

Area Administrator

Job Description and Person Specification

Location:	Kent Music Head Office, Javelin Way, Ashford, TN24 8FN
Line Manager:	Area Manager
Working Hours:	Full time/Part time, up to 37 hours per week
Salary:	£23,742, pro rata, per annum, plus a workplace pension auto-enrolment contribution from Kent Music of up to 3% of salary. (Subject to meeting minimum requirements)
Annual Leave:	22 days per year, increasing to a maximum of 27 days. This entitlement is in addition to statutory bank holidays and three additional days' leave at Christmas. Entitlements are pro-rata for part-time employees.

1 About Kent Music

Kent Music is a music education charity and the Hub Lead Organisation (HLO) for the Kent & Medway Music Hub. The organisation is driven by a core belief that music changes lives.

We work closely with schools, colleges, cultural organisations, and other partners to ensure that learners of all ages, especially children and young people, across Kent and Medway have access to high-quality music education both in and out of school.

Informed by the National Plan for Music Education, our vision is to enable all children and young people to learn to sing, play an instrument and create music together, and have the opportunity to progress their musical interests and talents, including professionally.

Our Values

- **Creativity** – we champion creativity, nurture imagination and spark inspiration
- **Achievement** – we empower people to progress and excel
- **Inclusion** – we open doors, fostering inclusivity and accessibility
- **Awareness** – we recognise the impact of our actions and make ethical and informed choices
- **Joy** – we encourage fun, seeking enjoyment and opportunities for celebration

Kent Music's current business plan has four central aims:

1. Support schools to create the conditions where music thrives
2. Provide accessible music education pathways for all children and young people

3. Empower children & young people to pursue their musical aspirations
4. Deliver a sustainable business

Sitting across each aim is a commitment to equity, diversity & inclusion, and youth voice.

2 About the Role

Area Administrators provide administrative support to a Kent Music Area Manager in their role of supporting day to day duties and strategy for music education across their designated districts. This involves working on a variety of tasks across the organisation.

The Area Administrators provides an excellent first point of contact to parents, schools, and teachers in registering students for tuition and administering teacher portfolios. The role is integral to the smooth running of all activities and events across their districts.

3 Job Description

- 3.1 Provide ad hoc support where required in the organisation during busy periods, staff absence and annual leave, and as otherwise reasonably requested.
- 3.2 Be included in the group for the front door entry system and be available to answer during work hours, attending to visitors as needed or when the Office Administrator is unavailable.
- 3.3 Set up teaching timetables for new and existing teaching in the area in liaison with parents/carers, teachers, music centres and schools.
- 3.4 Set up timetables for ensembles in music centres in the designated area in liaison with parents/carers and ensemble leaders ensuring that records on SpeedAdmin are maintained and up to date.
- 3.5 Ensure that records on SpeedAdmin are maintained and up to date, regularly running reports to make sure anomalies are identified and addressed.
- 3.6 Handle enquiries from teachers, ensemble leaders, schools, parents, and carers about teaching, and music centres.
- 3.7 Build and maintain good relations with Kent Music teachers.
- 3.8 Provide administrative support for activities taking place across the areas including music centres, performances, projects, and programmes ensuring compliance with Kent Music's policies on safeguarding, health & safety, and child licensing.
- 3.9 Support the area manager to produce data and finance reports on all activities to report back to senior management and support the Music Education Hub data collection exercise required by Arts Council England and other funders.
- 3.10 Other duties as reasonably requested by your line manager.

4 Person Specification

	Essential	Desirable
Qualifications and training		
Relevant qualifications at a minimum of level 2, or equivalent experience.	✓	
Level 2 qualifications in maths and English language, or willingness to obtain.	✓	
Knowledge, skills, and experience		
Good understanding of safeguarding children and vulnerable adults.		✓
Good understanding of health and safety processes.		✓
Demonstrable experience of providing administrative support in a music, arts, or education setting.	✓	
Working knowledge and interest in music.		✓
Understanding of the school system in England and experience of working with schools.		✓
Experience of working with communications teams and contributing to marketing materials.		✓
Knowledge and skill required to collect and present data.	✓	
Experience working in a busy administration role.	✓	
Excellent organisational skills with ability to manage time, and workload, prioritising tasks effectively.	✓	
Good attention to detail.	✓	
Excellent verbal and written communication skills.	✓	
Able to be resourceful and proactive when dealing with pressing issues.	✓	
Able to work either self-sufficiently or collaboratively as necessary.	✓	
Proficient in Microsoft Office applications (especially Outlook, Word, and Excel), and able to learn other platforms as required.	✓	
Kent Music attributes		
Able and willing to work flexibly across the organisation	✓	
Knowledge and experience of safeguarding and GDPR processes		✓
Commitment to equality, diversity & inclusion, and youth voice	✓	
Experience of working in the arts and/or charity sector		✓

Safer Recruitment Statement

Kent Music is committed to the safeguarding of all its learners and staff. Safeguarding is a priority, with arrangements in place to ensure learners feel and are safe during Kent Music activities.

The learner experience and individual achievement are paramount, and safeguarding initiatives are developed to impact positively upon this. Kent Music ensures safeguarding legislation and guidance are adhered to, and taken into account when developing and revising policies, procedures, and associated arrangements. Health and Safety arrangements are in place to ensure adherence to current legislation and guidance.

Applicants will be subject to recruitment and selection procedures designed to emphasise Kent Music's commitment to the safeguarding of its learners and staff. The procedures include questioning at interview stage, verification of appropriate qualifications, acquiring references, and necessary safety checks.

Kent Music has a 'Designated Safeguarding Lead' responsible for child protection, supporting staff in carrying out their safeguarding duties, and working closely with other services. Kent Music has appropriate policies and procedures in place to deal effectively with child protection and safeguarding issues, together with recording and monitoring processes.

It is a condition of employment that all staff are trained to a level appropriate to their safeguarding responsibilities. Kent Music's trustees, Senior Leadership Team, and the safeguarding working group will continue to keep abreast of developments in this area and implement arrangements to continually improve the safety and awareness of its learners, staff, and volunteers.

Diversity and Inclusion Statement

Kent Music values diversity and particularly welcomes applications from under-represented groups of the community.

To address barriers, we will consider reasonable adjustments and access requirements throughout the application and interview process. Please alert us about anything we can do to make your application and interview process as accessible as possible.