

JOB DESCRIPTION

Cognita Schools are committed to safeguarding and promoting the welfare of children and young people and expects all staff, volunteers and other third parties to share this commitment. Safer recruitment practice and pre-employment background checks will be undertaken before any appointment is confirmed.

Position Title	Music Administrator	Reference: 161215
Function/Department	Music Department	Location: Stamford
Manager Name & Title	Head of Music	
Position Type	Permanent	
Position Status	Full Time	

Position Objective

To assist the Music Department and Head of Music with the organization and running of the Instrumental Music Program and other areas of the Music Department. Responsible for the scheduling, invoicing and administrative management of all lessons in addition to other responsibilities as assigned by the Head of Music.

In addition, administrative support of the Music Department with organization and running of the Music Ensemble Program; including various concerts and productions across the school year.

The Music Department Administrator requires daily contact with staff, parents and students, teachers and Head of Music.

Responsibilities

The job holder's responsibility for promoting and safeguarding the welfare of children and young person's for whom s/he is responsible, or with whom s/he comes into contact will be to adhere to and ensure compliance with the relevant Cognita Safeguarding; Child Protection Policy and Procedures at all times. If in the course of carrying out the duties of the role, the job holder identifies any instance that a child is suffering or likely to suffer significant harm either at school or at home, s/he must report any concerns to the School's Child Protection Officer/Designated Safeguarding Lead or to the Head of indeed to the Regional CEP so that a referral can be made accordingly to the relevant third part services.

Relationships

- Developing trusting and healthy relationships with the all the children in the Instrumental Music Ensembles program and throughout the rest of the Music Department and homeroom teaching assistants.
- Establishing supportive and positive working relationships with all other members of staff.
- Becoming a presence across the whole school and a representative of the Music Department within its wider community.

Educational role

- Working in close partnership with music teachers, class teachers, non-teaching staff and the Head of Music in ensuring a professional, creative and enjoyable learning environment.
- Actively promoting the Instrumental Music Program and Music Ensemble Program and the Music Department.

Extended professional role

- Contributing towards the whole-school team spirit by taking every opportunity to promote the philosophy and policies of the Stamford American International School.
- Carrying out other duties and tasks as reasonably directed by the Superintendent and Head of Music.

Duties of the Music Department Administrator

- Be in charge of running the day to day running of the Instrumental Music Program (currently 500 students and 22 staff on role).
- Assist with logistical and administrative tasks related to our Music Ensemble Program (after school music CCAs).
- Assist with logistical and administrative tasks related to our Friday Lunchtime Concerts.
- Assist both the Curriculum and IMP staff with administrative tasks, which may include photocopying, putting up displays, tidying up resources, formatting and sending out letters, etc.
- Assist in the organization and running of concerts and events involving the music department, which may include liaising with the operations and finance department, publicity, communicating with staff/students/parents/guests, etc.
- Liaise with local musicians/concert venues/vendors/companies to maintain a professional and productive relationship with the music department.

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- Liaise with the Finance and HR department when necessary.
- Advertise at School Orientation.
- Organize handouts, encourage sign-ups, etc.
- Maintain MyStamford for the Instrumental Music Program.
- Liaise with IT setting up forms, registrations, etc.
- Oversee the catalogue and organization of music resources.
- Assist in sourcing, negotiating and delivery of musical equipment, resources, instrument repairs.
- Coordinate instrument purchase and maintenance.
- Oversee the setup of ensemble rehearsals as appropriate.
- Assist in the organizing of departmental trips and workshops.
- Assist in the organizing of the electronic music database (calendar, resources, documents, etc).
- Lead and follow through tasks set by the Head of Music during school holidays when administrative staff are required to work.
- Other administrative duties as specified by the Head of Music.

Position Requirements

- Ability to work under pressure and use of initiative is essential.
- Experience in working in a child centered environment.
- Very good organizational skills.
- Excellent communication skills.
- Possess highly developed interpersonal and teamwork skill.
- Excellent verbal and written English skills.
- Basic Musical knowledge preferred.
- Excellent IT skills (including the use of excel, word, PowerPoint, publisher).

Qualifications

- Bachelor's Degree.

Contacts

- Other Stamford Teaching and Non-Teaching Staff.
- Parents and Students.

Working Conditions

- School Environment.
- Working hours 8am to 4:30pm, Monday to Friday, plus occasional staff meetings and trainings.
- School holidays are paid and free except staff days and training days (please refer to the website to see the school calendar with school holiday dates).

Terms of Employment

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| • Medical Benefits: | Medical insurance provided where applicable |
| • Sick Leave/Hosp: | 14 days sick leave and 60 days hospitalization leave |
| • Pre-medical exam: | Required |
| • Referee Check: | Required |
| • Background Check: | Required |