



PRAESTAT OPES SAPIENTIA

# HAMPTON SCHOOL

## JOB DESCRIPTION

### Music Administrator

**Full-time or Term time (plus additional weeks)**

**Job Title:** Music Administrator  
**Reporting Line:** Director of Music and in their absence, Deputy Bursar  
**Location:** Hampton School

The closing date for applications is 9.00am on **Monday 16 July 2018**.

## HAMPTON SCHOOL

Hampton is one of the country's leading, most successful and best-resourced independent schools and has been helping boys to fulfil their potential and realise their aspirations for nearly 460 years. We are a lively, friendly and caring School community, where innovative teaching is underpinned by strong shared values and complemented by outstanding pastoral care. We aspire to enable our boys not only to make sense of the world but also to want to go out and improve it.

The School's examination results and university entrance record consistently rank among the very best achieved anywhere, while the very wide range of co-curricular activities on offer provides each boy with the opportunity to shine and the means to explore new interests. Nearly all our leavers go on to undergraduate courses at Russell Group or equivalent universities/medical schools. Around 25 Hamptonians gain places at Oxford and Cambridge each year; an increasing number go on to study at US Ivy League universities, often on academic and sporting scholarships. Our alumni network is extremely strong and former pupils remain very interested in their School, in no small part due to the exceptionally warm and mutually respectful relationships enjoyed between staff and pupils.

Situated on a green field site in a leafy suburb of South West London, we are fortunate to have over 27 acres of playing fields within our spacious grounds and a generous investment programme ensures that our pupils and staff enjoy the use of first-class facilities across all areas of School life. These include a state-of-the-art, all-weather 3G sports ground, a large Sports Hall and The Hammond Theatre, along with an excellent library and specialist facilities for Art, Science, Technology, IT and Languages. In terms of future projects, we are looking forward next to the opening of our new Sixth Form Study Centre in Autumn Term 2018. The Millennium Boat House, shared with our neighbouring girls' school, Lady Eleanor Holles, enjoys a prime location on the nearby River Thames and provides the focal point for our renowned and highly successful Boat Club.

Visitors from the Independent Schools Inspectorate (ISI) concluded in March 2016 that Hampton's academic and all-round excellence merited the rarely awarded ISI assessment of pupils' achievements and learning as being 'Exceptional'. The inspection team's findings in all other areas were similarly pleasing and the highest possible judgements were achieved across the board. Further information and a copy of the full ISI report can be found on the School website.

We hope you share our vision for an inspiring, modern and exciting education. Further information for prospective teaching staff can be found at: <https://hamptonschool.org.uk/teachingathampton>

## **Role Summary:**

The Music Administrator will work within the School's outstanding Music and Drama departments to provide organisational and administrative support to ensure the smooth day to day operations of the Music department and co-curricular Drama/Performing Arts events.

A key part of the role is day to day liaison with pupils and weekly timetabling of Music lessons for the Visiting Music Teachers (VMTs) as well as maintaining the pupil database, organising Practical and Theory Examinations and providing administrative support in relation to School events and trips.

The successful candidate must have an appreciation of the demands of working in a music and drama department and have and a genuine willingness to support the departments at all events, on trips and tours, which will involve evenings and weekends. You must enjoy the challenge of a busy working environment and be able to demonstrate excellent organisational, communication and administrative skills combined with a personable, self-motivated, 'can-do' approach.

## **Key Responsibilities**

### **General Departmental Administration:**

- Creation of termly music calendar and School Calendar (SOCS) input (music and drama)
- To monitor the maintenance and repair of musical instrument as necessary
- To be the point of contact for music requests/enquiries from internal departments and external organisations/individuals (such as HSMS and HSPA)
- To deal confidentially and efficiently with any queries from parents in relation to music lessons as they arise, either by telephone, in writing or by email.
- To deal confidentially and efficiently with any pupil queries in relation to music lessons, trips, events, exams, etc.
- To liaise regularly with the Heads of the Departments, teachers and pupils across the School
- To deal with the daily administration of the VMTs
- To take minutes and distributing for music and drama, proof-reading (various Performing Arts documents/magazines), order stationary for music and drama as requested
- Monitoring attendance of Music Scholar mentor meetings
- Creation and distribution of weekly events table for The Hammond Theatre in conjunction with the School events team
- Management of the Director of Music's diary and opening/distribution of post
- To assist with any photocopying, typing, filing and other administrative aspects as required in the department
- To organise and coordinate room bookings for the Music and Drama
- To assist the Heads of Departments with the dates approval forms for the various calendars
- To assist the Heads of Departments with the production and copying of programmes for all Music and related events held in school
- To attend departmental and any associated meetings, take the minutes and distribute them once approved.

### **Administration of External Examinations:**

- To organise and oversee practical and theory examinations including entries, rehearsals, schedules and refreshments
- To collate all entries in consultation with the VMTs
- To enter pupils' names and details to the Associated Board, Trinity and Guildhall
- To inform the Bursar's Department of the relevant charges for each pupil
- To communicate with the Associated Board and Guildhall and request an appropriate date
- To draw up a timetable for each day of the examinations and inform pupils and VMTs

- To arrange accompanists for pupils as required
- To liaise directly with the external examiners
- To organise and book an examination room(s), practice room(s) and any moving of instruments or drama equipment
- To organise a rota for invigilation outside music and speech and drama examination rooms
- To disseminate mark sheets to the appropriate VMTs after the results are received
- To collate certificates to be presented by The Headmaster as required
- To compile a summary of results for the Assistant Head.

#### **The Administration of Individual and/or Group Lessons:**

- Maintain a database of pupil's instrumental tuition and ensemble membership (inside and outside of school) and store on Firefly
- Requests for lessons to be allocated to an appropriate teacher in consultation with the Heads of Departments and the individual teacher. Details should be entered on the database and emailed to the Bursary
- Ensure written notification is received when a pupil wishes to discontinue lessons. This information is then passed on to the Heads of Departments, the Bursary (by email) and acknowledgement sent to the parents. Arrange trial lessons during the Spring Term.
- Ensure the database is kept updated
- Ensure that a weekly timetable for every VMT is kept in the Music / Drama Office. A copy of the timetable should also be sent to the Junior Department
- Maintain a record of missed lessons through pupil absence, staff absence, school event and ensure appropriate letters are sent home to parents. Ensure this information is passed to the Bursary so that the proper adjustment can be made to the Teacher's remuneration and/or the parent's charges. Inform the Heads of Departments when a pupil has missed 3 or more lessons
- Ensure school instruments are in good working order, arranging for piano tuning at the start of each term and before examinations, and oversee stock of spare parts such as clarinet reeds. To arrange and supervise the annual piano and organ maintenance visits.
- Administrate student hire of instruments, processing billing through the bursary.
- Co-ordinate the music scholar performances in Assemblies.

#### **Visiting Music Teachers (VMTs):**

- To be the point of contact for approximately 25 VMTs and daily liaison
- Prior to the start of each term:
  - Provide each VMT with an up-to-date list of their pupils (showing pupil telephone number) a copy of this list is given to the Heads of Departments (where applicable)
  - To create the weekly timetables using School Music Manager (paper copy and electronic copy on Firefly and register)
  - Collate attendance registers and blank timetable forms for each VMT - prepare room bookings for every VMT every half term.
- Email an updated copy of the school diary from the network to each VMT every Thursday morning. This should be for the week two weeks ahead of the current week for the purpose of VMTs' timetabling
- A copy of the updated diary is to be put up on the Music Office notice board.
- Ensure VMTs have access to the school calendar, and an up to date schedule for internal school assessments
- To locate and/or fetch boys if absent from lesson at the request of the VMT
- Ensure a daily list of absentees is available for VMTs
- To record VMTs' termly attendance and pay, giving a copy to the Director of Music
- To allocate the practice/ensemble rooms for lessons and rehearsals
- Co-ordinate the VMT Report Writing Process:
  - Advise VMTs when and which reports are required each term,
  - Assist VMT's to write student reports on SIMS/MyMSM;
  - Ensure Reports are correct and handed in on time and forwarded to the SIMS office
- Ensure Tutors receive Lesson reports on time

**Co-ordination of Music Auditions at 11+, 13+ and 6<sup>th</sup> Form Entry:**

- In consultation with the Admissions Department and Director of Music arrange for prospective pupils to come into school for audition and write to candidates with information about their audition
- If a school accompanist is required the Director of Music should be informed and arrangements made
- On the days when auditions are held, candidates (with parent/accompanist) should be escorted to the Music Department and, if necessary, escorted back to Reception area if the audition has been arranged around an Interview
- Arrange catering requirements with the Catering Manager for all candidates

**Hampton and Joint LEH/Waldegrave Productions:**

- Liaise with the relevant internal departments (i.e. events and marketing) with regards to copy, photography of concerts and productions and event management related to these to arrange photography
- Liaise with the Bursary over production, quantity and prices of tickets, programmes and posters
- Liaise with link Schools (LEH/Waldegrave) over joint productions
- Maintain a contact list of members of the Hampton/LEH Joint Choral Society and to send letters out when necessary
- Liaise with the Facilities Department over arrangements for rehearsals
- Assist the Heads of Departments with the administration of the joint productions
- Assist the Heads of Departments with the induction process of the new teacher

**Administration of Department Trips / Tours:**

- Assist the Heads of Departments and other departmental staff with the administration of trips and tours
- Assist the Heads of Departments with risk assessments, coach bookings, emergency mobiles, medical information and First Aid kit
- Liaise with HR to ensure all safeguarding checks are in place for any parents who may accompany trips or act as a host family
- To coordinate passports, EHIC, Consent Forms and correspondence with parents
- To coordinate payment and charging with the Bursary
- To attend department trips/tours as required

**The Hammond Theatre and Co-curricular:**

- To prepare and arrange the timely printing of publicity fliers, posters, concert programmes and tickets where necessary for Performing Arts School Events
- To arrange and oversee the transportation of musical equipment, both on and off-site
- To provide administrative and Box Office support, FOH duties and/or recruitment of ushers for music and drama events, where appropriate
- To support the Performing Arts with the administration of and/or attendance at all music and drama trips where appropriate, including but not limited to Junior School Workshop Day; New Boys mornings/after School; Choral Society Concerts; Termly Concerts and Junior / Senior Productions
- Attend and minute the weekly Hammond Committee meetings

**Other**

- To undertake the role of Fire Marshall and First Aider as required. Training would be provided.
- To undertake any other duties as reasonably required by the Headmaster/Bursar in association with the above role

## **Training**

To attend the following courses (if confirmed as required)

- An appropriate First Aid course
- Where necessary, to undergo on the job training under the general direction of the Deputy Bursar to increase competence, proficiency and safety awareness
- To attend INSET training outside the School where appropriate to increase competence, proficiency and safety awareness

## **Personal Specification**

The successful candidate will demonstrate the following skills, qualifications and experience:

- A personable, self-motivated, 'can-do' approach with a genuine willingness to contribute and go the extra mile
- Excellent organisational, communication and administrative skills with a high standard of personal presentation
- Strong ICT skills (including the ability to use a range of relevant software packages such as Word (including mail merge), Excel, Power Point and Outlook (including calendar management)
- Experience of SIMS (or equivalent student data base) and/or MyMSM (School Music Manager) is also desirable (required for weekly timetabling of music lessons for pupils)
- An appreciation for Performing Arts (Drama and Music) and experience of working in a busy office environment is essential, experience in a similar role or school is desirable
- High professional standards are essential, particularly with regard to attention to detail, minute taking, proof-reading, accuracy and presentation
- Energy, commitment and enthusiasm directed towards the smooth running of the Music and Drama Department
- The ability to identify and complete work independently
- Be resilient and adaptable in order to meet the ever-changing needs and priorities of the role
- To work effectively in an open office environment where you are the first point of contact for pupils, parents and staff queries
- A willingness to assist and deal confidently and patiently with pupil, parent and staff enquiries
- The ability and willingness to learn new skills
- An understanding of the need for confidentiality and Data protection in line with GDPR

## **Equal Opportunities**

It is the policy of Hampton School to provide equal employment opportunities for all qualified individuals; to prohibit discrimination in employment on any basis protected by applicable law, including but not limited to race, colour, religious creed, marital status, sex, sexual orientation, ancestry, national origin, age, medical condition or disability. Hampton School promotes equal employment opportunities in all aspects of employment through positive employment policies and practices.

If any special requirements are needed to attend an interview please inform the School.

## **Safeguarding**

The post holder's responsibility for promoting and safeguarding the welfare of children and young persons 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 and Procedures 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 Safeguarding Designated Persons or to the Headmaster.

## HAMPTON SCHOOL - SALARY AND OTHER BENEFITS

### 1. Salary

The salary will be based on the Hampton School Scale for Support Staff and will be £27,256 per annum (pro-rata for term time only). Additional remuneration or time in lieu to be agreed for attending Music and Drama events. The salary for this position will be commensurate on the successful candidate's skills and experience. The Governors review salary Scales each year to ensure they remain competitive; it is paid by bank transfer on the 25<sup>th</sup> of the month, or next working day thereafter, in 12 equal payments.

### 2. Hours and Holidays

The position may either be appointed as a full time or term time appointment plus 3 weeks working in the Hampton School holidays. Normal working hours will be 8.00am to 5.00pm, however, a high degree of flexibility is required to attend all Music and Drama events, including outside of normal working hours and which will involve evenings and weekends.

Attendance at evening/weekend events will be paid at an additional flat rate of £98.28 per event in addition to the salary stated above. This will increase by the Governors percentage rise each year.

Lunch should be taken between 12.00 and 1.00pm.

Additional holiday work, if required, is to be discussed and agreed with the Deputy Bursar and in their absence, the Bursar.

The remuneration package includes pay for holidays which are to be taken during School holiday periods. Holiday cannot however be taken during term time or the first or last week of the School Summer Holiday. Staff are required to be at School on Open Days /events.

### 3. Probation

The appointment is subject to the satisfactory completion of a twelve month probationary employment after which it will be confirmed, or extended for a further period not exceeding six months.

### 4. Notice

The minimum period to terminate employment is as set out below:

Period of continuous service	Minimum Notice
Less than one year	1 month
One year to two years	2 months
More than two years	3 Months

Without prejudice to the Employer's right to summarily dismiss for gross misconduct, the minimum period of notice to which you are entitled is as set out below:

Period of continuous service	Minimum Notice
Less than one year	1 month
One year or more	2 months
More than two years	3 Months

Offers of employment will be made on merit and suitability of qualifications and experience, in pursuit of our policy of equal opportunities.

The School reserves the right to offer the post at any stage in the appointment process.

### **Non-contractual Benefits to staff**

- **Pension**  
You will be auto enrolled into the relevant School pension scheme. The School offers the Teachers' Pension Scheme for teaching staff and a money purchase scheme with the Pensions Trust for support staff. Further details are available from the Bursary.
- **Death-in-Service Benefit**  
In addition to any Pension Scheme benefits, the School currently has a policy which pays two years' salary in the event of the death of a member of staff to nominated dependant(s). Age restrictions apply to this policy.
- **Health Care**  
The Governors currently provide Health Care for all members of staff earning above an annual threshold only if they join at the start of their employment. Further details may be obtained from the Bursar. Age restrictions apply to the Healthcare policy.
- **School Fee Reduction**  
Child(ren) of teaching staff at Hampton School or Denmead School may upon passing the entrance assessments be eligible at the discretion of the Governors for a reduction on the basic tuition fees. Currently, the School also has an agreement with The Lady Eleanor Holles School for Girls for a reduction in tuition fees. The continuance of School fee reduction provision is at the Governors' discretion.
- **Cycle to work scheme**  
The School allows staff with an employment contract for 12 months or more to purchase a cycle though the "cycle to work" scheme to ride to work. Further details are available from the Bursar.
- **Personal Accident Insurance**  
Staff are covered for permanent disability resulting from an accident, whether at School or elsewhere.
- **Sports Travel to School on Saturdays**  
Staff running teams can claim expenses for travel to and from School for Sports matches.
- **Drinks**  
Staff are provided, at no cost, with tea/coffee throughout the day.
- **Lunch**  
Lunch is provided at no cost.
- **Use of private vehicle**  
Subject to a journey being approved by the Building Services Manager, Deputy Bursar, Bursar or Headmaster, staff can use their private vehicle for School journeys during working hours. The insurance will be under the School insurance and staff can claim for the mileage.
- **Blood Pressure**  
The School Nurse can check your blood pressure. She is not able to give staff medical advice and staff must rely on their own adviser.

- **Counselling**  
One of the School Counsellors may be able to see staff on a limited basis. If prolonged counselling is required a charge may be made.
- **Sports Therapy**  
The School has a member of staff specialising in Sports Therapy who may be able to assist with Sports injuries on a limited basis. If prolonged therapy is required a charge may be made.
- **Multi-Gym**  
The School multi-gym is available for use by staff. Induction is required and conditions apply. The School accepts no liability for use by staff.
- **Sporting Facilities**  
Limited use by staff of the facilities is available. Use needs to be agreed in advance with the Bursar or Deputy Bursar who will consult the relevant Sport/PE staff. Use for events such as parties is available but will be treated as a formal letting.

***The above non-contractual benefits are currently available to staff. They are at the discretion of the Governors who reserve the right to withdraw them without notice.***

**Please note all appointments are subject to the Hampton School Trust Recruitment, Selection and Disclosure Policy and Procedure.**

July 2018