

JOB DESCRIPTION

CO-CURRICULAR / SCHOOL OFFICE ADMINISTRATOR

<p>The School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.</p>		
<p>Organisational Information:</p>	<p>Reporting to:</p>	<p>Finance & Operations Director</p>
<p>Summary of the role:</p>	<p>As a member of the School's Office Administration team, the Co-Curricular/School Office Administrator will provide assistance to the School Office at scheduled times and as needed.</p> <p>The Postholder's primary role is to co-ordinate the administration of a wide range of co-curricular activities, including, but not limited to music, LAMDA, equine, sailing, and sports fixtures. This includes ensuring all co-curricular activities are recorded on SOCS and integrated into the school's weekly timetable, identifying and resolving scheduling conflicts, and providing timely information/updates to staff and parents.</p> <p>A key part of the role is providing dedicated administrative support to the Director of Music. Responsibilities related to music include, but are not limited to, producing music timetables, liaising with music teachers and managing room allocations, assisting with the organisation and smooth running of musical concerts and events, overseeing music exam entries and logistics on exam days, and managing the school's stock of instrument, as well as administering the hiring of these to pupils.</p> <p>Overall, the Co-Curricular/School Office Administrator's role is pivotal in ensuring that staff have a clear view of pupils' activities and whereabouts at all times when participating in our co-curricular programme beyond the classroom, through the information on iSAMS and SOCS. Their efforts ensure the seamless administration of co-curricular activities, which provide pupils with diverse opportunities for personal growth and development.</p>	
<p>Main duties and responsibilities:</p>	<p>The key areas of responsibility set out below are not shown in order of priority or frequency, nor is the list exhaustive, but rather an indication of the type and level of duties expected of the post:</p> <p><u>LAMDA</u></p> <ul style="list-style-type: none"> Integrate LAMDA lessons into the Music weekly Co-curricular timetable. 	

	<ul style="list-style-type: none"> • Liaise with the Head of Drama and LAMDA teachers to publish room allocations. <p><u>EQUINE</u></p> <ul style="list-style-type: none"> • Integrate weekly Riding lessons into the wider co-curricular timetable. <p><u>MUSIC</u></p> <ul style="list-style-type: none"> • Produce weekly rotational music timetables, using SOCS, integrated into the co-curricular timetable. • Publish weekly timetables and communicate clearly with staff, parents and pupils about lessons. • Manage the instrumental hire agreements, liaising with VMTs, parents and the Bursary. • Work with the Director of Music to ensure school instruments are labelled, audited and kept in good working order. • To assist with the organisation of concerts, recitals and tours Creating programmes, catering and transport. • Assist with the submission of Music Exams and oversee the exam timetable. • Act as a steward on music exam days. • Respond professionally to staff and parental enquiries. • Assist the Director of Music to produce parts for school ensembles and choirs. <p><u>GENERAL</u></p> <ul style="list-style-type: none"> • Work with the Head of Operations to spot diary and lesson clashes. • Attend the weekly Whole School Planning and Music Department meetings. • Liaise with the School Office to ensure as few lessons as possible are missed. <p>Whilst every effort has been made to explain the main duties and responsibilities of the role, each individual task may not be identified. The post holder may be asked to undertake other duties from time to time as required and as deemed to be in keeping with the general nature of the role.</p>
Preferred skills, qualifications and attributes:	<ul style="list-style-type: none"> • Experience with iSAMS and SOCS is preferred but not essential. • Experience in the management of school databases is preferred but not essential. • Excellent IT skills. • Effective written and oral communication skills. • Excellent interpersonal skills with the ability to build effective and constructive relationships. • Experienced in balancing the needs of different stakeholders and managing competing demands. • Strong organisational skills.

	<ul style="list-style-type: none"> • Ability to work to deadlines while maintaining quality and attention to detail. • Ability to work collaboratively with other departments including the School Office. • High levels of discretion and confidentiality.
Safeguarding	<p>All staff, regardless of role, have a responsibility to ensure the highest levels of safeguarding and promoting the welfare of our pupils, and we expect all our staff and volunteers to share this commitment.</p> <ul style="list-style-type: none"> • Promote and safeguard the welfare of children and young people for whom you are responsible, and with whom you come into contact. • Be aware of, and comply with, policies and procedures relating to child protection, health, safety and security, confidentiality, and data protection, reporting all concerns to an appropriate person. • Be aware of, support and ensure equal opportunities for all. • Contribute to the overall aims and ethos of the School. • Appreciate and support the role of other professionals. • Participate in training and other learning activities and performance development as required. • Assist with pupil needs as appropriate during the School day.
Salary and Benefits	<p>The formal contract, detailing terms and conditions, will be drawn up on appointment. The main provisions are likely to include:</p> <ul style="list-style-type: none"> • 25-30 hour per week, term time only, plus 6-8 weeks to be worked in the school holidays (to include 3 days at the end of each term and 3 days before the start of each term for INSET). • Professional development opportunities and ongoing internal CPD. • Tea, coffee and lunch provided during working hours (when the kitchens are operational). • Contributory pension scheme. • Healthcare cashback plan. • Employee Assistance Programme. • Doctorline - 24 hour GP Access. • Cycle to Work Scheme. • Free onsite parking.
Terms & Conditions	<p>All other terms and conditions are those as referred to in your letter of appointment and contract.</p>