



## JOB DESCRIPTION



| JOB DESCRIPTION        |   |
|------------------------|---|
| <b>Job Title</b>       | GYA Administrator   |
| <b>Department</b>      | Guildhall School of Music & Drama Junior Guildhall  |
| <b>Grade</b>           | C   |
| <b>Location</b>        | Guildhall School of Music & Drama   |
| <b>Responsible to</b>  | Junior Guildhall Senior Administrator, Head of Junior Music Courses, Head of Junior Guildhall, Head of Regional Centres |
| <b>Responsible for</b> | Casual Staff  |

### Purpose of Post:

To support the Senior Administrator in providing a range of administrative support duties to Guildhall Young Artists (GYA), including deputising for the local administrators on Saturdays when necessary. To provide high-level administrative support for Junior Guildhall as part of the Administrative team with specific responsibilities for the scheduling of deputy teacher interviews, formal assessments and mailing database. To assist with student funding, the production of publications and organising events.

### Main Duties & Responsibilities:

1. To be responsible for administrative and office management tasks for GYA at Junior Guildhall, including recommending and implementing modifications to administrative procedures.
2. To act as a PA to the Head of Regional Centres including diary management, correspondence and dealing with enquiries.
3. To process invoices and provide support to the Senior Administrator in managing budget records.
4. To provide high-level customer service and communications with students, parents, staff, teachers, outside agencies and members of the public.
5. To contribute to the planning of concerts and events, overseeing printing and co-ordinating of programmes, tickets, notices and promotional materials and co-ordinating front of house management.
6. Responsible for organising Junior Guildhall Formal Assessments including scheduling and booking of specialist panels.
7. To be responsible for managing Deputy Teachers at Junior Guildhall including arranging interviews.
8. To assist with the administration of the partnerships including Prior Weston and Brentwood School division.
9. To be the main point of contact for general enquiries including managing telephone calls and general email enquiries.
10. To assist in the general administration of Junior Guildhall as indicated by the Senior Management.

11. Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
12. Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
13. To undertake any other duties that may reasonably be requested appropriate to the grade

**HEALTH & SAFETY:**

To take reasonable care for all health and safety matters, concerning myself, and those around me, in accordance with the City of London Corporation's Health and Safety procedures.

**EQUAL OPPORTUNITIES:**

To conduct all activities taking account of the City of London's Equal Opportunities' policy, ensuring that all clients, contacts, students and employees are treated fairly and with dignity and respect. To promote the City's commitment to equality and diversity and to ensure that all students comply with the policy in all their activities.



| PERSON SPECIFICATION         |   |
|------------------------------|---|
| <b>Job Title</b>             | GYA Administrator   |
| <b>Department</b>            | Junior Guildhall / Guildhall School of Music & Drama/ GYA |
| <b>Grade &amp; Level</b>     | C <b>Level: 2</b>   |
| <b>Trent Position Number</b> | 19B0186/001   |

Please find below the key skills, experience and core behaviours required to undertake this post.

### **Technical Skills / Professional Qualifications / Relevant Education & Training**

- Degree in Music/Drama/Production Arts (A, I)
- The ability to work to tight deadlines and maintain a calm, ordered approach (A, I)
- Excellent word processing skills (familiarity with Microsoft Office, including Word, Outlook and Access), good typing skills (A, I, T)
- First aid trained (A)
- Ability to communicate effectively both orally and in writing (A, I)
- Able to develop & sustain relationships with Guildhall School colleagues, clients & students (A, I)
- Ability to prioritise and manage own workload (A, I)
- Ability to be logical and able to apply an innovative approach to problem solving (A, I)
- Self motivated, self-starter (A, I)
- Efficient, organised & able to meet deadlines (A, I)
- Have an interest in working in a creative artistic environment (A, I)

### **Experience Required**

- Substantial experience of administrative work, preferably in a similar field (A, I)
- Good attention for detail (A, I)

**Other:**

#### **Working hours:**

35 hours per week. The post holder will be expected to work Tuesdays through to Saturdays during term time, and Monday to Fridays outside of term time. Leave should not be taken during term time.

#### **Additional hours:**

There will be occasions when the post holder will be expected to work outside of normal working hours and to travel to the Regional Centres. On such occasions, s/he will be entitled to take time off in lieu as agreed in advance with the Senior Administrator.

### **Recruitment – Note to Applicants**

***These key skills will be used in the decision making process for recruitment. Please give examples of how you have exhibited these skills in your previous role(s). It is essential you address each of these on the application form on the section for supporting information.***

***Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.***



## Summary of Terms and Conditions of Employment



Job title: GYA Administrator

Department: Guildhall School of Music & Drama

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

### **Salary**

The salary range for this job is £30,440 - £34,240 inclusive of London Weighting depending on experience. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

New appointees will normally be placed on the bottom of the pay scale.

### **Contract**

The job is offered on a permanent basis.

### **Hours of Work**

Normal office hours are 35 hours per week, The post holder will be expected to work Tuesdays through to Saturdays during term time, and Monday to Fridays 9am to 5pm excluding lunch breaks outside of term time. Leave should not be taken during term time.

### **Frequency and Method of Payment**

This is a monthly paid appointment and salaries are credited to a Bank or Building Society Account on the 11th of each month.

### **Annual Leave**

There is a minimum entitlement of 24 days annual holiday, plus Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

### **Sickness Absence and Pay**

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

## **Pension**

You will automatically be admitted to the City of London Corporation's Pension Scheme if you have a contract of employment for more than 3 months. Employees contribute between 5.5 and 12.5% of their pensionable pay to the scheme, depending on salary. If you do not wish to join the Scheme you must make a formal declaration stating you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

## **Continuous Service**

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits; for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

## **Probationary Period**

You will be employed initially on a six month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

## **Notice Period**

One month by either party after satisfactory completion of probationary period.

## **Learning and Employee Development**

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in house programme covering more general training needs.

## **Employee Volunteering Programme**

Through its partnership and regeneration work, the City of London aims to contribute to the social and economic regeneration of the seven boroughs bordering the City: Camden, Hackney, Islington, Lambeth, Tower Hamlets and Westminster. These boroughs contain some of the most deprived neighbourhoods in the country.

The Employee Volunteering Programme, established in 2002 allows staff to volunteer their time, skills, knowledge and expertise to benefit local residents whilst developing their own professional skills. All staff are given the opportunity, subject to line management agreement, to take 2 days of volunteering leave per year to enable them to do this.