

The London Oratory School

Music and Arts Administrator

Job title:	Music and Arts Administrator
Reporting to:	Director of Music
Remuneration:	£25,725
Contract:	F/T Permanent
Hours:	37.5 hours per week, Monday to Friday, with flexibility around weekends and evenings

Role Purpose:

To act as administrator for the School's large and successful music programme, in conjunction with the Director of Music, and provide support to the school's large (40+) staff of Visiting Music Teachers.

Main duties include:

- Providing administrative support to the Director of Music, to ensure the smooth running of the Music Department, including organisation and indirect management of the School's 40+ Visiting Music Teachers
- Overseeing the Music Department budgets and spending, and managing the finances of all School music lessons in conjunction with the Director of Music and Finance Department
- Providing project management support to the School's Director of Music to assist in the production of (and be present for) a number of external and internal events and concerts throughout the year
- Managing the School's ABRSM exams each term, including coordination of special visits, exam scheduling, report distribution and analysis of exam data
- Acting as the first point of contact for all department inquiries, ensuring these are dealt with in a timely and effective manner
- Overseeing Visiting Music Teachers' work throughout the year and regularly reporting progress/concerns to the Director of Music

Person Specification

- Highly efficient, well organised, unflappable, flexible and with strong administrative and interpersonal skills
- Proficient Excel user

N.B. All staff at the School are obliged to discharge their responsibilities towards Keeping Children Safe in Education. The post-holder's responsibility for promoting and safeguarding the welfare of children and young people 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 Policy 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.

This Job Description is not intended to be exhaustive or definitive.