



JOB DESCRIPTION

Job Title: Office Manager

Department: Music Education Islington

Grade: D

Location: Guildhall School of Music & Drama

Responsible to: Music Education Islington Manager

Responsible for: Administration Apprentice

Appointed Candidates Signature:

Please sign and date here upon receiving your offer of employment

I confirm I have read the Job Description below:

Full Name:

Signature Date:

Purpose of Post

- To manage administrative support for Music Education Islington, in relation to in-school teaching, Music Centres, holiday courses and projects. / To provide high level administrative management within the MEI office structure.
- To help manage and develop MEI's in-school offer and programme of school events.
- To develop efficient and effective administrative procedures which support the smooth running of MEI.
- To lead in the support of a team of self-employed tutors and casual workers.

Main Duties and Responsibilities

1. To manage the MEI Office to ensure that an efficient administration service is provided.

2. To lead on the support of the team of self-employed tutors and casual workers, including undertaking relevant right-to-work and DBS checks, and the processing of weekly and monthly pay respectively.
3. To provide high-level customer service and communications with schools, staff, teachers, partners, students and parents.
4. To manage the training of any Office Apprentice.
5. To lead in the communication with schools and the setting up of in-school teaching. To assist in the monitoring of in-school teaching.
6. To be responsible for the invoicing of schools and parents on a termly basis.
7. To lead in the management and production of large-scale school events including: booking facilities, catering, speakers or artists; liaison with outside organisers, consultants, vendors or collaborators to ensure effective project delivery; completing any required risk assessments in consultation with relevant parties; developing and administering appropriate and effective budgets, records, and processing timesheets and invoices.
8. To have oversight of the MEI marketing and communications strategy, producing website and social media content where necessary. To be responsible for writing and sending monthly newsletters to schools, families and tutors.
9. To have oversight of the departmental admin system, Eepos, to ensure that accurate records are kept, and provide training to administrative staff and tutors where necessary.
10. To manage and process invoices on CBIS as appropriate and assist in the production of quarterly management accounts.
11. To manage the collation of data for reports, and to support in the writing of reports to funding bodies such as Arts Council England and Dame Alice Owen Foundation.
12. To provide administrative support to the MEI Governance Group and MEI Strategic Leads meetings including taking accurate minutes and actions, and supporting with report writing and the collation of papers.
13. To maintain a working knowledge of relevant City of London Corporation policies and procedures, especially relating to financial control, procurement and HR processes and to assist on and ensure MEI compliancy of the same and the development of local systems and procedures as necessary.
14. 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.
15. Actively seek to implement the City of London's Equal Opportunity Policy as well as MEI's DEI strategy and the objective to promote equality of opportunity in relation to the duties of the post.
16. To undertake any other duties that may reasonable be requested appropriate to the grade.

Other

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner and with regard and compliance with the Data Protection Act and other legislation.
- To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.

- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- The post holder is expected to be committed to MEI core values and roles of public service, quality, equality and empowerment and to demonstrate this commitment in the way they carry out their duties.



Person Specification

Job Title: Office Manager

Department: Music Education Islington

Grade: D

Trent Position number:

DBS Criterion: Enhanced DBS with children's and adult's barred list

Security Vetting Criterion: No security vetting is required

Politically Restricted Post Criterion: This post is *not* politically restricted

Please find below the qualifications, experience, technical skills personal attributes required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

Technical Skills

- Excellent knowledge of the music education system in England and Music Hubs. (A)(I)
- Ability to develop and manage effective and efficient administrative systems which comply with internal policies and procedures. (A)(I)(T)
- Excellent written and verbal communication skills in order to liaise with a wide range of stakeholders (young people, parents/carers, instrumental tutors, schools, funders, board members). (A)(I)(T)
- Strong organisation and time management skills and ability to manage multiple projects at once and meet tight deadlines. (A)(I)(T)
- Extensive knowledge of Microsoft Office suite (A)(I)(T)
- Knowledge of Disclosure and Barring Service and right to work requirements (A)(I)
- Evidence of continuing professional development (CPD) (A)
- Knowledge of Safeguarding children and young people and safer recruitment (A)(I)
- Awareness of DEI (Diversity, Equity & Inclusion) best practices in education and the arts (A) (I)

Experience Required

- Strong level of practical experience in a busy office environment and with managing administrative tasks (A)(I)

- Experience of communicating with people of all levels, including young people, school staff, teachers, parents, freelance musicians and stakeholders. (A)(I)(T)
- Experience supporting freelance and/or casual workers, including HR-related tasks (e.g., right-to-work checks, DBS checks, processing pay) (A)(I)
- Experience of writing clear, accurate and concise minutes of meetings, details correspondence, event information and procedural documentation, including funding reports. (A)(I)
- Experience of using Microsoft Office and other specialist computer programmes e.g. Eepos, CBIS (A)(I)(T)
- Experience of managing large scale projects and events. (A)(I)
- Experience managing financial processes such as invoicing and budget tracking (A)(I)

Personal Attributes

- A proactive, solution-focused approach (A)(T)(I)
- High attention to detail and accuracy (A)(T)
- A strong commitment to equality, diversity, and inclusion (A)(I)
- Able to work independently and as part of a team (A)
- Commitment to the values and objectives of Music Education Islington and the City of London Corporation (A)

Desirable

- First aid trained
- Qualification in business administration or office management (A)
- Experience of working in a music education or arts organisation (A)
- Experience managing marketing or communications strategies, including social media and newsletters (A)(I)(T)
- Knowledge of music centre or community music operations (A)
- Experience or interest in supporting young people's access to the arts
- Ability to work flexibly in a changing environment (A)
- Enthusiastic and positive attitude towards public service and education (A)(I)
- Awareness of public sector governance structures (A)
- Willingness to undertake training as required. (A)(I)
- Ability to work evenings or weekends for events. (I)
- Commitment to safeguarding, equality of opportunity, and high standards of public service. (A)(I)



Summary of Terms and Conditions of Employment

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 £42,750 - £47,620, including Inner London Weighting, inclusive of all allowances. 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.

Contract

The position is offered on a permanent basis.

Hours of Work

Normal hours of work are 9.00am – 5.00pm, being 35 hours per week excluding lunch breaks, Monday-Friday but the postholder shall be expected to work the hours necessary to carry out the duties of the position.

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 an entitlement of 28 days annual holiday. 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. 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 months' notice 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

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation.