruments.
  - Book tuning and maintenance of all school pianos and school-hired instruments at the direction of the DoM.
  - Maintain an inventory database of props and costumes.
  - Coordinate the organisation of timetables, exams and showcases for LAMDA, working closely with visiting teachers.
  - To work in a manner which is safe and healthy for both yourself and others with whom you come into contact.
  - To comply with safety instructions and regulations.
  - To promptly report all safety hazards and unsafe working practices.
  - To be familiar with the School's Health & Safety Policy and comply with it all times.
  - To read and be familiar with the Staff Handbook and Employment Manual and follow the procedures therein.
  - To work in a co-operative, diplomatic and flexible manner.
  - To foster and maintain good working relationships, acting as a courteous, friendly and business like member of the school team.
  - Undertake such additional duties as might be reasonably requested by the Headmistress, Bursar or other authorised person.
- The following duties fall within the scope of this Job Description:**
- Promoting and safeguarding the welfare of children and young persons for whom you come into contact with.
  - To attend other school events in the course of the year such as Open Days, School Fairs and Carol Concerts.
  - To attend courses to develop professional skills.



# Person Specification

## Essential skills and qualifications:

- Excellent organisational skills – able to plan, organise and prioritise workload.
- First-class written and aural communication skills.
- Commitment to providing high quality, timely communication with parents and pupils.
- Warm, friendly and approachable to both children and adults.
- IT skills – comfortable with Word, Excel and Outlook (or happy to take advanced training) and Google Forms.
- Experience working in an administration role (preferably within an arts organisation or school context).
- Methodical approach to tasks.
- Excellent attention to detail.
- Happy to work independently.
- Flexible.
- An enthusiastic and positive attitude.

## Desirable skills and qualifications:

- Music/Arts degree.
- Experience in timetabling individual music lessons.
- Use of Sibelius or other music engraving software.

**The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**



## Summary of Terms & Conditions

The following information provides guidance, without prejudice, on the expected main terms and conditions of employment. A formal contract detailing the terms and conditions applicable to this position will be drawn up on receipt of our provisional offer of employment. Any offer of employment will be subject to satisfactory recruitment checks (including qualification, reference, ID, right to work and medical checks that are satisfactory to the School as well as satisfactory checks from the DBS and Teacher Regulation Agency).

### Salary

Competitive salary, based on skills and experience. Salaries are paid by BACS transfer on the last working day of each month in twelve month equal payments.

### Period of employment

Permanent, term time only + two weeks (37 weeks per year).

### Working hours

37.5 hours per week. Normal working hours are 8.30am to 5.00pm Mondays to Fridays with an hour's unpaid lunch break. However, the post holder will be required to work such hours as are reasonably necessary for the better performance of their duties. For example, some evening and weekend work will be required on occasions to cover school performances for which time off in lieu will be given.

### Pension

The post holder will automatically be enrolled in the School's Group Personal Pension Scheme operated by Standard Life unless he/she expresses a wish to opt out. The School will contribute an amount equal to 10% of your net salary into its Group Personal Pension Scheme subject to your contributing a minimum of 4.8% of net salary into the scheme.

### Fee remission

A discount of up to 50% is given on school fees for children attending Newton Prep (subject to satisfying the School's admission criteria).

### Probation

This post is subject to a probation period of six months. The School may, at its discretion, extend the probationary period for a further period.

### Performance appraisal

The post holder's performance following satisfactory completion of their probation will be subject to an annual review.

### Other benefits

Staff gym, free on-site parking, training and development opportunities, cycle to work scheme, free 'travel to work loan scheme', free school lunch during term time and free tea and coffee.



## Appointment Process

Newton Prep is committed to safeguarding and promoting the welfare of children and young people. This post is subject to an enhanced DBS including a Barred List check and references that are satisfactory to the School.

The closing date for applications is **Monday 27th June 2022 at 9.00 am**. Interviews to be held very shortly after in that week. However, the School reserves the right to interview and appoint this position ahead of any advised application closing date, should an appropriate candidate be found. Therefore, it is advisable to submit applications as early as possible.

Application is by form only. An application form may be downloaded [here](#) or from our website [newtonprepschool.co.uk](http://newtonprepschool.co.uk). Candidates should complete the School's Application Form electronically and email it to the HR Assistant at: [hassistant@newtonprep.co.uk](mailto:hassistant@newtonprep.co.uk)

Alternatively forward it via post to the HR Assistant, Newton Prep, 149 Battersea Park Road, London, SW8 4BX. If you have any queries about the application process, please contact the **HR Department on 0207 720 4091 Ext 1255**.

Please ensure that you include the names of two referees and details of employment since leaving School. As the position involves working with children the successful applicant must be willing to undergo child protection screening appropriate to the post (including checks with past employers) and will be subject to an Enhanced Disclosure and Barring Service check.

*We're an equal opportunity employer. All applicants will be considered for employment without attention to race, colour, religion, sex, sexual orientation, gender identity, national origin, veteran or disability status.*



