



## PART TIME EDUCATION ADMINISTRATION ASSISTANT

### Person Specification and Job Description

<b>Location:</b>	Maidstone, Kent
<b>Line manager:</b>	Head of Education
<b>Hours of work:</b>	This is a part time post, 30 hours per week. Some flexible working will be required
<b>Remuneration:</b>	Salary £17,316 - £21,630 pro rata plus a pension contribution of up to 3% of salary  The holiday entitlement for this post is 22 days per year, rising by one day per year to a maximum of 27 days, pro rata for part time staff. This entitlement is in addition to statutory bank holidays and three additional days' leave at Christmas
<b>Closing Date:</b>	Wednesday 2 January 2019, 12:00pm
<b>Interview Date:</b>	Friday 11 January 2019
<b>Application process:</b>	Return completed application and Equality & Diversity form to: <a href="mailto:recruitment@kent-music.com">recruitment@kent-music.com</a> You will be required to bring original certificates of relevant qualifications to the interview
<b>Start Date:</b>	As soon as possible

#### 1 The Role

To provide administrative support to the Head of Education and to the Education team. The role is to help ensure the smooth running of the team and is most suited to someone with proven organisational ability and excellent people skills.

#### 2 About Kent Music

Kent Music is a music education charity and the lead partner for the Music Education Hub for Kent. The organisation is driven by a core belief that music changes lives.

It does this through the provision of instrumental & vocal tuition in schools, music groups and centres in local areas, community music programmes, Orchestra ONE and advanced level programmes such as the County Youth Orchestra, County Choirs & Wind Orchestra and the annual Kent Music Summer School.

As the lead partner for the Music Education Hub, Kent Music works closely with partners and schools to: co-ordinate and deliver high quality professional development for all music practitioners across Kent; support schools to embed a culture of the arts; be an innovative leader that facilitates and provides inclusive and accessible music making for all children and young people.

#### 3 Our Values

- Anticipating, valuing and supporting diversity and difference
- Maintaining high expectations for all learners and staff
- Understanding the needs of children and young people
- Reducing the barriers to engagement
- Keeping creativity at the heart of our thinking
- Embracing openness, collaboration and partnership

#### 4 Main Duties

- 4.1 To support the Head of Education who is the Designated Safeguarding Lead for Kent Music by managing the Disclosure and Barring Service (DBS) process and be responsible for keeping an accurate and up to date Single Central Register
- 4.2 Maintain the register of Child Protection training, informing the Head of Education when members of staff and volunteers require training
- 4.3 Provide confidential and efficient administrative support to the Head of Education as required
- 4.4 Minute and follow up actions for Education department meetings
- 4.5 Support the administration of the Kent Music roadshow, liaising with the Roadshow musicians and schools to set up demonstration visits reaching around 10,000 children per year
- 4.6 Assist the Education Manager (Professional Development) in the preparation, support and evaluation of CPD sessions
- 4.7 Assist the Education Manager (Tuition) by maintaining the electronic and paper Instrumental Teacher personnel files, by recording teacher absence and sickness, and by assisting with teacher/pupil reports
- 4.8 Assist the Education Manager (Tuition) with the recruitment of teachers, administrating the entire recruitment process
- 4.9 Providing administrative support across the organisation as required

#### 5 Person Specification

	Essential	Desirable	Tested via*
<b>Qualifications and training</b>			
At least two years administration experience	✓		A
Safeguarding training		✓	A
Health & safety knowledge and training		✓	A
<b>Knowledge, skills and experience</b>			
Outstanding interpersonal skills, able to build excellent rapport internally and externally	✓		A/I/T
Ability to record detailed and accurate information using strong IT skills with experience of database systems, Word, Excel, and PowerPoint	✓		A/T
A good standard of written and spoken English, with a confident telephone manner	✓		A/I/T
Enthusiastic, energetic with a proactive and positive attitude	✓		A/I
Up-to-date knowledge of safeguarding legislation for both children and vulnerable adults		✓	A/I
Understanding and experience of employment issues including disciplinary and grievance procedures		✓	A
A flexible attitude, able to work on a variety of activities and occasionally with others outside the Education team		✓	A/I

<b>Additional Attributes</b>			
Flexibility in working hours including occasional evenings and early mornings	✓		A/I
Demonstrable commitment to continuous professional development	✓		A
Knowledge of current issues and trends in music education		✓	A/I
Permission to work in the UK	✓		A
*			
A = Application			
I = Interview			
T = Interview task			

## 6 Other Information

Kent Music values diversity and particularly welcomes applications from under-represented groups of the community.

To address barriers we will consider reasonable adjustment and access requirements before, during and throughout the application and interview process. Please alert us in your application to anything we can do to make your process as accessible as possible.

The post is based at Kent Music's offices in Maidstone where there is free parking. Some flexible working will be required.

## 7 Safer Recruitment Statement

Kent Music is committed to the safeguarding of all its learners and staff. Safeguarding is a priority, with arrangements in place to ensure learners feel and are safe during Kent Music activities.

The learner experience and individual achievement are paramount, and safeguarding initiatives are developed to impact positively upon this. Kent Music ensures safeguarding legislation and guidance are adhered to and taken into account when developing and revising policies, procedures, and associated arrangements. Health and Safety arrangements are in place to ensure adherence to current legislation and guidance.

Applicants will be subject to recruitment and selection procedures designed to emphasise Kent Music's commitment to the safeguarding of its learners and staff. The procedures include questioning at interview stage, verification of appropriate qualifications, acquiring references, and necessary safety checks.

Kent Music has a 'Designated Safeguarding Lead' responsible for child protection, supporting staff in carrying out their safeguarding duties, and working closely with other services. Kent Music has appropriate policies and procedures in place to deal effectively with child protection and safeguarding issues, together with recording and monitoring processes.

It is a condition of employment that all staff are trained to a level appropriate to their safeguarding responsibilities. Kent Music's trustees, Senior Leadership Team, and the safeguarding working group will continue to keep abreast of developments in this area and implement arrangements to continually improve the safety and awareness of its learners, staff and volunteers.