

JOB DESCRIPTION & Person Specification

POSITION	Music Administrator providing administrative & technical support
SALARY	Support Staff Scale – Spine Point 19 to 26 (£25,612.00 - £30,236.54 FTE) Pro-Rata (Actual Salary Range for this fractional post) = £23,055.92 - £27,218.93
HOURS	37,50 hours per week [8am - 4pm with 30 minutes unpaid lunch break, Monday to Friday] . 3 days at MCA, 2 Days at MVPA
FULL TIME EQUIVALENT	Full Time - 39 + 2 (41 weeks per annum) + Inset Days
CONTRACT TYPE	Permanent
RESPONSIBLE TO	HoLA Performing Arts / Head of Music
RESPONSIBLE FOR	Performing Arts Assistant, Kit & Equipment
LOCATION	Mossbourne Community Academy and Mossbourne Victoria Park Academy
KEY RELATIONSHIPS	Music Department Staff, Head of Programme, Enrichment Leads.

Background

Mossbourne is the realisation of Sir Clive Bourne's dream to provide the children of Hackney with an outstanding education. Mossbourne is built on a formula of high expectations, doing the simple things right, and the belief that all children can succeed. All learners, regardless of ability, benefit from the innovative and enlightened approaches to teaching and learning. The Federation's calm working atmosphere creates well-rounded individuals who excel in the arts, on the sporting field and academically.

The Mossbourne Federation consist of four academies: Mossbourne Community Academy (MCA) secondary and sixth form, Mossbourne Victoria Park Academy (MVPA) secondary, Mossbourne Parkside Academy (MPA) and Mossbourne Riverside Academy (MRA) both primary.

The Mossbourne Federation is actively seeking to increase the proportion of our workforce who come from diverse backgrounds. We particularly welcome applications from people of Black, Asian and other minority ethnic descent. Injustice, discrimination and intolerance go against the core tenets of the Mossbourne ethos. We actively reject discrimination in our academies through continuous review of our working policies & practices across the federation, including at board level. We are committed to developing & supporting inclusivity, diversity & anti-racism in every facet of what we do.

Mossbourne Community Academy (MCA)

The Mossbourne Federation's flagship academy, Mossbourne Community Academy (MCA) is built on high expectations and doing right by the pupils in our care in order for them to succeed. MCA has not only changed the face of education in Hackney, but has also raised the bar in educational expectations to the highest level; we achieve recognition nationally for setting a new benchmark for non-selective comprehensive education. All pupils, regardless of background or ability, are encouraged to achieve their true potential and the behaviour of our pupils is exemplary. With outstanding GCSE and A-level results, year on year, Mossbourne Community Academy is placed within the top 1% of schools in the country. We are tremendously proud that our most recent Ofsted Inspection, dated November 2021, judged the academy as 'outstanding' and starts with the sentence 'Mossbourne Community Academy changes pupil's lives for the better' because that is what we do, year on year.

If you want to be part of the team that is improving the future of our students, then read on!

Job Summary

To operate the day-to-day running of the Instrumental Lesson Programme at Mossbourne Community Academy (3 Days), and at Mossbourne Victoria Park (2 days). To assist with the efficient running of a busy and successful Music Department by providing administrative support and to undertake any other tasks, that might reasonably be requested, as required.

Key Responsibilities & Accountabilities

1. Instrumental Lessons Main Tasks and Responsibilities:

- Music lesson timetables to be updated as per the schedule agreed with HoLA PA and HOD Music
 - Records of instrumental lessons kept up to date on the central spreadsheet
 - Music lesson timetables saved for staff reference in the ILP desktop folder weekly.
 - Weekly attendance calls to parents for ILP lessons, choirs and other ensembles
- Responsibility for the ILP budget
 - Annual overview presentation to HOLA & HOD
 - Billing and monitoring of payments from parents/carers
 - Pursue late payments
 - Keep accurate records of all transactions
 - Create bespoke instalment plans to assist payment from parents who need it
 - Responsible for ILP and Music budget at MVPA
 - Placing orders for the department and for upkeep of instruments
 - Pursue items not delivered
- Appointment and oversight of peripatetic teachers
 - Collection, checking and authorisation of timesheets
 - Communication regarding availability and absence
 - Liaise with HR, Finance, Payroll
 - Ensure all peris have access to ID cards, PAM, printers, academy computers
 - Co-ordination and quality assurance of termly reports written by peripatetic staff
 - Feed back to parents about interim concerns
 - Distribution and archiving of instrumental reports
 - Communication of information regarding specific needs of individual students
 - Bill calculation and approval for HMS
 - Deliver notice upon schedule reduction or increase in hours to HMS and the tutor
- Co-ordination of Peri-run Ensembles (String groups, Choirs, Brass groups, Steel Pans)
- Co-ordination of external music exams e.g. ABRSM, Trinity
 - Booking and paying for exams
 - Taking payment from parents
- Instrument rental and maintenance
 - Issuing of contracts and instruments
 - Inventory
 - Organising and maintaining tidy instrument stores
 - Repairs
- Maintenance and organisation of workspace i.e. desk and surrounding floor/wall
- Weekly department bulletin summarising lesson timetables and student attendance
- Preparation of materials for transition Y6 to Y7
- Develop solutions to improve the scheme i.e attendance rates, pupil levels, exams, and parent communication.

2. Departmental Support:

- Equipment maintenance – organising repair of instruments
- Ordering goods and resources

- Maintenance of Display areas within the department
- Generation of letters regarding trips and collation of responses
- Ticketing for departmental events and productions

3. Occasional support to be agreed with HoLA Performing Arts & worked in the +10 days a year:

- Parental engagement i.e. transition evenings
- Concert support
- Trip support

Hours:

There is potential for some flexibility in this role in terms of how the work is distributed through the week, which can be discussed at interview.

Person Specification				
E Essential Or D Desirable	Requirements	Assessment Criteria		
Experience / Knowledge				
E	Previous similar experience preferably in an education environment.	X	X	X
E	Confidence in working with pupils.	X		
E	Punctuality, reliability & consistency.		X	
E	Excellent written & spoken English to communicate effectively at all levels.		X	
E	Ability to multi-task effectively working to tight deadlines.	X	X	
E	Ability to prioritise workload in a busy environment with attention to detail.		X	
E	Flexible, effective & proactive team member using initiative to deliver work.		X	
E	An understanding of the requirements of the music curriculum.	X	X	
Qualifications				
D	GCSE English & Maths at Grade C or above.		X	
D	Ability to read music.		X	
D	A practical qualification in a musical instrument.		X	
E	Sector knowledge & experience relating to music careers & progression.		X	
IT Knowledge				
E	Adept at using the MS Office suite of applications & communication tools.		X	
D	Ability to swiftly adapt to and utilise new & varied systems & software.		X	
E	Advanced abilities with MS Word & MS Excel.		X	
Behavioural Competencies				
E	Excellent analytical and multidimensional communication skills.		X	
E	To consistently meet deadlines & ensure output is of an exemplary standard.	X		

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E	Initiative to work independently with minimal supervision.		X	X
E	The utmost personal integrity & high levels of motivation & commitment.	X	X	
E	Proactive approach & efficient time management & prioritisation skills.	X		
E	Passion for education & will to contribute to the Mossbourne community.	X		
Applicable to All Staff				
E	Undertake training necessary to be effective in the role.		X	
E	Support the federation's efforts both verbally and non-verbally through actions & attitude, including adjusting performance & practice to align with Mossbourne initiatives & findings.		X	
E	Play an active role in the safeguarding of all students & adults.	X		X

Mossbourne Federation reserves the right to modify this job description to ensure the needs of the Federation & students are met. Mossbourne Federation provides equal employment opportunities to all employment applicants and employees without regard to race, colour, religion, gender, sexual orientation, national origin, age, disability, or status. The document is not a comprehensive list; it simply outlines expectations of this role. This post is subject to an enhanced DBS disclosure. The post holder must be committed to safeguarding the welfare of children.