



Job Description

Job Title: Practice Administrator

Responsible to: Joint Heads of Practice
Director of Music

Line Manager: Joint Heads of Practice

Founded in 1653, Chetham's Foundation is a unique cultural institution and charity in the heart of Manchester combining music, education, and heritage. We are home to three extraordinary places – Chetham's School of Music, Chetham's Library, and The Stoller Hall. We believe in the power of music and creativity to unite people, and we are committed to educating and inspiring new generations of musicians and thinkers.

The School is an independent boarding school for over 300 children aged between 8 and 18, all of whom excel in music. The Library is the oldest public library in the English-speaking world. The Hospital charity owns the buildings in which the School and Library operate. The School also incorporates a world-class concert hall, The Stoller Hall, opened in 2017. Supporting Chetham's in achieving its excellent outcomes are around 350 employees, with a wide variety of roles including academic staff, music tutors, support staff, concert hall staff, boarding staff with an equally wide variety of types of contract including term time, fixed term, permanent, ad hoc. The School and Library also have a number of volunteers and others who have clearance to work on site.

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

The Practice Department is made up of professional musicians and educational support staff who assist and encourage 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 efficiency and safety of the department and to enable the Practice Assistant 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 any student absences and locate students.
- To physically monitor the Practice areas, reinforcing discipline and a good work ethic, alongside the Practice Assistant team.
- To keep a record of any concerns regarding discipline and attendance. This is used to contribute to students' termly effort marks.

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 needed, especially at the start of each year.
- To report and follow up student absences via internal School systems including StREAM, the swipe card access system, and in some cases via Heads of the Boarding Houses, Heads of Instrumental Departments and music timetabling staff.
- To inform the Heads of Practice 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 practice sessions.
- To support and reinforce good behaviour and discipline in the practice areas, according to the rules and regulations outlined by the school.
- To be sensitive to the pastoral needs of students and to relate those needs to the Heads of Practice and to the relevant Boarding House staff members as appropriate.
- To lock and unlock rooms and areas within the School as and when required.
- To support the Heads of Practice with any additional administration duties, as required.
- Any other duties as required by the Director of Music, Joint Principals or Bursar.

CHILD PROTECTION AND SAFEGUARDING CHILDREN

As a post holder I recognise my responsibility to promote and safeguard the welfare of children and young people for whom I am responsible, or with whom I come into contact. I will adhere to and ensure compliance with *Chetham's Child Protection and Safeguarding Policy*, the *Staff Code of Conduct* and related documents (available at www.chethams.com) at all times. If, in the course of carrying out the duties of the post, I become aware of any actual or potential risks to the safety or welfare of students at Chetham's, I have a duty to follow the reporting routes and to report any concerns to the Designated Safeguarding Lead or to the Joint Principal (NS).

Our 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 recognises the contribution it can make to protect and support students.

I confirm that I have read and understood this job description and that I agree to its contents.

Employee's name: _____

Employee's signature: _____

Date: _____

Person Specification - Practice Administrator

Essential Qualities

- Excellent communicator
- Computer literate and able to use most common Microsoft programmes
- Organised and motivated
- Experience of having worked with young people
- Able to support the School's expectations of student discipline with compassion and integrity
- Caring and responsible colleague
- Clear and consistent in decision-making
- Suitable to work with children

Preferred Qualities

- Experience of having worked in a school environment
- Administrative experience
- Understanding of / interest in music and music education for young people

The Practice Administrator should be able to carry out the tasks outlined in the job description efficiently and accurately. With a calm manner and the ability to react positively to fast-changing and, at times, unpredictable circumstances, the Practice Administrator will be a flexible, dependable and approachable member of the team. The ability to develop strong, appropriate relationships with students, other members of the Practice Department staff team, and the wider school staff body is essential.