

## Job Description

<b>Job Title:</b>	Assistant Music Administrator
<b>Hours of Work:</b>	
<b>Department:</b>	Music Administrator
<b>Job Grade:</b>	7
<b>Accountable to:</b>	Music Administrator
<b>Number of direct reports:</b>	None
<b>Budgetary responsibility:</b>	
<b>Location:</b>	Stowe School
<b>Purpose of the role:</b>	To provide day to day administrative support to the Music Administrator and to assist in the smooth running of the busy and thriving Music Department.

### The Stowe Group

The Stowe Group of schools (Stowe, Swanbourne House and Winchester House) was created in January 2021 and is situated on three separate sites in Buckinghamshire and Northamptonshire. Across the three schools, The Stowe Group offers education for boys and girls from 3-18 years. Within The Stowe Group there are more than 1,500 pupils and 850 colleagues. The Schools occupy sites of historical significance in Swanbourne, the market town of Brackley and the world-famous landscape gardens at Stowe, where we work with The National Trust to manage 880 acres and open the grounds to over 200,000 visitors a year. Stowe House is open to the public during the School holidays and for guided tours during term time. The Stowe Group is committed to safeguarding and promoting the welfare of children and expects all staff to share this commitment. In 2021, The Stowe Group launched its transformational and substantive Change Makers vision and Change 100 programme.

### Vision & Ethos

We are Change Makers

Stowe stands in the most sublime setting of any school in the world. Historic buildings, landscaped gardens and the very spirit of the Enlightenment sit at the heart of its founding. But, as this remarkable landmark enters its second century as a leading public school, we believe that beauty and tradition are not enough: our future vision for the School embraces change, uncertainty and the challenges that will face our pupils not just during their academic careers, but throughout the rest of their lives in a world which is increasingly complex and ambiguous. Within that volatile environment we see our pupils and staff as Change Makers. They will make a lasting impact not only while they are here at Stowe, but, perhaps more importantly, in the wider world. The history of this place, both as a stately home and as a pioneering school remains important to our mission of education, and at the heart of a Stowe education remains intellectual enquiry, academic curiosity and a love of learning. We strive for a balance of rights and responsibilities, equality and inclusion and to treat each pupil and member of staff as an individual. Our vision is inspired by a history of progressive thinking, and has been developed through collaboration with our pupils, parents, teachers, support staff, governors and alumni. Yes, we teach pupils how to excel in exams, but we also teach them how to collaborate, how to solve problems and how to think critically. Stowe is educating a generation of Change Makers ready to transform the world.

The Group's talented and committed workforce is one of our greatest strengths. We are committed to fostering team engagement, attracting, mentoring, developing and retaining our best teachers and support staff. We focus on employee wellbeing, provide opportunities for professional growth and we create a culture of community and partnership.

**Key Tasks:**

- Support Music Administrator in responding to daily enquiries from VMTs and pupils regarding timetabling, lesson swaps and other general enquiries
- Assist with compiling pupil billing information
- Help with planning, marketing and delivery of Music Department events including occasional evening support with prior agreement
- Set up and maintain a working list of pupil lockers
- Receive and process orders for sheet music, books and other requirements from the department
- Work with the Music Administrator to plan and deliver external instrumental exams including booking, scheduling and stewarding
- Provide general assistance to the Music Department staff with ad hoc administrative tasks

**Person Specification:** The selection of candidates for short-listing will be based on this specification and candidates should bear this in mind when preparing their application and completing the application form

Attributes	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> <li>• Good level of written English and grammar</li> <li>• Good numeracy skills</li> </ul>	<ul style="list-style-type: none"> <li>• Educated to degree level or equivalent industry experience</li> </ul>
Specialist Skills and Experience	<ul style="list-style-type: none"> <li>• Excellent PC Literacy and keyboard skills</li> </ul>	<ul style="list-style-type: none"> <li>• IT skills to ECDL level</li> </ul>
Personal Qualities	<ul style="list-style-type: none"> <li>• Excellent interpersonal and communications skills</li> <li>• Attention to detail and accuracy</li> <li>• Resilience</li> <li>• An appreciation and understanding of Music</li> </ul>	<ul style="list-style-type: none"> <li>•</li> </ul>

This job description and Person Specification reflects the present requirements of the post and as duties and responsibilities change/develop, the job description will be reviewed and be subject to amendment in consultation with the post holder

**Date Agreed: November 2023**

**Our Values**



**Value scales:**

This value is the least important to the role	This value has some significance to the role	This value is desirable to the role but not essential	This value is important to the role	This value is essential to the role
<b>1</b>	<b>2</b>	<b>3</b>	<b>4</b>	<b>5</b>

In the role of Assistant Music Administrator we are looking for Change Makers who are (please highlight as appropriate):

<b>Professional:</b>	1	2	3	4	5
<b>Creative Problem Solvers:</b>	1	2	3	4	5
<b>Kind:</b>	1	2	3	4	5
<b>Flexible:</b>	1	2	3	4	5
<b>Collaborative:</b>	1	2	3	4	5
<b>Communicator:</b>	1	2	3	4	5