



## MUSIC DEPARTMENT INFORMATION

The purpose-built Music School was opened in 2005 by Julian Lloyd Webber – who remains the school's Patron of Music – and the facilities are excellent and very well resourced, including: an acoustically engineered Recital Hall with Steinway and Yamaha grand pianos, a well-equipped classroom with state of the art smartboard, ICT suite containing ten new iMac computers with a full range of compositional software, comprehensive music library, percussion suite, numerous practice rooms, offices and a recording studio. Great Hall is a recently opened Performing Arts Centre (September 2013) and provides full concert and musical theatre facilities. It houses a model D 282 C. Bechstein concert grand piano. In the Chapel, a top of the range bespoke 3-manual Viscount organ has recently been installed, and it has a large specification comprising 75 speaking stops, including a West End division.

Music is held in very high regard at The Leys and the Music School is a vibrant department at the heart of school life. There is provision for musicians at every level, both academically and practically. All pupils in years 7-9 receive one classroom music lesson per week, and GCSE and A level courses are available following the Edexcel (GCSE) and Eduqas (A Level) specifications. Over 200 instrumental lessons are taught each week at The Leys, and tuition is available in most instruments from a team of over twenty visiting music teachers. There are many ensembles that students can join, including: Chapel Choir, Chamber Choir, Symphony Orchestra, Wind Band, Jazz Band, String Orchestra, Brass group, Flute Choir, Clarinet Group, Guitar Ensemble and various small chamber groups. There are numerous performing opportunities both within the school community – Musicians' Showcases, Lunchtime Lives and end of term concerts – and beyond, including the End of Year Concert at Saffron Hall. In addition, regular concerts are given in and around Cambridge as well as choir visits to cathedrals and colleges, including an evensong at St. Paul's Cathedral, London in March 2019. The school Chamber Choir has also recently recorded a CD entitled 'Earthly and Divine' which has received very favourable reviews. Overseas tours form part of the musical outreach and in recent years, musicians from The Leys have given concerts in Boston, Salzburg, Vienna and Prague, Croatia and Slovenia and most recently Italy.

Recent events and opportunities include the annual house singing competition, Musical Theatre Competition and evensongs at Peterborough Cathedral and at Jesus College, Cambridge. In addition to concerts by pupils at The Leys, professional musicians are brought in to give concerts, most recently by Sir Stephen Hough, and/or workshops to pupils of The Leys and other local schools. The department also offers a busy programme of concert/opera trips.

There are three full-time Music Department staff, a Performing Arts Administrator and 28 visiting instrumental teachers who teach on a self-employed basis in the department.

### Music Department Personnel

**Max Kenworthy MA (Oxon) FRCO ALCM**  
**Kamile Radzvilaitė BMus**  
**Chloe Emery BA Hons PGCE**

Director of Music  
Assistant Director of Music  
Teacher of Music

# Role Profile

**Role Title:** Performing Arts Administrator

**Location:** The Leys School

**Responsible to:** Director of Music

**This school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

## **Main purpose of the role**

### **The role**

- To be the first point of contact in the Music Department, managing day to day enquiries, providing secretarial support to the Director of Music and general administrative and office support to Music Department staff.
- Oversee the scheduling of music and drama lessons and co-ordinate ABRSM and LAMDA examinations.

## **Key Tasks:**

### **Department**

- Attend departmental meetings, take minutes and circulate as required.
- Manage the scheduling of all music and drama lessons and maintain department databases.
- Provide secretarial support for the Director of Music.
- Provide administrative support to all members of the department.
- Monitor post, email inboxes and phone messages.
- Create room bookings for music rehearsals and events in collaboration with the Director of Music, Events and Domestic Services and Events Manager using the online booking system.
- Update the music page on the school portal regularly.
- Ensure all events are entered on to the school calendar.
- File and catalogue the music library resources.
- Budget reviews with DoM and regular contact with finance department regarding queries.
- Organise piano tuning and other instrument repairs.
- Administer ABRSM practical and theory exams, communicate with examiners as necessary, enter candidates online, fees, timetabling, distributing results and certificates, steward as appropriate.
- Assist with social media platforms as required.
- Generate purchase orders as necessary and liaise with Bursary regarding invoices and pupil charges.
- Keep noticeboards updated.

- Carry out other associated duties as are reasonably assigned by the Director of Music.

### **Visiting Music Teachers**

- Co-ordinate new pupil lesson requests, allocate to VMTs and add to SOCS.
- Co-ordinate VMT staff and act as liaison with DoM.
- Ensure all the VMT timetables are in place on a weekly basis and up to date on SOCS and displayed on noticeboard with room allocations.
- Liaise with IT Department to ensure VMT report cycles are prepared and completed on iSAMs.
- Management of SOCS registration for all VMT-led ensembles.
- Day-to-day administration of instrumental teaching: chasing pupils, lesson clashes, timetable changes, addressing parent and academic teacher concerns.
- Assisting the DoM in the recruitment of VMTs and associated paperwork, provide inductions for new VMTs including IT support.
- Create iSAMs and SOCS groups at start of year.
- Co-ordinate sheet music orders.
- Co-ordinate the annual VMT start of year meeting and Music Parents' Evening.

### **Events**

- Preparation of Chapel service sheets (including carol services), regular communication with Chaplain regarding format, readers, preachers etc.
- Produce concert programmes and posters, including other promotional activities as required.
- Advertise internal and external events.
- Liaise with box office staff regarding ticketed events.
- Liaise with Saffron Hall regarding End of Year Concert.
- Act as front-of-house for music concerts, co-ordinating stage management as necessary.
- Assist at dress rehearsals as required.
- Administration of trip and concert visits including parental consent forms, risk assessments etc.
- Assist DoM with administration associated with Music Tours and recordings as required.

### **LAMDA**

- Co-ordinate new pupil lesson requests and add to SOCS.
- Timetable support for LAMDA teachers.
- LAMDA exam centre coordinator, completing online entries – ensuring pupils are scheduled on appropriate day with exam subject and grade.
- Liaising with parents regarding exam fees allocation to school bill. Dealing with any exam related issues as they arise, scheduling exam day running order.
- Transfer of exam paperwork, medals and certificates to Drama Department.

### **Safeguarding responsibilities**

- To have read the School's Child Protection Policy and updates to this policy as required by the School.
- To adhere at all times to the School's Child Protection procedures and to undertake responsibility to safeguard pupils.
- To be aware of and adhere to at all times the School's Staff Behaviour and Code of Conduct and confidentiality.
- A duty to report and discuss any concerns about the safety of children and their wellbeing to the Designated Safeguarding Lead (DSL).
- A duty to report any low-level concerns about colleagues to the Designated Safeguarding Lead (DSL).

To be informed and trained to an appropriate level and to complete mandatory safeguarding training as required by the School.

### **General Tasks**

- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.
- To ensure that a safe / secure environment exists for pupils / staff and customers and meet requirements under the Health & Safety at work Act 1974 and C.O.S.H.H.
- To uphold the provisions of data protection legislation, the School's Data Protection Policy, and other related policies.
- Understand and be mindful of the School Acceptable Use Policy and Staff ICT & Social Media Guidelines.
- To adhere to and maintain School Policies and Procedures and work with regard to the ethics of the School.
- To observe / implement all relevant legislative requirements, maintain and update own knowledge as appropriate for the role.
- To work flexibly as necessary to meet the needs of the role and the School.
- To undertake any other reasonable associated request from the Director Pastoral Care, Headmaster/Bursar, or other senior member of SMT as appropriate.
- To refer to and adhere to all Health and Safety procedures and policies as appropriate and other legislative requirements as required, carrying out duties by working in a safe and organised manner.

Signature:

Date:

**The list of tasks or duties and responsibilities described above is not exhaustive, and the School is entitled to instruct you, at any time, to carry out additional duties or responsibilities, which fall reasonably within the ambit of the job description, or in accordance with operational requirements.**

# Person Specification

**Title:** Performing Arts Administrator

**Department:** Performing Arts

	Essential	Desirable
Qualifications / Education / Specialist skills	Evidence of a good level of education, including GCSE English and Maths at A*-C or equivalent	Secondary education qualifications to A Level or equivalent  Tertiary education qualifications
Experience Knowledge and Skills	High level of computer literacy including use of all Microsoft Office/Google applications and Google Drive  Ability to communicate effectively with colleagues, pupils, parents and external agencies in person and in writing  Work effectively as part of a team  Excellent organisational skills  Ability to prioritise tasks and work to a deadline  Ability to adapt quickly to changing situations  Good proofreading skills	Working knowledge of iSAMs and SOCS  Experience in arts administration  Experience of working in a school environment  Experience in events management  Knowledge of instrumental and vocal teaching requirements  Experience of small team management
Interpersonal skills / behavioural qualities	An interest in music and performing arts  Excellent interpersonal skills  Building good working relations with other school departments  Ability to work calmly under pressure  Ability to multitask and be adaptable  Flexible approach to working hours and a willingness to be involved in activities outside of school hours  Self-motivated and resourceful  Cooperative and enthusiastic	Understanding of music and requirements of musicians  Good sense of humour
Other	Ability to fulfil all aspects of the job description	

	Set a good professional example to others and abide by The Leys code of conduct	
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**September 2023**