Job Description and Person Specification

Music Department Administrator

The Cardinal Vaughan Memorial School
Grade: TBC
Reporting to: Director of Music

The Saint John Southworth Catholic Academy Trust (and its commercial trading subsidiary and registered charitable foundation) is committed to creating a diverse workforce. We will consider all qualified applicants for employment without regard to sex, race, religion, belief, sexual orientation, gender reassignment, pregnancy, maternity, age, disability, marriage or civil partnership.

This is a school-based role that will involve contact with children.

Job Description

Key Duties and Responsibilities

- To administer applications for instrumental and vocal tuition, including new enrolments, withdrawals and changes
- To coordinate lesson timetables, missed lessons and communications with pupils, parents and visiting teachers
- To maintain accurate and confidential records of instrumental pupils, music scholars, ensembles, visiting teachers and their professional details and fees
- To assist the Human Resources Team with administrative arrangements for visiting teachers where appropriate
- To administer termly tuition invoicing, monitor receipts and outstanding fees, maintain associated financial records and liaise with the Finance Team regarding billing and payments to visiting teachers
- To coordinate instrumental examination entries and timetables, including Associated Board of the Royal Schools of Music (ABRSM) examinations, and record examination fees
- To administer instrumental lesson reporting and distribution to parents and carers
- To provide secretarial support to the Director of Music; handle correspondence, enquiries, filing and minutes of departmental meetings
- To coordinate lesson attendance records with the school's registration and attendance systems
- To order sheet music, instruments and other departmental supplies
- To arrange instrument repairs, music lockers and departmental resources
- To support the administration of the Vaughan Centre of Young Musicians, including auditions, parent communications and billing
- To help organise concerts and other musical activities, including programmes, publicity, ticketing, bookings and relevant risk assessments
- To assist with teaching-room and rehearsal-room allocations
- To assist with music preparation, departmental displays, rehearsal arrangements and the upkeep of a safe and orderly working environment
- To support tours, recordings and external performances, including pupil supervision where appropriate
- To help administer bookings and lettings of departmental facilities where required

Corporate Responsibilities

- To contribute to a working environment underpinned by the principles of Catholic Social Teaching
- To ensure probity, propriety and adherence to the Nolan Principles both in personal conduct and throughout the Trust
- To comply with policies and procedures relating to safeguarding and report any such suspicions, no matter how small, to the Designated Safeguarding Lead or in the case of concerns about a member of staff, the Headteacher
- To comply with all other policies, procedures, working practices and regulations, in particular, Equality and Diversity, Health and Safety, Confidentiality, Data Protection and Financial Regulations in line with our Scheme of Delegation
- To be accountable to and carry out any reasonable request from the Headteacher(s) / Line Manager

Professional Development

- To be committed to own professional development
- To establish and participate in training opportunities, meetings and networks to support and maintain excellent skills, techniques and knowledge
- To seek feedback and act on it to improve performance within and beyond formal coaching and appraisal opportunities
- To undergo regular observations and participate in regular in-service training (INSET) as part of continuing professional development (CPD)

Fluency Duty

In line with Part 7 of the Immigration Act 2016, the Government has created a duty to ensure that all Public Authority staff working in customer facing roles can speak fluent English to an appropriate standard. For this role, the post holder is required to meet the advanced fluency level. The post holder should demonstrate they can:

- Express themselves fluently and spontaneously at length effortlessly
- Explain difficult concepts simply without hindering the natural smooth flow of language
- Take responsibility for promoting high standards of literacy, articulacy and the correct use of standard English in the Trust

We are committed to safeguarding and promoting the welfare of children and we expect all staff to share this commitment. All successful staff will undertake an Enhanced Disclosure and Barring Service Check with Children's Barred List.

This post is exempt from the Rehabilitation of Offenders Act (ROA) 1974. The amendments to the ROA 1974 (Exceptions Order 1975, (amended 2013 and 2020)) provides that when applying for certain jobs, certain spent convictions and cautions are protected and they do not need to be disclosed to employers. If they are disclosed, employers cannot take them into account. Guidance about whether a conviction or caution should be disclosed can be found on the Ministry of Justice website and further information about filtering offences can be found in DBS filtering guide.

The Trust is committed to making any necessary reasonable adjustments to the job role and the working environment that would enable access to employment opportunities for disabled job applicants or continued employment for any employee who develops a disabling condition.

Date: November 2026

This job description is illustrative of the responsibility of the post and not necessarily a comprehensive list of tasks.

Post holders are expected to undertake work in line with the level and pay band of the post determined by the Line Manager.

This job description will be reviewed with the post holder in relation to need or on an annual basis through appraisal and whole-Trust review of strategy and effectiveness.

Name: _____

Signature: _____

Date: _____

Person Specification

	Essential Requirements	Desirable Requirements	How Identified
Qualifications	• Minimum of five GCSEs (A-C/ 4+) including English and Maths or equivalent	• First aid training (or willingness to complete it)	• Application
Experience	• Carrying out administrative tasks • Dealing with face-to face and telephone interactions • Working with children or young people • Working and collaborating within a team	• Working within a school or educational setting • Working in arts administration	• Application • Interview
Knowledge, Skills and Ability	• Understands safeguarding procedures and is fully aware of Keeping Children Safe in Education and keeps knowledge up to date • Ability to respond quickly and effectively to issues that arise • Excellent attention to detail • Ability to remain calm, composed, and professional during busy or high pressure situations • Ability to use relevant office equipment effectively • Understanding of data protection and confidentiality	• Knowledge of statutory attendance regulations	• Application • Interview • References

	• Ability to use their initiative and work unsupervised • Working knowledge of Microsoft Office Software, e.g. Excel and Word • Excellent literacy, numerical, analytical and problem-solving skills • A proactive approach to identifying and resolving issues creatively and flexibly • Ability to communicate effectively both orally and in writing to families, colleagues and senior leaders • Excellent stakeholder service skills and the ability to understand the needs of the school • Excellent organisational and time management skills and the ability to prioritise work for oneself • Ability to disseminate knowledge and good practice to other members of the school • Understanding of the need to meet internal and external deadlines		
Character and Values	• High commitment to safeguarding and promoting the welfare of children	• An interest in music	• Application • Interview

	• Commitment to promoting the Catholic ethos and values of the school and getting the best outcomes for all pupils • A practical willingness to help with the varied demands of school music • Excellent record of attendance and punctuality • Ability to relate to and communicate with a wide range of stakeholders (staff, contractors, pupils, etc.) with a calm and courteous manner • Has self-motivation and personal drive to complete tasks to the required timescales and quality standards • Commitment to continuous self-development including undertaking training in key areas		
Personal Circumstances	• Legally entitled to work in the UK • Ability to perform all duties and tasks with reasonable adjustments, where appropriate, in accordance with the Equality Act 2010 • Flexibility to assist with concerts and other musical events outside normal school hours		• Application • References • Interview