



## **Part time Receptionist – Sevenoaks Music Centre**

### **Job Description and Person Specification**

<b>Location:</b>	Sevenoaks Music Centre, Sevenoaks Primary School
<b>Line manager:</b>	Area Manager (Tonbridge, Tunbridge Wells and Sevenoaks)
<b>Current hours of work:</b>	3 hours 40 minutes per week (term time only – 33 weeks) Sevenoaks Music Centre: Tuesdays 3.10 – 6.50pm, term-time only
<b>Contract:</b>	This is a zero hours contract, so may be subject to minor changes depending on tuition timetable.
<b>Remuneration:</b>	£9.06 per hour plus pro rata annual leave and public holidays
<b>DBS Requirements:</b>	This post is subject to an enhanced check through the Disclosure and Barring Service (DBS).
<b>Closing Date:</b>	Friday 7 <sup>th</sup> December 2018, 9am.
<b>Interview Date:</b>	Tuesday 11 <sup>th</sup> December 2018. Interviews will take place at our Head Office in Maidstone.
<b>Application process:</b>	Return completed application and Equality & Diversity form to: <a href="mailto:recruitment@kent-music.com">recruitment@kent-music.com</a>
<b>Start Date:</b>	Tuesday 8 <sup>th</sup> January 2019

#### **1. About the role**

As first point of contact for Sevenoaks Music Centre, you will be based at Sevenoaks Primary School on Tuesday afternoons/evenings during term time. This role provides an excellent first point of contact for customers using the centre for their instrumental tuition.

#### **2. About Kent Music**

Kent Music is an education charity that develops musical opportunities to support the aspirations of children, young people, adults and teachers in Kent.

It does this through the provision of instrumental & vocal tuition in schools, music groups, music centres and programmes in local areas 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 funded by Arts Council England, Kent Music works closely with partners and schools to develop and deliver comprehensive music education provision across the county.

The charity has developed a set of values that drive its work:

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

### 3. Job Description

3.1. Provide a first point of contact for customers as the sole receptionist for Sevenoaks Music Centre, welcoming and directing parents, students and staff, and fielding general enquiries.

3.2. Oversee the completion of a weekly register. Ensure all attendees are signed in and out as appropriate, and can enter and exit the building when needed.

3.3. Health and Safety - knowledge of fire escape procedures for venue, maintenance of first aid kit, report accidents and emergencies (Training will be provided if necessary).

3.4. Be the centre's designated first aider, and respond to needs of attendees as necessary (training will be provided if necessary)

3.5. Work closely with the Area Manager and the centre staff to provide excellent front-facing customer service for the organisation, and to inform pupils of other Kent Music activities taking place across the county

3.6. Report any safeguarding issues or concerns to Kent Music's designated safeguarding officer. (Basic safeguarding training will be provided if necessary).

3.7. Be responsible for student's personal information whilst onsite.

3.8. Any other duties as requested by line manager.

### 4. Person Specification

	Essential	Desirable	Tested via*
<b>Qualifications and training</b>			
Safeguarding training		✓	A
Health & safety knowledge and training		✓	A
First aid training		✓	A
<b>Knowledge, skills and experience</b>			
Demonstrable experience of receptionist role in a similar context	✓		A/I
Working knowledge of and interest in music		✓	A/I
Excellent communication skills and ability to relate well to people in a wide range of roles and contexts including parents, students, teachers	✓		A/I

and school personnel.			
Up-to-date knowledge of safeguarding legislation for both children and vulnerable adults		✓	A/I
Able to use own initiative to work in a proactive way, as well as being part of a team	✓		A/I
Well organised and able to prioritise tasks	✓		A/I
Friendly, polite and professional and enjoys working with the public	✓		A/I
<b>Additional Attributes</b>			
Permission to work in the UK	✓		A
*			
A = Application			
I = Interview			

Kent Music values diversity and particularly welcomes applications from under-represented group 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.

#### **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 commitment to safeguarding is paramount to the success of the learners. 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.