



Job Description

Job Title: Junior Guildhall Music Officer

Department: Guildhall School of Music & Drama – Junior Guildhall

Grade: C

Location: Guildhall School of Music & Drama

Responsible to: Head of Junior Music Courses, Head of Junior Guildhall and Junior Guildhall Office Manager

Responsible for: n/a

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 provide high-level administrative support for Junior Guildhall alongside the Office Manager, Music Officers, and any other office staff with specific responsibilities for the administration of the Junior Guildhall Accompanists schedules, OHC planning, VT and teaching staff pay and coordination of deputy teachers in conjunction with the Office Manager. Other areas of the role cover bursary administration and preparation of reports as well as Lutine Prize administration, and ongoing timetabling in conjunction with the Head of Junior Music Courses.

To foster good relations between teachers, parents, and staff and to help create a culture of collaboration, innovation, personal motivation and reflection, professional integrity and a lateral approach to problem solving.

Main Duties & Responsibilities

General

1. To provide high level administrative support for Junior Guildhall alongside the Office Manager and Music Officers with specific responsibilities for timetabling, scheduling and teacher pay.

Scheduling and Timetables



2. To be responsible for the general administration of the accompanists' schedules including but not limited to weekly timings and concert, formal assessment and OHC preparation.
3. To be responsible for communicating and liaising with appropriate staff re pay and attendance and to be responsible for the payment of deputies on a regular basis using the VT system.
4. To be responsible for maintaining up to date timetables for both staff and students on Eepos and to relay these changes to all parties involved, in conjunction with the Head of Junior Music Courses.
5. To assist in the scheduling and administration of Formal Assessments in conjunction with the Office Manager and Head of Junior Music Courses.

Teacher Pay and Bursary

6. To be responsible for communicating and liaising with appropriate staff re pay and attendance and to be responsible for the payment of deputies on a regular basis using the VT system.
7. To administer and coordinate the bursary application process and create reports that detail the awards given as well as the awards available. To attend meetings for such on a yearly basis or when necessary.

Concert Administration

8. To administer the Lutine Prize in conjunction with the Head of Junior Guildhall.
9. To be flexible in working across all Junior Guildhall sites on a Saturday including Silk Street, John Hosier Annexe, Prior Weston and at Junior Guildhall Brentwood if and when required.
10. To help keep student records up to date on Eepos, Access and any other relevant programmes.
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.



Person Specification

Job Title: Junior Guildhall Music Officer

Department: Guildhall School of Music & Drama - Junior Guildhall

Trent Position number: N/A

DBS Criterion: Enhanced DBS

Security Vetting Criterion: No security vetting is required

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

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

Professional Qualifications / Relevant Education & Training / Experience Required

- Minimum 2-3 experience of working in an arts administration role (A,I)
- Experience of working with young people in a creative artistic environment preferably in music (A,I)
- The ability to work to tight deadlines and maintain a calm, ordered approach. (A, I)
- Experience of working independently under pressure in a multi-task environment as well as part of a dynamic and supportive team is essential (A, I)
- Highly developed interpersonal, negotiating and organisational skills are vital, along with meticulous attention to detail (A, I)
- Experience of dealing with conflict with a calm solution-focussed approach (A, I)

Technical Skills & Knowledge

- Ability to display an active interest and knowledge of music and Junior Guildhall (A, I)
- Excellent interpersonal skills with a strong ability to build effective relationships with staff, parents and students of all ages. (A, I)
- Excellent verbal and written communication skills. (A, I, T)
- The candidate should be industrious and hard working and display a high degree of computer proficiency (including Word, Excel & Access) (A, I, T)
- Ability to anticipate, negotiate and solve problems to ensure the successful implementation and running of the Training Programmes (A, I, T)

Other Relevant Information

Desirable Experience:



- Educated to degree level and a degree in music or an artistic discipline would be desirable (A)
- Experience of working in a similar environment with young musical students and parents (A, I)
- First aid trained (A)

Recruitment – Note to Applicants

The qualifications, experience and technical skills will be used in the decision-making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s) and experience. It is essential you address the criterion marked as (A) on your application form in the section for supporting information, this will be the minimum criteria for shortlisting.

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

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

Contract

The position is offered on a permanent basis.

Salary

The salary range for this job is £36,900 - £40,850 per annum 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.

Pension

The pension scheme provided by the City of London is the Local Government Pension Scheme (LGPS). The LGPS is a public sector, statutory, funded, defined benefit pension scheme. Benefits are accrued based upon scheme member's salary and the length of time for which they are a member of the scheme.

You will automatically be admitted to the City of London Corporation's Pension Scheme. Member contributions are based upon the rate of pensionable pay received by the scheme member. Members contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary. Please see here for the [contribution bands](#). There is also an option to join the 50/50 section of the scheme where members pay half the contribution rate and accrue benefits at half the accrual rate.

The current employer contribution rate for the City of London is 21%.

Further details can be found on the national [LGPS website](#) and/or the [City's pension website](#).

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.

Hours of Work

Normal hours of work are between 9am – 5pm, 35 hours per week excluding lunch breaks, with longer working hours on Fridays and Saturdays. Working days are Tuesday to Saturday, inclusive during Term periods and Monday to Friday at other times, but the post holder 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 24 days annual holiday plus Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

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.

City Benefits

As an employee of the City Corporation, you have access to exclusive discounts and privileges through a combination of internal offers from our departments and an external service we have subscribed to from Reward Gateway.

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

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.