

TRINITY LABAN CONSERVATOIRE OF MUSIC & DANCE

JUNIOR TRINITY ADMINISTRATOR Full-Time, Fixed-Term (6 months)

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JUNIOR TRINITY ADMINISTRATOR

Contract: Full-time, Fixed-term for 6 months

Salary: £25,320 - £28,627 p.a., pro-rata (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 as individuals and in a wide variety of small and large ensembles. 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 LSO St Luke's, Blackheath Halls, Cadogan Hall and the Southbank Centre, and participates in collaborative music and dance projects and projects with professional music ensembles. 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 scheduling, implementation and support of String Time, Band Time and 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.

You can download a job pack and application form from <http://www.trinitylaban.ac.uk/about-us/job-opportunities/vacancies> and for any queries you can contact Chloe Roper, HR Officer on 020 8305 3482 or email staffrecruitment@trinitylaban.ac.uk

To apply for this position, please send your completed application form to the email address staffrecruitment@trinitylaban.ac.uk CV's will not be accepted without a completed application form.

Closing date: 12:00 pm, Monday 30 April 2018 (No agencies)

Interviews: Wednesday 09 May 2018

Trinity Laban Conservatoire of Music and Dance is committed to equal opportunities and diversity.

All of our taught programmes are validated by Trinity Laban Conservatoire of Music and Dance. Research degrees are validated by City University, 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:	Junior Trinity
Reporting to:	Junior Trinity Programme Manager
Salary Grade:	5

OVERVIEW

Working in close collaboration with the Junior Trinity Main Programme Administrator and the 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 scheduling, implementation and support of String Time, Band Time and GCSE and A Level Academic Courses.

DUTIES

1. To provide administrative oversight for all educational activities delivered within Junior Trinity's Saturday provision, with a particular focus on our String Time and Band Time Programmes and GCSE Music and A Level Music/Music Technology courses. Key responsibilities will include:
 - Preparation, distribution and – with respect to the Saturday Assistants (usually senior Trinity Laban students), management – of the weekly Saturday schedule of duties for colleagues in the operations team including the Graduate Intern and Saturday Assistants;
 - answering and resolving queries from students, parents and staff;
 - preparing and setting up rooms for ensembles and classes at both the Faculty of Music and Meridian Primary School;
 - setting out equipment for academic teaching rooms;
 - taking minutes for weekly academic meetings and bursary panel meetings;
 - photocopying for staff as required
2. To support the Junior Trinity Programme Manager in maintaining accurate data/records on Junior Trinity students (current and prospective enquirers/applicants) and staff, and 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.
3. To provide support to the Junior Trinity Programme Manager, taking responsibility for a range of communications with staff, current and prospective students and their parents, including preparing and distributing academic year information including schedules, departmental guides and event details and fielding enquiries from all interested parties.
4. To 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 and assisting with stage management as required, and ensuring that concerts are recorded or filmed.

5. To 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.
6. To support the Junior Trinity Programme Manager, Examinations Officer for the Junior Trinity Pearson Edexcel public examination centre, including liaising with Pearson Edexcel & JCQ (Joint Council for Qualifications) with respect to entries, examination dates, fees, certificates, and any other related queries.
7. To administer Pearson Edexcel public examinations taking place in the Summer term at Trinity Laban, including liaising with other Trinity Laban departments, booking rooms and invigilators, and welcoming and supporting visits by the Joint Council for Qualifications inspection team, as required.
8. To prepare all logistical requirements for all public examinations for Music and Music Technology, in consultation with the GCSE and A Level Programme Manager and Junior Trinity Programme Manager. This may include setting up performance and/or composition recordings, organising mock examinations, and/or organising facilities and equipment for the main summer examination sessions, and overseeing implementation of these.
9. Oversee all administration relating to the Distance Learning A-Level programme, in consultation with the GCSE and A-Level programme Manager. This includes fielding enquiries, processing applications, planning visit days and organising facilities and equipment for the summer examination sessions.
10. To assist in the preparation of all 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.
11. To contribute to the scheduling and management of open days, in consultation with the Junior Trinity Programme Manager and the Junior Trinity team, and to 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.
12. To 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.
13. To provide administrative support to the 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.
14. To support the Graduate Intern in scheduling auditions for new applicants and annual reviews for current students.
15. 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).
16. To process invoices, fee payments, student and staff expenses, and Junior Trinity 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.

17. To 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.
18. To support the Junior Trinity Programme Manager in processing deputy teaching staff paperwork and right to work checks, and administering their monthly payroll.
19. To participate in staff development as required by the Conservatoire.
20. This 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.

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.

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	Essential	Desirable
EDUCATION/QUALIFICATIONS		
Degree level or equivalent level qualification in Music or other relevant subject or equivalent experience in Music	X	
TECHNICAL KNOWLEDGE & SKILLS		
Excellent IT skills – proficient in Microsoft office (to a minimum of intermediate standard in Word, Excel and Outlook)	X	
Strong verbal and written communication skills.	X	
PREVIOUS EXPERIENCE		
Music &/or education administrative experience including scheduling.	X	
Experience in project management		X
Experience in multi-tasking and managing your own workload	X	
Experience in dealing with young people	X	
Strong working knowledge of musical instruments, genres and repertoire.	X	
Experience in dealing with teachers &/or professional musicians.	X	
Experience of providing a high level of service to internal and external customers	X	
Experience of dealing with confidential information	X	
PERSONAL CHARACTERISTICS		
Good planning and organisational skills and the ability to prioritise a busy workload	X	
Ability to handle a range of situations and negotiations diplomatically.	X	
Ability to take initiative, working efficiently and effectively unsupervised under pressure to meet deadlines.	X	
A commitment to the principles of equal opportunities and diversity and the application of these throughout all activities	X	
Other		
Requirement to undertake regular Saturday work and occasional requirement to work evenings and, occasionally, Sundays.	X	
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	X	

Applicants for this role 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

JUNIOR TRINITY ADMINISTRATOR CONDITIONS OF SERVICE – SUMMARY AND STAFF BENEFITS

Contract:	Fixed-term for 6 months, full-time, subject to a two 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 weekend 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 collage) but may also be required to work at the Faculty of Dance (Laban building, Creekside).
Salary Scale:	Trinity Laban Staff Salary Scale, Grade 5, Incremental Points 16 - 21, £25,230 - £28,627 p.a., inclusive of a London Weighting Allowance of £3,645 p.a. Salaries are paid on the last working day of each month direct into bank or building society accounts.
Annual Leave:	12.5 days for the duration of the 6 month contract in addition to Statutory, Bank and Public Holidays.
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.
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.
Staff Development:	A range of Staff Development opportunities are available.
Car Parking:	A limited number of parking spaces are available at both sites, subject to availability.
Cafeterias:	Our recently refurbished Cafeterias on both sites serve a range of hot and cold meals plus drinks and snacks.
Events:	There are a wide range of music and dance performances each week, many of which are free to members of staff.
Childcare:	Trinity Laban operates the Edenred childcare voucher scheme. Details are available on request from the HR Department.
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