



Music Resources Assistant

Job Description and Person Specification

Location:	Kent Music Head Office, Javelin Way, Ashford, TN24 8FN
Line Manager:	Music Resources Manager
Working Hours:	Full-time, 37 hours per week
Contract:	Permanent
Salary:	£22,050 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 lead partner for the Music Hub for Kent. The organisation is driven by a core belief that music changes lives.

It does this through the provision of instrumental & vocal tuition in schools, music groups and centres in local areas, community music programmes, Orchestra ONE and advanced level programmes such as the County Youth Orchestra, Choir, and Wind Orchestra, and the annual Kent Music Summer School.

As the lead partner for the Music Hub, Kent Music works closely with partners and schools to co-ordinate and deliver high quality professional development for all music practitioners across Kent; support schools to develop and embed a culture of the arts; be an innovative leader that facilitates and provides inclusive and accessible music making for all children and young people.

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

The current business plan for the organisation has three central aims:

1. To provide access to instrumental and vocal teaching across Kent.
2. To provide access to a broad range of out-of-school music activities across Kent.
3. To create the conditions where music thrives in schools in Kent.

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

2 About the Role

The Music Resources Assistant has responsibility for carrying out administration relating to the hiring of instruments, and the delivery/collection of Kent Music's instrument stock.

This role supports the Music Resources Manager, ensuring stock and hire records are accurately maintained and instruments are catalogued and labelled correctly. The Music Resources Assistant may be required to carry out some preparation of instruments, under the supervision of the Music Resources Technicians/Manager.

The role requires some driving, and the Music Resources Assistant must ensure that all instrument deliveries and collections are carried out professionally and efficiently, including the loading and unloading of delivery vehicles.

To comply with mandatory insurance requirements, those driving Kent Music vehicles must be aged 25 or over.

3 Job Description

- 3.1 Provide efficient administrative support to the Music Resources team, helping to ensure the smooth day-to-day operation of department. Process instrument hire applications, book appointments, and maintain accurate hire records. Respond to email and telephone communications.
- 3.2 Ensuring all instruments, equipment, and technology is catalogued and labelled, making sure to accurately record assets on SpeedAdmin and the Arts Council England asset register.
- 3.3 Move and handle stock around the warehouse, and load and unload delivery vehicles. This role requires regular physical activity and involves manual handling and working from height including the use of ladders.
- 3.4 Liaise with the Music Resources Manager about deliveries and collections and prepare orders in accordance with deadlines. This may include, cleaning and tuning instruments, re-labelling instruments, recording deliveries on MS Excel and updating the database.
- 3.5 Carry out basic assessments of instruments that have come back into the warehouse, notifying the Music Resources Manager of any damage or loss, and updating SpeedAdmin and MS Excel.
- 3.6 Notify the Music Resources Manager of any shortfalls throughout the year by monitoring stock changes and assist with an annual stock audit and data cleanse.
- 3.7 Ensure that school and student records are accurately maintained on SpeedAdmin.
- 3.8 Keep the warehouse and workshop areas organised, clean and tidy.
- 3.9 Attend mandatory training on First Aid, Manual Handling, Working from Height, Health & Safety Awareness and Child Protection/Safeguarding.
- 3.10 Drive delivery vehicles making sure to complete and record all necessary safety checks beforehand.
- 3.11 Complete deliveries and collections safely, professionally, and efficiently, adhering to assigned delivery schedules and routes. Inform the Music Resources Manager of any changes or delays.
- 3.12 Any other duties as reasonably requested by your line manager.

4 Person Specification

	Essential	Desirable
Knowledge, skills, and experience		
Knowledge of and interest in music and musical equipment	✓	
Able to complete administrative tasks including scheduling, invoicing, and maintaining data records	✓	
Excellent written, verbal, and inter-personal communication skills	✓	
Able to work collaboratively to an agreed plan of action	✓	
Able to be productive and work proactively when working alone	✓	
Able to prioritise tasks and a varied workload	✓	
Able to use Microsoft Office applications and able to learn other platforms as required	✓	
Age 25+ due to vehicle insurance restrictions	✓	
Full, clean UK driving licence	✓	
Kent Music attributes		
Commitment to equality, diversity & inclusion, and youth voice	✓	

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.