

Simon Balle All-through School

Creating Tomorrow's Citizens Today



Music Assistant

Grade: H3, 15 hours per week.

Main purpose

To support music operations within our busy Music Department. Tasks will be delegated by the Music Manager and will include responsibility for some of the following:

Key overall data on which the role is part of:

Managing our instrumental / vocal programme, liaising with the finance team regarding billing and changes. 475 students learn an instrument or to sing, having 638 lessons.

Managing the invoicing for this on a monthly basis, liaising with finance. This is 30% of learners in school (national figure is 9.5%, Hertfordshire figure is 5%). The customer service element of this is huge.

250+ individual music exams each year - administration and stewarding - 10 days of exams, 3 exam boards

Managing the set up of a music tour, potentially two in a year's time or so

Working with our instrumental team of 17 teachers.

Liaising with our wider community - families joining us for ensembles etc. The immediate customer service face of Music at Simon Balle - at all events, on the phone, on email, in person.

Organisation and management of 40+ events, including 10 major events - 000's in the audience, 00's performing.

Managing our resources - school instruments, rehearsals and set up and the music centre.

Over 1 in 5 (22%) of the school are involved in enrichment activities - our ensembles and choirs each week.

70+ SEND students have music lessons each week (101 lessons in total)

47 students with SEND take part in an ensemble each week (many are in several)

10 PP students are in an ensemble, 9 PP+ students are in an ensemble, 1 CLA student is in an ensemble (Rock School)

Leading our musical digital strategy - social media and content creativity - our publicity, our USP. This is so important to our ethos and includes the newsletter and all our celebration work.

Management of Practice Pal Music - our lesson timetabling and communication software, including weekly monitoring of disruption.

Administration of over 200 school instruments that are with families.

Liaising regarding PP, CLA and SEND students

Preparing resources and supporting our ensemble programme that 22% of the school participate in every week, including the very complex Rock School with 12 bands, 60 learners.

Work with the Adult Choir

Liaising with the Larch team so our new learners are properly supported and our youngest

musicians are accompanied when coming over for rehearsals and concerts, so we know where students are going after clubs and so on.

Leading the Music Ambassadors - rotas, supporting, managing hours

Providing the structure and operation for our musical delivery that runs 15 hours a day, 5 days per week.

Fundraising for our department and the Music Development fund - applications and creativity, working with the Director of Music and Finance Manager

Preparing data, as required by the Director of Music.

This list is not exhaustive. This is a newly created role and the responsibilities will evolve over time.

Individuals in this role may also undertake some or all of the following:

1. Respond to reception and visitor enquiries.
2. Organise arrangements for school visits and events.
3. Monitor pupil attendance and run reports.
4. Monitor and manage a limited range of stock within an agreed budget.
5. Assist with producing marketing and promotion material for the school.

The duties and responsibilities listed above describe the post as it is at present. The post holder is expected to accept any reasonable alterations that may from time to time be necessary.

Job Context

Simon Balle Music is a vibrant community of musicians from Reception to Year 13. 30% of our school has instrumental or vocal lessons and 25% are involved in enrichment each week. We have a programme of 40+ concerts, recitals and events each year and our musical outcomes are way above local and national data. 250+ students take a music exam each year. This role sits at the heart of Team Music, providing operational and logistical support, overseeing the smooth running of all our musical work.

The role supports our operations, working with the Music Manager and Director of Music, supporting activities and other music office staff. The role holder will liaise with other key staff in school to ensure that our musical ethos continues to be supported in the wider community.

A key part of this role will be to develop new approaches to our processes to make them even more efficient, developing our use of technology, ensuring the smooth running and team efficiency within Simon Balle Music.

Knowledge, Skills & Abilities

Knowledge for implementing a range of administrative procedures, including use of relevant ICT packages and systems.

Knowledge and skills equivalent to national qualifications level 3.

Carries out a variety of tasks within set frameworks; requires creative skills for e.g., developing administrative procedures. Analytical skills for monitoring and analysis of information and data.

Communicates with staff, pupils and external agencies, such as suppliers, dealing with a range of issues

Most tasks require keyboard skills used with precision and speed.

Problems, Demands & Decisions

Assesses and resolves day to day problems.

Dealing with visitors/parents, resolving issues.

Work within clear guidelines but deal with unexpected problems. Involved in decision-making and planning of the administrative service but has access to a supervisor for more difficult issues. Concentration for administrative tasks; work is regularly interrupted. Has contact with pupils, parents and carers and outside agencies entering the office and may assist with the welfare and care of sick pupils.

May handle small amounts of cash; may select, order and store supplies within a limited range. No overall budget responsibility. Responsible for the maintenance and updating of records and systems

Physical Effort

Requires normal physical effort, with a mixture of sitting, walking and carrying minor loads.

Working Environment

Work is normally carried out in an office environment.