

## Appointment of Music & Drama Administrator Candidate Information Pack 2020



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# Music & Drama Administrator 2020

We regard music and drama as very important areas of our school. Many children play instruments, sing in choirs and participate in various plays and performances. We are seeking to appoint an organised and highly-efficient administrator to work closely with the Heads of Music and Drama and 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 and Drama Administrator is responsible to the Headmistress, via the Director of Music.

This post is available from the 26<sup>th</sup> August 2020.

## THE SCHOOL

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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.

We want them 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.

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

In the school, there are currently over 620 pupils from Nursery to Year 8.

Further details can be found in the **Appendix: A First Look at Our School**

## THE MUSIC DEPARTMENT

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The full-time staff comprises of the Director of Music, two music teachers, singing teacher and a Music & Drama Administrator, who oversees the day-to-day running of the Music department. In addition, there are nineteen 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

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With its impressive performance spaces, Newton Prep seeks opportunities for all children to perform during the school year. Under the direction of the full time Head of Drama, there are large annual productions for all pupils in Year 3-6, various form assemblies during the year and Christmas productions for all children in Lower School (Years N-2). In addition, a significant number of pupils take weekly LAMDA lessons.

## Music & Drama Administrator Job Description

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.

<b>Summary of the role:</b>	<p>To provide comprehensive administrative and secretarial support to the Music and Drama Departments and meet the demands of two busy departments. The Music and Drama Administrator will be responsible for the day-to-day administration of the Music Department, the administration of timetables for extra-curricular activities and whole-school performances.</p> <p>The Music and Drama Administrator is responsible to the Headmistress, via the Director of Music. They will work closely with the Director of External Affairs and both the Lower and Upper School Secretaries.</p>
<b>Line management responsibility for:</b>	<p>The post holder will not be responsible for managing the workload of anyone else.</p>
<b>Reporting</b>	<p>Report on a day-to-day basis to the Director of Music.</p> <p>At times to the Headmistress and as a member of the admin support team to the Bursar.</p>
<b>Main duties and responsibilities:</b>	<ul style="list-style-type: none"><li>• Be the first point of contact for parents, pupils and staff for music and drama related queries and respond in a timely manner.</li><li>• Complete necessary and required administration for pupil, ensemble and choir concerts, recitals, performances and trips.</li><li>• Maintain accurate records of attendance of choir and ensemble rehearsals</li><li>• Create and distribute rehearsal schedules at the direction of the Director of Music (DOM) and the Head of Drama (HOD)</li><li>• Co-ordinate parents' registration for individual music Lessons, choirs and ensembles.</li><li>• Support the DOM in organising visiting musicians for concerts and performances</li><li>• Order, copy and prepare music and choir folders at the direction of the DOM.</li><li>• Update database of pupils' music and drama activities, recording their most recent achievements</li><li>• Advise Bursary of changes to Instrument Hire agreements and Visiting Music Teacher (VMT) pupil numbers.</li><li>• Account reconciliations for events, exams, music sales and instrument hires</li><li>• Co-ordinate consultation lessons with VMTs and keep an accurate record of sessions for invoicing purposes</li></ul>



	<ul style="list-style-type: none"> <li>• Circulate pupils' timetables and absence information ahead of lessons given by VMTs</li> <li>• Co-ordinate the hiring of costumes, props and technical equipment for productions; organise appropriate rights, score and script hire</li> <li>• Point of contact for staff and VMTs' room bookings for practice rooms, auditorium, recital hall and drama and dance studios</li> <li>• Assist with the administration of the regular programme of music exams</li> <li>• Book services such as catering and audio/visual equipment for events and concerts</li> <li>• Oversee the administration of the Choral, Orchestral &amp; Vocal Libraries and maintain an accurate Library Database</li> <li>• Maintain an inventory database including new purchases and maintenance of instruments</li> <li>• Book tuning and maintenance of all school pianos and school-hired instruments at the direction of the DOM</li> </ul>
<b>Other duties and responsibilities</b>	<p>The following duties fall within the scope of this Job description:</p> <ul style="list-style-type: none"> <li>• Promoting and safeguarding the welfare of children and young persons for whom you come into contact with</li> <li>• To attend other School Events in the course of the year such as Open Days, School Fairs and Carol Concerts</li> <li>• To attend courses to develop professional skills</li> <li>• To work in a manner which is safe and healthy for both yourself and others with whom you come into contact</li> <li>• To comply with safety instructions and regulations</li> <li>• To promptly report all safety hazards and unsafe working practices</li> <li>• To be familiar with the school's Health &amp; Safety Policy and comply with it all times</li> <li>• To read and be familiar with the staff handbook and Employment Manual and follow the procedures therein</li> <li>• To read and be familiar with the staff handbook and Employment annual familiar with the staff handbook and Employment Manual and follow the procedures therein</li> <li>• To work in a co-operative, diplomatic and flexible manner</li> <li>• To foster and maintain good working relationships, acting as a courteous, friendly and business like member of the school team</li> <li>• Undertake such additional duties as might be reasonably requested by the Headmistress, Bursar or other authorised person.</li> </ul>

# PERSON SPECIFICATION

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## **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

## **Desirable skills and qualifications:**

- Music/Arts degree (not essential)
- Experience in timetabling individual music lessons
- Use of Sibelius or other music engraving software



# SUMMARY OF TERMS & CONDITIONS

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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:** Salary is on the Newton pay scale NS19-NS25 (actual pro rated salary per annum £20,271-£24,484) depending 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 (35 weeks per year).

**Working hours:** 37.5 hours per week. Normal working 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 7.4% 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 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 school lunch during term time and free tea and coffee.

## APPLICATION

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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 **Wednesday, 22<sup>nd</sup> July 2020**.

Application is by form only. An application form may be obtained on the School's website [www.newtonprepschool.co.uk](http://www.newtonprepschool.co.uk) or by contacting the HR Dept [hrassistant@newtonprep.co.uk](mailto:hrassistant@newtonprep.co.uk) or 0207 720 4091 (ext 1255). Candidates should complete the School's application form electronically, and email to the HR Assistant: [hrassistant@newtonprep.co.uk](mailto:hrassistant@newtonprep.co.uk)

All applications will be acknowledged by email. If you have not received acknowledgement within two working days of sending (during term time) or have any queries about the application process, please do not hesitate to contact the HR office on 0207 720 4091 (ext 1254 or 1255).

Initial interviews may be conducted via Skype in the week beginning 27<sup>th</sup> July.

Formal interviews will be held in the same week. Early applications are advised.

The interview process will comprise of an in-tray exercise and panel interview.

# APPENDIX: A FIRST LOOK AT OUR SCHOOL

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## Introduction and Background

Newton Prep is a successful and dynamic independent school offering a challenging education for boys and girls between the ages of 3 and 13. Although a relatively new school, it has benefited enormously over the past 26 years from founder Dr Walji's vision and generous financial backing and has grown from strength to strength. The current roll is 624.

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 should have a strong academic base, an imaginatively broad curriculum with provision for children with a range of abilities, including those with high aptitudes in specific subjects, giving a rich learning experience for all children. Moreover, the Newton education should have a lasting impact as children progress through their school years and throughout their lives, developing both intelligence and character. Our atmosphere should be full of happiness and enthusiasm with a sense of purpose and achievement as both pupils and staff aim high and good governance bolsters these aspirations. Our focus should be on developing ambition in the children to progress to the most appropriate senior school. Newton Prep should be 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 and attaches great importance to the teaching of Music, Drama, Art and PE as well as the more academic subjects. Our curriculum and extensive co-curricular programme, together with its House system, reflects 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 in order that our pupils reach their full potential and are successful in all areas of school life.

## Mission Statement, Key Aims and Core Values



*'If I have seen further than others, it is by standing on the shoulders of giants.'*  
*'My powers are ordinary. Only my application brings me success.'*  
*Sir Isaac Newton*

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**MISSION STATEMENT:**

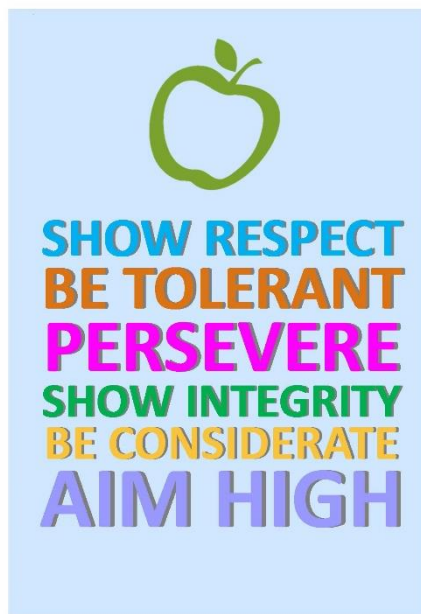
Established in 1991, Newton Prep is a thriving school for boys and girls, aged 3-13. The School is unashamedly ambitious for its pupils, who have access to outstanding facilities. We want them to achieve their academic potential whilst also engaging in sport, art, music and drama. We want them to involve 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. Fundamentally, we want Newton Prep children to enjoy their precious childhood years.

**OUR KEY AIMS ARE:**

- To ensure that every child is given opportunities to flourish and develop in all areas of school life
- To listen and respond to the 'pupil voice'
- To celebrate and embrace difference and diversity
- To encourage every child to make their own positive contribution to the life of the School
- To prepare each child very well for the range of senior school entrance examinations
- To provide a forward thinking educational experience that equips the children for life in the future

## Core Values

At Newton Prep, we aim to instil in children six core values that we believe are fundamental to a rich and successful education.



## Governance and Leadership

Newton Prep is a proprietorial school founded by the Chairman, Dr Farouk Walji. Newton Prep Ltd is the proprietor and responsible for the governance of the school through its Chairman (Dr Walji). Dr Walji is advised by the School Council, which has several sub-committees: Education, General Purposes, and Fees & Salaries. The School Council is made up of many eminent educationalists, and meets once a term to challenge and inspire the senior leadership team. A list of members of the School Council can be found on the school website.

## The Head



The Senior Leadership Team is led by the Head, Mrs Alison Fleming, who, prior to her appointment in 2013, was the Head of Dulwich College Junior School.

## Senior Leadership Team



Newton Prep has four Deputies: Deputy Head - Upper School (Years 3 to 8), Deputy Head - Lower School (Nursery to Year 2), Deputy Head - Academic and Deputy Head - Senior School Transfer. The SLT comprises the four Deputies and the Bursar.

- The Deputy Head – Academic (DHA) is responsible for the curriculum throughout the school and for matters of staff training and management.
- The Deputy Head – Upper School (DHUS) leads a team of Heads of Year.
- The role of the Deputy Head – Lower School (DHLS) is similar in character to that of the DHUS.
- The DHUS and DHLS are the designated Child Protection Officers for his/her section of the school.
- The Deputy Head - Senior Transfer (DHSS) is responsible for ensuring the smooth and successful transfer of Year 6 and 8 pupils to senior school.

## Location

The school is conveniently situated in close proximity to Battersea Park; (3 minutes' walk; 4 minutes' journey from Clapham Junction and Victoria stations) and Queenstown Road train stations (5 minutes' walk; 4 minutes' journey from Clapham Junction and 7 minutes from Waterloo station). It is an area that is changing more dramatically than any other in central London due to the re-development of Battersea Power Station and the surrounding areas.



## Facilities



Despite its central London location, Newton Prep, centred around an early 20th century elementary school building which has been extensively remodelled, has outstanding, spacious facilities which include:--

- 300 seat auditorium;
- 120 seat recital hall (and recording studio);
- music technology studio;
- two dance studios;
- 3 IT suites;
- two libraries;
- 3 state-of-the art science laboratories;
- 2 art studios;
- two gymnasiums;
- sports hall;
- full size floodlit all-weather pitch;
- year-group learning pods for lower school children;
- school garden.

## **School Structure**

**Lower School:** Two nursery classes lead onto four classes from Reception-Year 2. There are currently 49 children in the nursery, whilst class sizes in Reception-Year 2 range from 17-20 children. There is a full time Teaching Assistant in each class from Reception-Year 2 and both Nursery classes have a full time teacher as well as a full time and part time Teaching Assistant.

**Upper School:** There are four classes per year group from Year 3-Year 6, reducing to two in Years 7 and 8. Class sizes range from 16-20. Whilst many pupils (particularly girls) move to senior school at 11+, the number of children staying on in Years 7 and 8 has increased over the past three years.

We prepare children for entry to some of the best senior schools in the country, both day and boarding. As many senior schools are now no longer requiring pupils to take common entrance examinations in all (if any) subjects, we are pioneering curriculum innovation in Years 7 and 8.

## **Administration Team**

The Administration team comprises of 27 members of staff; led by the Bursar Peter Farrelly, who is responsible for overseeing the financial and non-academic management of the School. The post holder will work closely with other members of the Administration team, notably the Director of External Affairs, Bursary and Upper and Lower School Secretaries. All members of the Administration team are expected to provide Reception cover in the absence of the Receptionist.

Details of all aspects of school life including the school prospectus and most recent inspection reports (a regulatory compliance inspection took place in October 2017) can be found on the school's website [www.newtonprepschool.co.uk](http://www.newtonprepschool.co.uk)