Dartford Music School (DMS) Administrator

25 hours over 5 days per week (times negotiable) The occasional Saturday may be required.
School term time (39 weeks) + 10 days
Salary: £16,274 actual pro rata salary (DGS3 £26,168fte)

Main purpose of the role

- Responsibility for all administration associated with the music school.

Music School Administrator

- To take on all administration roles for DMS linked with recruitment, applications, instrument hire, purchases, publicity etc as directed by DMS Manager
- Answering and logging calls/enquiries and taking action on all administration related to the calls and passing music related queries to the Music School Manager.
- Managing the online information management system for the music school.
- Maintaining a database of centre students as directed by DMS Manager.
- Collating information on instruments and responsibility for instrument repairs.
- Managing the administration of Music Exams
- Undertake timetabling and scheduling of lessons at direction of Music School Manager
- To disseminate information to schools and the local community about Music School Events and Opportunities through visits and social media

MJC Responsibilities

- Liaise with the Finance officer to monitor and collect all payments for DMS.

These duties may be varied to meet the changing demands of the student(s) and the school at the reasonable direction of the Business Manager/Head.

Key Role Behaviours

- Organisational.
- Effective written and verbal communications.
- Self-motivation – ability to work without supervision.
- Team working.

Knowledge, Skills, Experience

- Good organisational and administrative skills - need to meet key targets/dates.
- Competent IT skills including Microsoft and Excel packages.
- Excellent inter-personnel skills - able to adapt to target audience i.e. student, parent, teacher or outside personnel.
- Being able to work as part of a team.
- Be able to anticipate and solve problems and identify opportunities.
- Display attributes of self-confidence, reliability and integrity.