



JOB DESCRIPTION	
<b>Job Title</b>	Administrative Assistant
<b>Department</b>	Guildhall School of Music & Drama & Innovation
<b>Grade</b>	B
<b>Job Type</b>	Full Time
<b>Location</b>	Guildhall School of Music & Drama Islington Locations
<b>Responsible to</b>	Music Education Islington Manager
<b>Responsible for</b>	N/A

**Purpose of Post**

To provide high level administrative support for Guildhall School’s day to day work for Music Education Islington (MEI), events and projects, under direction from the Senior Administrator and Manager.

This role involves working extensively with the Islington City Council and other external partners.

**Main Duties**

- Support the successful day-to-day operation and administration of projects and programmes led by Guildhall School as lead delivery partner of Music Education Islington
- Ensure the smooth operation of day-to-day activities in particular MEI’s after school Music Centres, including support in time tabling, students support and communication with relevant people involved.
- Acting as a first point of contact for all enquiries at the MEI office, over the phone and by email, providing a high level of customer service with students, parents, staff, outside agencies, and members of the general public, and referring enquiries to the relevant staff member, department or specialist service as required
- Support the MEI Management team with diary management, and management of the central office diary
- Provide administrative and clerical support to MEI staff by assisting with the preparation of materials and project reports, including scanning, photocopying and collating materials
- Provide administrative support for MEI meetings, including setting agendas and taking minutes

- Supporting maintenance of databases, registers, computer inventory, staff lists, and equipment booking sheets that are relevant for Guildhall School's work in Islington.
- Assist in the management of Guildhall School's MEI Social Media accounts, under the direction of the Senior Administrator, Guildhall School Communications and Islington Council Communications teams.
- Assist with monitoring of students' progression, and production of relevant reports.
- Assist in maintaining equipment, systems and facilities
- Create and update procedure/operations manual when necessary.
- Maintain an accurate inventory of stationery including computer consumables, including tracking usage and reordering/restocking as required.
- Maintain an accurate inventory of all instruments, including trading loans, repairs, purchases, etc.
- Provide support for in-school and out-of-school activities, events and functions, as directed eg room/venue bookings, catering, AV equipment, promotional materials etc.
- Requirement to undertake first aid training and provide first aid where necessary, following accident reporting procedures as applicable.
- To assist with risk assessments, as directed.
- Actively seek to implement the City of London's Occupational Health and Safety Policy in relation to the duties of the post, and at all times give due regard to the health and safety of both themselves and others when carrying out their duties.
- Actively seek to implement the City of London's Equal Opportunity Policy and the objective to promote equality of opportunity in relation to the duties of the post.
- To undertake any other duties that may reasonably be requested appropriate to the grade.
- To attend meetings and events outside normal working hours as required.

#### **Other**

- To use and assist others in the use of information technology systems to carry out duties in the most efficient and effective manner and with regard and compliance with the Data Protection Act and other legislation.
- To achieve agreed service outcomes and outputs, and personal appraisal targets, as agreed by the line manager.
- To undertake training and constructively take part in meetings, supervision, seminars and other events designed to improve communication and assist with the effective development of the post and post holder.
- The post holder is expected to be committed to MEI core values and roles of public service, quality, equality and empowerment and to demonstrate this commitment in the way they carry out their duties.

PERSON SPECIFICATION	
<b>Job Title</b>	Administrative Assistant
<b>Department</b>	Music Education Islington
<b>Grade and Level</b>	Grade B
<b>Trent Position Number</b>	

Please find below the qualifications, experience and technical skills required to undertake this post. Each criterion will be assessed at application (A), interview (I) or test (T) as indicated below.

**Technical Skills / Professional Qualifications / Relevant Education & Training**

**Technical Skills**

- Excellent organisational and administrative skills with the ability to take a structured approach to organising work with a commitment to accuracy. (A) (I) (T)
- Ability to display an active interest and knowledge of music (A) (I)
- Excellent interpersonal skills with an ability to develop & sustain relationships with staff, parents and students of all ages (A) (I)
- Ability to work quickly and accurately under pressure (A) (I)
- Excellent customer service skills. (A) (I)
- Excellent verbal and written communication skills. (A) (I)
- A good understanding of music education. (A) (I)
- Have an interest in working in a creative artistic environment. (A)

**Experience required**

- Experience of working in an administration role (A) (I)
- Experience of working within an arts or higher education organisation. (A)
- Experiences in supporting and delivering projects (A) (I)
- Experience of working independently under pressure in a multi-task environment as well as part of a dynamic and supportive team (A) (I)
- Significant experience of all Microsoft Office packages. (A)

**Desirable Experience**

- First aid trained (A)
- Musical background (A) (I)

**Recruitment – Note to Applicants**

***The qualifications, experience and technical skills will be used in the decision making process for recruitment. Please give examples of how you have exhibited these behaviours in your previous role(s). It is essential you address the criterion marked as (A) on your application form in the section for supporting information.***

***Be as specific as possible, we cannot guess or make assumptions, but will assess your application solely on the information provided. Try to provide evidence, by examples, where possible, of skills, knowledge and experience contained in this person specification.***

## **Summary of Terms and Conditions of Employment**

This summary is given as a guide and is not intended to form part of an individual's contract of employment.

### **Salary**

The salary range for this job is **£30,180 - £33,120** per annum, including Inner London Weighting, inclusive of all allowances. This figure will be reviewed annually from 1 July in line with the pay award for other salaried staff within the City of London Corporation.

### **Contract**

The position is offered on a fixed-term basis (6 months).

### **Hours of Work**

Normal hours of work are from 9.00 to 5.00 being 35 hours per week excluding lunch breaks, Monday to Friday, inclusive but the post holder shall be expected to work the hours necessary to carry out the duties of the position.

### **Frequency and Method of Payment**

This is a monthly paid appointment, and salaries are credited to a Bank or Building Society Account on the 11<sup>th</sup> of each month.

### **Annual Leave**

There is an entitlement of 24 days annual holiday plus Bank Holidays. There are subsequent increases to entitlement to annual holiday according to length of service.

### **Sickness Absence and Pay**

The City of London Corporation has a comprehensive Occupational Sick Pay scheme, details of which can be found in the Employee Handbook which will be made available to you upon commencement.

### **Pension**

You will automatically be admitted to the City of London Corporation's Pension Scheme. Employees contribute between 5.5% and 12.5% of their pensionable pay to the scheme, depending on salary.

If you do not wish to join the Scheme you must make a formal declaration stating, you wish to opt out. You may contact the Pensions Office directly should you have any queries relating to the Local Government Pension scheme and your entitlements under this scheme.

### **Continuous Service**

If you join the City of London Corporation without a break in service (subject to certain exceptions) from another body covered by the Redundancy Payments (Local Government) (Modification) Order 1999, your service with that institution will count for the purpose of continuous service. The amount of continuous service which you have will affect your entitlement to certain contractual benefits, for example, annual leave, sick leave and maternity leave. A full explanation of Continuous Service is contained within the Employee Handbook.

### **Probationary Period**

You will be employed initially on a six-month probationary period. Should either party wish to terminate the employment during this period, then one week's notice will be required on either side, except for summary termination for gross misconduct.

### **Notice Period**

One month by either party after satisfactory completion of probationary period.

### **Learning and Employee Development**

The City of London provides for financial support and time off for staff to study for appropriate qualifications which relate to their duties or undertaking professional skills update training. There is also an in-house programme covering more general training needs.

### **Employee Volunteering Programme**

The City Corporation, in line with its aims to contribute to a flourishing society, shape outstanding environments and support a thriving economy, offers employees paid special leave time during normal hours to encourage employees to volunteer their time and skills to Volunteer Involving Organisations (VIOs) operating within the Square Mile, London and beyond.

Full-time employees may take up to 2 days or 14 hours per year in which to volunteer, between 1 January and 31 December. For temporary and part time employees these hours are adjusted pro rata. Volunteering time can be taken in smaller bite size e.g. 2 hours a week over 7 weeks, where this can be accommodated by the City Corporation and meets the requirements of the volunteer organisation.