

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

JUNIOR TRINITY ADMINISTRATOR

Full-time, Permanent

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JUNIOR TRINITY ADMINISTRATOR

Contract: Full-time, Permanent

Salary: £25,735 - £29,200 p.a. (Including LWA)

Trinity Laban Conservatoire of Music and Dance is a forward thinking, contemporary and world-class Higher Education Institution with a vision to redefine the conservatoire for the 21st century. At the leading edge of music and dance training, it provides specialist education of the highest quality, which reflects the increasingly collaborative world of artistic practice and supports the lifelong career development of students and professional performing artists.

Junior Trinity was the first Junior Department of a UK Conservatoire to open its doors to schoolchildren on Saturdays in 1906. Since then, thousands of young people have benefited from the opportunities to make music through individual lessons, ensembles and musicianship classes. From three-year-olds through to university and conservatoire entrance, our aim is to encourage a lifelong passion for music and to give our students the opportunities to develop to their maximum potential.

The Department performs in some of London's most prestigious concert venues including the Jerwood Hall at LSO St Luke's, Blackheath Halls and the Southbank Centre, and participates in collaborative projects with professional music ensembles and other art forms. We are the only London Conservatoire offering GCSE and A level Music and Music Technology courses, including our dynamic distance-learning programme.

We invite applications for the post of Junior Trinity Administrator in our thriving department located at King Charles Court in the Old Royal Naval College, Greenwich.

Working in close collaboration with the Junior Trinity Main Programme Administrator and the Junior Trinity Graduate Intern, the post holder provides operational support to the Junior Trinity Programme Manager and is responsible for the general administration of Junior Trinity, with particular emphasis on the administration of the String Time and Band Time programmes, GCSE and A Level Academic Courses.

Educated to degree-level, you will have strong music &/or education administrative experience, outstanding communication and organisational abilities, excellent IT skills and the capability to deal with a busy and varied workload.

If you think this might be just the job for you, please register an account with our eRecruitment system (or login if you have an account) and complete an online application form using the following link <https://jobs.trinitylaban.ac.uk/>

Closing Date: 23:59 hours BST, Sunday 09 December 2018 (No Agencies)

Interview Date: Tuesday 11 December 2018

For any queries about this position that are not covered in the job pack, please email staffrecruitment@trinitylaban.ac.uk or contact Chloe Roper, People Services and Resourcing Officer on 0208 305 9476.

As an equal opportunities employer we positively encourage applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity.

All of our taught programmes are validated by Trinity Laban Conservatoire of Music and Dance. Research degrees are validated by City, University of London. Trinity Laban Conservatoire of Music and Dance is a company limited by guarantee registered in England and Wales Company No. 51090. Registered Charity No. 309998.

JOB DESCRIPTION

Post:	Junior Trinity Administrator
Department:	Learning & Participation (Music)
Reporting to:	Junior Trinity Programme Manager
Grade:	5
Contract:	Full-Time, Permanent

PURPOSE OF ROLE

- Working in close collaboration with the Junior Trinity Main Programme Administrator and Junior Trinity Graduate Intern, to provide operational support to the Junior Trinity Programme Manager
- Provide administrative oversight for all educational activities delivered within Junior Trinity's Saturday provision, with a particular focus on the String Time and Band Time Programmes, GCSE Music and A Level Music/Music Technology courses.
- The role requires term-time Saturday attendance and termly evening concert attendance and may include other evening and/or weekend events, compensated by time off in lieu.

Operational duties

1. This role requires term-time Saturday attendance and termly evening concert attendance. It occasionally involves other evening and/or weekend events, compensated by time off in lieu.
2. Key Saturday responsibilities include:
 - a. Preparation and implementation of the weekly Saturday schedule of duties for colleagues in the Junior Trinity team, including the Graduate Intern and Saturday Assistants (Trinity Laban students and recent alumni);
 - b. Answering and resolving queries from students, parents and staff;
 - c. Preparing and setting up rooms for ensembles and classes at both the Faculty of Music and Meridian Primary School;
 - d. Setting out equipment for academic teaching rooms;
 - e. Taking minutes for meetings;
 - f. Photocopying for staff as required

Administrative Duties

1. Support the Junior Trinity Programme Manager in maintaining accurate data/records on Junior Trinity students (current and prospective enquirers/applicants) and staff, supporting their work in relation to room bookings, the compilation and completion of student registers, and the provision of sheet music and instruments as appropriate. This

will include work on student and staff timetables.

2. Be responsible for a range of communications with staff, current and prospective students and their parents. This includes preparing and distributing academic year information including schedules, departmental guides and event details.
3. Take responsibility for the preparation and scheduling of String Time and Band Time concerts and events, liaising with students, teaching staff and accompanists as appropriate. You will assist with stage management as required, ensuring that concerts are recorded or filmed.
4. Support the Junior Trinity Programme Manager and other members of the Junior Trinity team in all aspects of the running of internal and external concerts and events, including concert management, concert promotion, venue liaison, programme design and editing, donor receptions, pastoral care, stage management and other duties as requested.
5. Support the Examinations Officer (JT Programme Manager), by administrating all aspects of GCSE and A Level public exams, liaising with Pearson Edexcel & the Joint Council for Qualifications (JCQ), with respect to entries, examination dates, fees, certificates, and any other related queries.
6. Prepare all logistical requirements for all public examinations in consultation with the GCSE and A Level Programme Manager and Junior Trinity Programme Manager. This may include setting up exam rooms, organising mock examinations, and organising facilities and equipment.
7. Oversee administration relating to the Distance Learning A-Level programme, in consultation with the GCSE and A-Level programme Manager. Includes processing applications, planning visit days and liaising with partner schools.
8. Assist in the preparation of Junior Trinity promotional materials (including concert programmes, social media and web content), liaising with external stakeholders, students, staff and other departments within Trinity Laban in order to meet copy for dissemination deadlines as required.
9. Contribute to the scheduling and management of open days, in consultation with the Junior Trinity Programme Manager and the Junior Trinity team.
10. Assist the Junior Trinity Programme Manager in organising workshops, holiday courses and any other Junior Trinity events including liaison with other Trinity Laban departments and external providers as required.
11. Provide administrative support to the bursary panel preparing applications for consideration, completing relevant paperwork and notifying outcomes to parents of students applying for financial support.
12. Provide administrative support to the Junior Trinity Programme Manager and Head of Children's and Young People's Programmes (Music) on all aspects of the Department for Education's (DfE) Music and Dance means-tested bursary scheme.
13. To maintain accurate and efficient departmental financial systems as required by the Junior Trinity Programme Manager, Trinity Laban Finance Department, and Head of Children's and Young People's Programmes (Music).

14. To process invoices, fee payments, student and staff expenses, and credit card expenses in line with Trinity Laban guidelines and support the work of the Trinity Laban Finance Department in relation to Junior Trinity debtors.
15. Support the Junior Trinity Programme Manager in the statutory compliance of Trinity Laban's safeguarding policy and the processing of DBS checks for staff and deputies as required.
16. Support the Junior Trinity Programme Manager in processing deputy teaching staff paperwork and right to work checks, and administering their monthly payroll.
17. To participate in staff development as required by the Conservatoire.

THE POST HOLDER MUST:

- At all times be committed to Trinity Laban's Equality and Diversity Policy.
- Adhere to all policies and procedures relating to Health and Safety in the workplace.
- Promote the profile and image of the Department and the Conservatoire wherever possible.

CONSERVATOIRE VALUES:

- All staff are expected to operate in line with Trinity Laban's Terms and Conditions for staff, which set out the principles of how we work together. More information about the Conservatoire's vision, mission and values is available at:
<https://www.trinitylaban.ac.uk/about-us/governance/our-vision>

Trinity Laban has a no smoking policy on its premises.

The above list is not exclusive or exhaustive and the post holder will be required to undertake such duties as may reasonably be expected within the scope and grading of the post. All members of staff are required to be professional, co-operative and flexible in line with the needs of the Conservatoire.

JUNIOR TRINITY ADMINISTRATOR PERSON SPECIFICATION

Criteria	Specification	E/D	Measured By
Education/Qualifications	Degree level (or equivalent), qualification in Music or other relevant experience in music	Essential	Application
Experience	Music and/or education administrative experience including scheduling	Desirable	Application
	Experience in project management	Desirable	Interview/Application
	Experience in multi-tasking and managing own workload	Essential	Interview (Test)
	Experience in dealing with young people (aged 3 – 19)	Desirable	Application
	Experience in working with teachers and/or professional musicians	Desirable	Interview/Application
	Experience of dealing with confidential information	Desirable	Interview/Application
Knowledge or Understanding	Strong working knowledge of musical instruments, genres and repertoire	Desirable	Interview (Test)
	Strong verbal and written communication skills	Essential	Interview
	Working knowledge of public examinations administration (GCSE and A Level)	Desirable	Application
Skills and Abilities	A commitment to provide a high level of service to internal and external customers	Essential	Interview/Application
	Excellent IT skills – proficient in Microsoft office (Word, Excel and Outlook)	Essential	Interview (Test)
Personal Qualities	Ability to work take own initiative, working efficiently and effectively under pressure to meet deadlines	Essential	Interview
	Excellent planning and organisational skills and the ability to prioritise a busy workload	Essential	Interview
	Ability to handle a range of situations and negotiations diplomatically	Essential	Interview
	A commitment to the principles of equal opportunities and diversity and the application of these throughout all activities	Essential	Interview
Special Working Requirements	Requirement to undertake regular Saturday work, in addition to occasional evening and Sunday work	Essential	Interview/Application
	An enhanced Disclosure and Barring Service check will be required that shows you are not on the barred list of individuals who are unsuitable for working with children	Essential	Interview

Applicants must be eligible to work legally in the United Kingdom. If you do not have the necessary permissions to do so, unfortunately we are unable to consider your application.

CONDITIONS OF SERVICE – SUMMARY AND STAFF BENEFITS

Contract:	Full-time, permanent subject to a 6 month probationary period.
Hours:	35 hours per week, usually from 9.00 am to 5.00 pm Tuesday to Saturday, (with a daily lunch break of one hour). Some evening and Sunday working will be required during busy periods, for which time off in lieu will be given.
Location:	You will be based at the Faculty of Music (King Charles Court, Old Royal Naval college but may also be required to work at the Faculty of Dance (Laban building, Creekside).
Salary:	Trinity Laban Staff Salary Scale, Grade 5, Incremental Points 16 - 21, £25,735 - £29,200) p.a., inclusive of a London Weighting Allowance of £3,718 p.a. Salaries are paid on the last working day of each month direct into bank or building society accounts.
Holidays:	25 days p.a., in addition to Statutory, Bank and Public Holidays.
Sick Pay:	Trinity Laban operates the Statutory Sick Pay Scheme, and staff may be eligible for benefits in excess of this under Trinity Laban's own sick pay scheme.
Pension Scheme:	The successful candidate will be auto-enrolled into the Universities Superannuation Scheme. Employees contribute at the rate of 8% of their pensionable salary. The Conservatoire pays the Employers contribution currently at the rate of 18% of pensionable salary.
Staff Development:	A range of Staff Development opportunities are available.
Library:	The Laban Library & Archive (Faculty of Dance) and the Jerwood Library of the Performing Arts (Faculty of Music) are available for use.
Car Parking:	A limited number of parking spaces are available at the Laban Building, subject to availability.
Cafeteria:	Our Cafeterias/Licensed Bars at both sites serve a range of hot and cold drinks and snacks.
Events:	There is a wide range of music and dance performances each week, many of which are free to members of staff.
Classes:	Reduced rates access to Adult Classes.
Eye Care:	Vouchers for eye tests are available for VDU users.
Health:	Reduced rates for Health services and access to the Cash 4 Health plan. Details are available from the Health Department.

INFORMATION ON TRINITY LABAN CONSERVATOIRE OF MUSIC AND DANCE

Trinity Laban Conservatoire of Music and Dance is the UK's only conservatoire of music and contemporary dance. The unequalled expertise and experience of its staff, and its world class facilities housed in landmark buildings, put Trinity Laban at the forefront of vocational training in music, musical theatre, and dance.

Our history goes back to 1872 with the founding of Trinity College of Music in London. Trinity College of Music merged with Laban (founded in 1946) in 2005 to create Trinity Laban, now home to a creative and cosmopolitan community of students, teachers and researchers from around the globe.

We have a reputation for innovation and forward-thinking, and are focused on training students for life-long careers in our art forms. Each year we welcome over 1,000 students from over 60 countries to follow undergraduate, postgraduate and research programmes. Thousands more people enjoy music, dance and health activities as part of our lively performance and outreach programmes.

Our unrivalled roster of teaching staff includes respected academics, performers, composers and choreographers. Many of them are active researchers who push at the boundaries of their art forms, and extend our understanding of artistic and educational practice. We also welcome leading visiting artists, ensembles and companies from around the world, so our students benefit from working directly with today's top performers.

We work together in a number of outstanding locations, including the 17th-century Old Royal Naval College at Greenwich (a World Heritage Site), the Stirling Prize-winning Laban Building in Deptford, and the magnificent Grade II listed Blackheath Halls. Our world-class facilities include state-of-the-art practice rooms and dance studios, flexible performance spaces and internationally famous libraries. Students also have access to the cultural wealth of London, and regularly perform at its leading venues.

To find out more, visit trinitylaban.ac.uk