

Job Description



Job Title:	Music School PA	
Department:	Music	
Business Unit:		
Line Manager:	Director of Music	
Job Purpose:		
To provide comprehensive and confidential PA, administrative and secretarial support to the Director of Music and the staff of the Music School as necessary.		
Main Responsibilities:		
1	<p>Administration Support Responsibilities:</p> <p>To provide administrative and secretarial support to the Director of Music and other staff in the Music School in relation to correspondence and records, including word processing, electronic and manual filing systems, using Word, Excel, Google Drive and the school database (3Sys).</p> <p>To act as the first point of contact for the Music School to pupils, parents, staff and visitors, answering phone calls and e-mails and representing the School with a positive attitude and professional appearance.</p> <p>To work proactively, using initiative, anticipating and understanding the needs and expectations of the Music School staff.</p> <p>To develop and document effective and efficient administrative practices.</p> <p>To line manage and to work closely and cooperatively with the part-time Music Department Receptionist, organising the sharing of administrative tasks as appropriate.</p> <p>To service key meetings in the Music School, for example producing and distributing papers and agendas and taking minutes at fortnightly Music Department Meetings.</p> <p>To provide administrative support in preparation for Music Department trips, both in this country and abroad, assisting with the preparation of Risk Assessments and liaising with school matrons as appropriate.</p> <p>To assist with the production and proof-reading of Music School publications, such as concert programmes, using House Style guidelines.</p> <p>To organise the registration of pupils attending rehearsals and individual music lessons during morning registration each day.</p> <p>To liaise with the Admissions Registrar over the organisation of auditions for prospective Music Scholars.</p> <p>To participate in appropriate programmes of continuing professional development and undergo professional review as set out in the School's policy.</p>	35 %

2	<p>Visiting Music Teacher Support: To work closely with the team of over 50 visiting and permanent music teachers, acting as a first point of contact for them, organising the administration of the School's individual music lessons on the department database, keeping careful records, and assisting visiting staff with problems that arise with pupils and their parents from time to time. To prepare information for new appointments to the team of visiting teachers, dealing with references, Disclosure Scotland procedures, terms and conditions and appointment letters. To prepare the necessary materials to allow visiting music staff to write individual reports once a year, collating those reports through the school system and organising their distribution to parents with IT Services.</p>	30%
3	<p>Financial Administration: To maintain careful financial records for the various accounts within the school held by the Music Department. To organise the collection of room-hire fees from visiting teachers, extra help payments to them, and parental reimbursement for scholarships and bursaries.</p>	5%
4	<p>Timetabling and Booking Support: To set up and maintain the database on Google Drive of individual music lessons and liaise with the Communications team over the Friday emails to parents and pupils giving timetable information. To organise the timetables for the termly music exams provided by ABRSM and Trinity, making online entries and organising the payments to the accompanist as necessary. To process bookings and manage the calendar for the use of the Auditorium and other rooms in the Music School.</p>	20%
5	<p>Event Support and Organisation: To organise the Parents' Evenings for visiting music staff once a year, checking availability of staff and communicating information to parents and pupils. To help to coordinate the work of the Music Department on Open Morning and to attend on the morning itself to assist in disseminating information to prospective parents. To help to coordinate the annual musical instrument taster session and to prepare all relevant documentation for parents To organise catering for various meetings and events in the Music School. To maintain a plasma screen system in the Music School for information about musical events. To follow up requests for provision of music groups at various outside events.</p>	10%
<p>Key Contacts and Working Relationships:</p>		
<p>Working with pupils as the first point of contact in the music school, helping them with queries and problems relating to music lesson timetabling, rehearsals and concerts, instrument hire and lost instruments, and helping them with all other issues related to the music department. Working with the Director of Music as PA, keeping careful records of all administrative and financial matters, and dealing with all confidential correspondence. Ensuring that information is disseminated to the necessary parties. Also working with other members of the full-time staff,</p>		

including the Head of Junior School Music, the Pipe Major and the Drum Major, taking control of the administrative side of all events, trips, concerts, lessons and performances.

Working with the self-employed visiting music teachers as their first point of contact with the Music School and doing all necessary administration to allow them to work within the school's structures. In particular providing the necessary administration to allow teachers to set up timetables and teaching venues at the start of each session, and to make necessary changes to the regular timetables as the need arises. Helping them to deal with the day-to-day issues that arise in respect of individual music lessons in school.

Working as line manager with the Music School Receptionist, organising the allocation of tasks and duties as and when required.

Communicating with parents by phone, in writing or face-to-face, to assist with problems and complaints relating to the work of the Music School. Issuing important information to parents throughout the year. Looking after members of the general public who are in the Music Department for particular events, including emergency first aid cover.

Working with the wider school staff, including the admin team, over morning registration and liaising with all other support staff across the campus.

Liaising with external suppliers, instrument repairers, piano and organ tuners on behalf of the department.

Planning and Organising:

Setting up and maintaining the timetable system on Google sheets for children at all ages and stages throughout the school who are taking music lessons.

Organising application forms, allocation of pupils, room booking and all paperwork, both hard copies and on the school's website.

Planning, as line manager, the administrative work of the Music School Receptionist

Clearly communicating lesson times to teachers, pupils and parents in the school's weekly email about music lessons, notifying teachers of particular events which may affect their timetabling.

Planning and organising the termly music exams of the ABRSM, Trinity and SQA, organising dates within school, booking venues, collecting and keeping records of all payments and making arrangements and organising payment to the accompanist.

Organising the paperwork for the annual parents' meetings in February and the annual reports in May, liaising with the IT department over the distribution of the reports.

Organising the collection of the termly room hire fees from visiting teachers.

Organising the system of registration of pupils who have individual music lessons or rehearsals during morning registration in the Music School and New Myreside House and forwarding that information to the school's admin team, collating registers for all music extra-curricular activities.

Planning the notification of visiting teachers for all school events and meetings and chasing up replies. Notifying them about pupils with wellbeing issues.

Organising termly extra-help payments to visiting staff, and bursary payments to the parents of holders of scholarships and bursaries in the department.

Organising and maintaining the inventory of musical instruments in the department.

Organising correspondence by email and post for the Director of Music and other music staff.

Organising the administration required for all music trips both in this country and abroad, notifying school staff as required and organising risk assessments, booking and payments for transport and sending information to parents through the weekly digest.

Planning and organising the content and layout of concert programmes for the department.

Organising a system of financial records for the department.

Controlling the organisation of a booking system for the various teaching rooms and rehearsal spaces in the Music School, JMB and NMH.

Organising maintenance requests.

Making all the necessary arrangements for interviews for new staff in the department.

Problem Solving and Decision Making:

Dealing with general queries and requests for help/support from pupils, parents, staff and visitors to the school, both in person or by email, letter or phone. The Music School PA, as the first point of contact in the Music School, will solve the vast majority of day-to-day problems, seeking advice from the Director of Music or other staff when necessary. In dealing with the visiting music teachers, the Music School PA will be the person who helps them solve problems of timetabling, recognising the various demands of the school on pupils' time. Organising the work of the Music School Receptionist and making decisions about priorities in the workload on a day-to-day basis.

Resources and Requirements:

Line management responsibility for the Music School Receptionist.
To maintain the database of musical instrument lessons on Google drive, checking the accuracy of timetabling information for over 1,250 weekly lessons being given by over 50 instrumental and vocal teachers.
To keep accurate records of the stock of musical instruments in the Music School with an overall value of over £250,000, organising paperwork and the collection of fees for the hire of instruments.
To keep accurate financial records for the various accounts held by the Music Department.

Knowledge, Skills and Experience:

Essential:

Demonstrable experience working within an administrative environment.
Ability to work well under pressure, prioritising the conflicting demands of ad hoc enquiries and routine administrative tasks.
Ability to develop positive working relationships with colleagues, visitors and the general public.
Ability to work as part of a team in the Music School as well as working independently under own initiative.
Computer literate with practical experience of using databases and email, Google Drive, Word and Excel.
Excellent oral and written communication skills.
Excellent listening, planning and organisation skills with attention to detail.
Ability to work unsupervised and using own initiative.
Self-motivated and flexible.
Smart, professional appearance.
A strong team player who will embody George Watson's College culture and values.

Desirable:

Experience of working within a School environment or similar educational establishment.