



The Purcell School  
*for young musicians*



**Music Department and Admissions Manager**  
Permanent full-time post to start as soon as possible

INFORMATION FOR CANDIDATES



## INTRODUCTION

Celebrated throughout the world as a centre of musical excellence, The Purcell School is the most vibrant, exciting and exhilarating place to work or study. We are a close-knit community dedicated to nurturing some of the world's most talented young musicians and we recognize the unique privilege it is to work with these incredibly gifted students.

Our students are the liveliest, most committed and self-motivated young people you could hope to meet. Every day, the School's corridors echo with the sound of extraordinary music as our students prepare for one of the 150 concerts we present every year, both here at School and in the most prestigious venues in London.

It is a working environment quite unlike anywhere else! We want our students to be challenged and inspired by every aspect of their experience here, and we support and encourage staff to achieve this. Academic classes are small, behaviour is excellent and the opportunities for innovative and creative teaching practice are limitless.

If you are committed to providing an outstanding student experience and prepared to play a full part in the life of this extraordinary place, The Purcell School offers you the opportunity to join an exceptional team, serving truly exceptional students in a totally unique environment. I very much hope you will consider making an application to join us.

Kind regards,

**Paul Bambrough**  
Principal



## ROLE DESCRIPTION

### Music Department and Admissions Manager

We are looking for a brilliant administrator who is excited about the opportunity to create a new role, managing a complex, demanding and endlessly inspiring Music Department in a school of outstanding young musicians. Working closely every day with musicians and teachers of international renown, you will support the Director of Music and Heads of Department, taking charge of the day-to-day administration and schedule. You will be the first point of contact for all internal and external communications with the department, and have a confident grasp of a complicated school diary of lessons, rehearsals, concerts, rooms, staff and visitors.

As Admissions Manager you will contribute to the strategic planning of student recruitment, and run the admissions process. You will be the public face of the school for prospective parents, organising all the auditions, open mornings and recruitment events, administering offers, bursary applications and all aspects of the student roll.

You will be a key part of the team at the Purcell School, and will have the skills and experience to manage administrative colleagues effectively, taking line-management responsibility for the Concerts Co-ordinator, Librarian and Music Timetabler. You will ensure effective communication with our instrumental teachers, helping them to adhere to the school's policies and systems.

You will enjoy a busy role with many varied responsibilities, interacting with colleagues, students and parents. A professional and effective communicator, you will be comfortable to use your initiative and take responsibility with a positive attitude and sense of humour. Experience in providing high quality customer service and problem solving, with a 'can-do' approach, you will be required to work effectively under pressure with tact and diplomacy.

If you can ensure the smooth running of our music department and admissions process, through the effective management of key administrative tasks, you will find this job at a unique place of work to be enormously entertaining and rewarding.

## TERMS AND CONDITIONS

The salary will be in the region of £35,000 per annum according to the successful candidate's experience.

This post is fulltime working 37 hours per week. It is a full year contract working 52 weeks with 6 weeks annual leave, mostly taken during school holidays.

Contributory pension scheme.

Lunch is provided free of charge at School during term time.



## HOW TO APPLY

If you wish to apply, please complete the School's Application Form (available on our website) and send it with a supporting Personal Statement. Please do not send a separate Curriculum Vitae. Closing date for applications is 5.00pm on **8th December 2021**.

Personal statements should outline your experience, subject knowledge and evidence your achievements. The Personal Statement is your opportunity to tell us how your skills and experience can contribute to an outstanding student experience.

Shortlisted candidates will be invited for interview to be held on **13th/14th December**. Due to the current situation with Covid-19, the interview may take place either online or face to face. We will advise more if you are shortlisted. Candidates will be required to bring evidence of identity, right to work in the UK and qualifications to the interview.

Please note that the School reserves the right to appoint a candidate or withdraw the post before the closing date for applications.

**Applications should be made to the Director of Music, Mr Paul Hoskins and sent by email to:**  
**[recruitment@purcell-school.org](mailto:recruitment@purcell-school.org)**

## CHILD PROTECTION

The Purcell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School's Child Protection policy, which is available on our website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post, including records checked and processed through the Disclosure and Barring Service (DBS).

## EQUAL OPPORTUNITIES

The Purcell School is an equal opportunities employer and welcomes application from appropriately qualified people regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.



# JOB SPECIFICATION

**The Purcell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.**

## **JOB TITLE: Music Department and Admissions Manager**

This job specification sets out the principal duties of the post at the time of drafting. Specific responsibilities are as follows:

### **Responsibilities include:**

#### Music Department

- Oversee and manage the administration of the day-to-day running of the Music Department in liaison with the DoM
- Working with the DoM and HoDs and administrative colleagues, schedule rooms, people and activities across the school, and inform students of the weekly and daily schedule
- Line manage the Music Timetabler, Concert Manager and Librarian)
- Use exceptional communication and practical skills, to ensure that musical activities are appropriately supported by other departments including estates, catering, admin, practice supervisors, guest teachers and visiting performers
- Work with other departments to build up records of alumni, holding records of invitations to events and RSVPs
- Provide administrative support to the DoM, to be the first port of call for internal and external queries, liaising with parents, students and colleagues in order to ensure the smooth running of the department and maintaining good relations with all parties
- Maintain room booking sheet (currently google) for whole school and find solutions for potential diary clashes
- Maintain Music Department Calendar (currently google), making sure that the weeks ahead are up to date prior to every Music Department meeting
- Take minutes of Music Department meetings and other occasional meetings as required
- Manage termly cycle of ABRSM grade exams, liaising with instrumental teachers, academic teachers, students and accompanists, and archiving result data
- Take register of Music Department members at fire drills
- Maintain and standardise departmental notice boards and documentation
- Be present at occasional evening and weekend event both at the school and elsewhere, to assist with ticketing, catering, hosting, ushering and similar duties
- Assist HoDs and DoM in maintaining the inventory of musical instruments that the school owns
- Provide cover for other administrative staff across the school if required

#### Admissions

- Have a strategic overview of student recruitment, working with the Director of Music (DoM) to foster outstanding communication with prospective parents, music teachers and feeder schools around the world
- Be the primary contact for all prospective parents from the first enquiry until the child's first day at school, acting as the public face of the school for all contacts
- Be responsible for the content of the Admissions section of the website and other webpages relevant to prospective families
- Manage all aspects of Open Mornings and other occasional promotional events
- Process all applications to the school from start to finish, working with Overseas Co-ordinator for international students
- Organise and run entrance auditions (liaising with all personnel involved, scheduling, hosting and stewarding)
- Communicate result of audition to families and manage subsequent correspondence
- Maintain complex databases: currently SIMS for all families, staff, current and future students
- Maintain weekly update of applications, auditions, current numbers on future roll, acceptances, rejections, bursary waiting list
- Liaise with Musical HoDs to ensure balanced recruitment across departments, and communicate with instrumental teachers about future student lists
- Liaise with Boarding staff to ensure appropriate use of available boarding places, including a consideration of age of gender balance
- Liaise with finance and payroll to maintain database currently in excel for instrumental teachers' hours, student's music lesson allocations,
- Oversee register of external providers (eg junior conservatoires and organisations) to ensure safeguarding and financial policies are complied with
- Archive or dispose of old applications as required

# PERSON SPECIFICATION

## Experience & Knowledge

Educated to A level or equivalent with strong numeracy and literacy skills

Experience of working effectively in a significant administrative role in a school or arts organisation

Understanding of and interest in classical music (desirable)

Excellent interpersonal skills and ability to relate well to people of all levels with sensitivity, tact and diplomacy

Experience of working with young people (Desirable)

## Ability & Skills

Meticulous attention to detail and competent proof-reading

Excellent standard of written and spoken English

High level of computer literacy, including Microsoft Office, google, and databases

Strong organisational skills and the ability to multi-task

Effective problem solver and a flexible team player

Discretion and the ability to deal with confidential information appropriately

Ability to meet deadlines

## Personal Attributes

An effective communicator

Professional, helpful and friendly approach that conveys a positive image

Commitment to high quality customer service

Responsive to problems/complaints

Resilient and able to cope with the rigours of a busy school environment

Able to work effectively under pressure

Approachable and personable with good sense of humour

Committed to the School's ethos, vision and own role

Tactful, diplomatic, discreet and professional

Self-motivated

Reliable and flexible with a 'can-do' approach