

**Job Title** Music Schools Administrator & Receptionist

**Reports to** Music Schools Manager

### **Job Purpose**

The Music Schools Administrator & Receptionist will welcome and assist visitors to the Music Schools, ensuring appropriate security and safeguarding procedures are observed in all instances. They will also be the first point of contact for all boys, helping them with timetable and lesson queries and will assist the administration staff with the smooth running of the Music Schools by performing many varied administrative duties. The Music Schools Receptionist will also provide general assistance to the teaching and non-teaching staff in the department.

### **Key Tasks and Responsibilities**

- Greeting and supervision of visitors to the Music Schools;
- First point of contact for boys with queries relating to music lessons and timetables;
- Allocation of teaching rooms and managing the booking of performance and rehearsal spaces;
- Assist with the general administration of the music department including timetable entry and absence reporting;
- Ordering of music, practice books, etc. for staff and boys;
- Checking and distribution of music orders on arrival;
- Keeping notice boards and signage up to date and relevant;
- Ordering of office supplies and provisions;
- Taking in and distributing post and deliveries for the department;
- Photocopying and clerical work as needed and requested;
- Regular checks on the tidiness of rehearsal spaces and staff common room;
- Maintaining general tidiness and security of the building and locking up when necessary;
- Weekly testing of the Fire Alarms (on Sundays);
- Raising maintenance and repair work requests with buildings department;
- Any other tasks delegated by Precentor or Manager;
- Commitment to and promotion of equality, diversity and inclusion;
- All positions at Eton are classed as 'regulated activity' as per the Keeping Children Safe in Education 2022 guidance, therefore a good understanding of safeguarding procedures is essential;
- Commitment to safeguarding and promoting the welfare of children, including but not limited to, completing safeguarding training as required, and ensuring any safeguarding updates issued by the College are read and understood;
- Understand and comply with procedures and legislation relating to confidentiality.

Last Updated: 16<sup>th</sup> June 2023

This role profile highlights the key tasks and responsibilities of the role, it is not designed to be an exhaustive list of duties. Roles naturally change and develop over time and it is expected that incumbents will perform tasks which are not included within their role profiles.

**Skills and Competencies Required****To be successful in this role, the incumbent should:**

- Have previous experience as a Receptionist, Administrator, Front Office or similar role;
- Be able to deliver a professional customer service experience;
- Demonstrate strong inter-personal skills (both written and spoken);
- Have excellent organisational skills;
- Have the ability to manage workload, prioritising work and respond effectively to changing circumstances;
- Have strong IT skills (Word, Excel, Outlook, etc) including a high level of accuracy and attention to detail;
- Have worked both independently and as part of a small team;
- Have a resourceful and pro-active approach, using your own initiative, but able to seek support when required.

**You may enjoy this role if;**

- You enjoy meeting people, and are welcoming and friendly;
- You enjoy working in a fast-paced role and enjoy variety in your work;
- You pride yourself on being trustworthy and reliable;
- You are adaptable and flexible;
- You have a keen interest in Music.

**Working Pattern**

- Your working hours will be an average of 26.8 hours per week, with a mix of morning and afternoon shifts. These shifts will usually be worked over 5 days per week and this will include at least one shift on a weekend per week. This total includes 9 shifts to cover the three days at the start of each half. Exactly how these hours are worked will be by mutual agreement with the Music Schools Manager and you will be issued with a shift pattern. This role works 32 weeks per year during term time, with an additional 3 days (1.8 weeks) worked before the start of each term. Therefore, your working weeks are 33.8 weeks per annum. (You will be paid over 12 months)
- Paid holiday entitlement is 5.6 weeks including bank holidays. However, when a bank holiday falls during a school term the post holder may be required to work on that day and will be entitled to an additional day's paid holiday in lieu. The full statutory holiday entitlement is required to be taken (including any additional days in lieu) during periods outside of the required 33.8 working weeks.

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**Disclosure Checks**

Eton College is committed to safeguarding and promoting the welfare of children, and applicants must be willing to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure from the Disclosure and Barring Service (including Barred List information), an online search and, where applicable, Prohibition checks. If you are successful in your application, you will be required to complete a DBS Disclosure Application Form. Any information disclosed will be handled in accordance with any guidance and/or Code of Practice published by the DBS. The College is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions, cautions, reprimands and final warnings (including those which would normally be considered as “spent” under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the College.

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