



Chetham's  
School of Music

## Practice Administrator Job Description

33 weeks per year, following the school's academic terms.

Initial contract length: Permanent position, paid hourly.

**Various Shifts:** Monday to Friday 5.00pm – 8.30pm and 5.00pm – 10.00pm  
(incl. unpaid half hour dinner-break and free dinner)

A certain amount of flexibility is required to accommodate specific changes in the School's schedule: for instance free weekends, early finishes at ends of terms and other key points in the School's calendar.

**Responsible To:** Joint Practice Team Leaders  
Music Department Manager

**Line Manager:** Joint Practice Team Leaders

### CONTEXT:

The Music Department is at the very heart of the School and is the centre of all students' musical studies. The Department has a lively, busy atmosphere, and delivers the best possible musical opportunities for all of its students.

The practice team itself, made up of professional musicians from across the North West, carefully assists and encourages all students in their daily endeavour to become some of the world's leading musicians. The Practice Administrator role is designed to help with the overall efficiency of the department and to enable the practice team to focus its energy on supporting students' musically.

### KEY RESPONSIBILITIES:

- To register all students practising across the department. Registers need to be recorded at the beginning of every practice session.
- To report and locate any student absences.
- To physically monitor the Practice areas, reinforcing discipline and a good work ethic, alongside the Practice Team.
- To keep a record of any concerns regarding discipline and attendance. This is then used as part of the students' termly effort mark.

**Duties:**

- To register all lower and middle school students (years 4 - 11) during each practice period, recording attendance and monitoring punctuality.
- To file and keep in good order all practice registers and timetables, past and present.
- To amend registers and timetables as and when required – especially at the start of each year.
- To compile lists of absentees for each period of practice. To follow up reasons for absences through direct communication with students, use of the swipe card access and in some cases via Heads of the Boarding Houses, Heads of Instrumental Departments and music timetabling staff.
- To inform the Practice Team Leaders of any recurring absences, so that appropriate action can be taken.
- To make sure that students retain the discipline of practising in their allocated practice rooms and to supervise attitude to work among students during their allocated practice sessions.
- To support the Practice team in the reinforcement of good behaviour and discipline in the practice areas, as according to the rules and regulations outlined by the school and the Director of Music.
- To be sensitive to the pastoral needs of students and to relate those needs to the Practice Team Leaders and to the relevant House Parents as appropriate.
- To lock and unlock practice rooms as and when required.
- To support the Practice Team Leaders with any additional administration duties, as required.
- Any other duties as required by the Director of Music, Head or Bursar.

*This job description was updated in March 2017 and will be reviewed after 6 months, and as required thereafter.*

**Notes & additions.**

The post-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 Chetham’s Child Protection Policy Statement at all times. If, in the course of carrying out the duties of the post, the post-holder becomes aware of any actual or potential risks to the safety or welfare of children in Chetham’s, s/he must report any concerns to Chetham’s Child Protection Officer or to the Head (as appropriate).

**Safeguarding Children Policy Statement**

Chetham’s Safeguarding Children Policy and Procedures are available on Chetham’s website.

This Policy and Procedure is in line with national directives and must be adhered to by all staff. Chetham’s is committed to the development of good practice and sound procedures. We will always endeavour to fulfil our duty to challenge or intervene in order to protect all students at Chetham's. Concerns and referrals will be handled in a sensitive and professional manner which will support the needs of students and staff. Chetham’s recognizes the contribution it can make to protect and support students.

I agree that I have read and understood the above job description

Employee’s Name .....

Employee’s Signature .....

Date .....



## **Practice Administrator Person Specification:**

### Essential Qualities

- Enthusiastic and supportive when working with young people (aged 8-18)
- Excellent communicator and excellent command of the English language
- Computer literate with prior experience of most common P.C. packages (e.g. word / excel etc).
- Highly organised and self motivated.
- Compassion, yet able to enforce discipline
- Team player
- Decisive and consistent in decision making
- Suitability to work with children

### Preferred Qualities

- Experience of working in a school environment and/or with young people
- Proven administrative experience
- Musical background and an understanding of musical and instrumental training.

The Practice Administrator should possess the ability to efficiently and accurately carry out the tasks as outlined in the job description. With a calm manner and the ability to react positively to fast changing and, at times, unpredictable circumstances, the Practice Administrator will be a dependable and approachable member of the team. The ability to strike up strong but appropriate relationships with students and all members of the Practice Team and the wider school alike is essential.