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**Job Description - Music Administrator**

**Reporting to: Director of Music**

**Job Purpose**:

To assist the Director of Music with administrative tasks.

**Key Responsibilities**

**Administration:**

Assisting the Director of Music with:

* Co-ordinating ABRSM/LCM/Rock School/Trinity examinations
* Scholarship audition process logistics
* Concert administration
* Updating of the database with information relating to instrumental tuition/performances/resources
* Placing orders/recoverable items
* Ensuring that resources, such as choral or orchestral scores, are ready for rehearsals
* Co-ordinating new Peripatetic Lesson applications
* Ensuring letters/emails/ articles are typed up
* Timetabling Peripatetic Lessons and circulating information before the start of term
* Monitoring student attendance
* Supporting and producing the Music Department displays
* Updating information available on the plasma screens
* Administration of Studies Grades and reports
* Administration of major events including Spring Concert and Picnic Concert
* Supporting Peripatetic teachers, this will include their induction into the College

**Ensembles:**

* To be present at major scheduled rehearsals
* To be present at Music Department Concerts and Events
* To support Music Department staff in recruiting students into ensembles
* Being an additional ‘presence’ when students are rehearsing in the Music Department
* Maintaining the spreadsheet to record attendance of students in rehearsals

**General**

* To work according to the School’s policies and procedures
* To work according to Health and Safety regulations being aware for your own safety and the safety of others
* To undertake any other duties as necessary from time to time as may be reasonably requested by the Director of Music

**If the appropriate candidate has musical skills, the job could include some of the following:**

* Providing accompaniment for chamber music rehearsals
* Supporting the work of the Prep and Senior Schools, and playing for assemblies as and when required
* Accompanying students in preparation for performance examinations (Grades 1-4)
* Supporting the preparation of Aural Tests (Grades 1-4)

This Job Description is subject to annual review.

**Ratcliffe College is committed to safeguarding and promoting the welfare of children, therefore before a permanent appointment is made Child Protection screening, checks with past employers and Disclosure and Barring Service screening must be satisfactorily completed.**



**Additional Information**

Ratcliffe College is an independent Roman Catholic day and boarding school founded by the Institute of Charity (known as the Rosminians) in 1847. The School is located just off the A46 at Ratcliffe-on-the-Wreake and is situated in beautiful grounds. There are 830 students ranging from age 3 to age 18. There are 100 boarding students and approximately 150 students in the Sixth Form. The School employs over 250 staff and whilst being a highly successful organisation maintains a friendly “family” culture.

**Working times**

The role is 28.5 hours per week, over 38 weeks per year, that is term time plus 4 weeks.

**Salary**

The annual salary is £10,200 per annum, including holidays, paid in 12 equal monthly payments.

Other Benefits:

Free lunch and beverages throughout the day

Free parking

Contributory Pension Scheme plus 4 times salary life assurance scheme.

**Closing date for receipt of applications: 1.00pm on 30 October 2018, Interviews will be held on**

This post is subject to the terms and conditions of employment for Support Staff.

**Please return your completed application to Jane Orton, HR Manager, Ratcliffe College, Fosse Way, Ratcliffe on the Wreake, Leicester, LE7 4SG or to the email address** **HR@ratcliffecollege.com**

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[www.ratcliffecollege.com](http://www.ratcliffecollege.com)