

Godstowe

Job Description **Administrator in the Music Department** **Part-time, term-time role – 15 hours per week**

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.

Introduction

The Administrator in the Music Department will work closely with the Director of Music and all members of the Music Department to facilitate the smooth running of key events, rehearsals and performances. We are looking for an organised and enthusiastic individual to provide practical support to the department. This is a varied role which would suit someone with excellent communication, organisational and IT skills and a passion for working with children and music.

Management

The Administrator in the Music Department is responsible directly to the Director of Music. They will liaise with all members of the Music Department and other teaching staff as necessary, as well as the boarding and administrative staff.

Duties and Responsibilities:

Duties include the following:

- To support the pupils and visiting music teachers as lessons are delivered
- To assist the Director of Music with the scheduling of lessons
- To liaise with pupils and parents in respect of possible re-scheduling of lessons due to absence
- To produce concert programmes for musical performances
- To undertake any other administrative duties for the Music Department

Child Protection

All members of staff are responsible for the promoting and safeguarding the welfare of children. All members of staff are required to participate in regular child protection training and to follow the child protection policy at all times. Any child protection issues must be referred to the designated person for child protection and/or the Headmistress.

January 2025