



Bloxham School

JOB DESCRIPTION AND PERSON SPECIFICATION

ADMINISTRATOR FOR MUSIC AND SPORT

Department:	Administration
Reports to:	Director of Music and Director of Sport
Responsible to:	Director of Co-Curriculum
Line Management responsibility:	No

JOB DESCRIPTION

Summary of the Role:

Providing comprehensive administrative support for the Music and Sports Departments.

Key responsibilities include managing timetables, records, billing, and communication for music lessons and activities, as well as coordinating with visiting music staff and ensuring accurate payroll processes.

For sports, duties involve organising fixtures, maintaining registers, updating systems, and supporting the Director and Heads of Sport in planning and communication.

Ensure smooth operations, effective communication with stakeholders, and efficient management of administrative systems for both departments.

Departmental Overview:

The Administration Department at Bloxham School is dedicated to ensuring the smooth and efficient operation of all school activities. Comprised of a number of functions, our purpose is to provide essential support services that facilitate the daily operations of the school, enabling educators and staff to focus on delivering high-quality education and care to students. By managing a diverse range of tasks, the Administration Department helps create an organised, responsive, and welcoming environment that supports the entire school community and upholds the values and mission of Bloxham School.

Main Duties and Responsibilities:

Music Administrative Tasks

- Coordination, management and implementation of the timetabling for all music lessons, including their communication and publication with pupils, staff and parents.
- Billing of music lessons and any additional music related charges in collaboration with the bursary.

- Maintenance of the records of pupils receiving music lessons, including communication with pupils, parents and staff relating to new pupils and those giving notice.
- Responsible for the effective communication with visiting music staff about their timetabled lessons.
- Responsible for the coordination of visiting music staff timesheets in collaboration with Payroll.
- With the Director of Music, oversee the allocation of music lessons to visiting music staff.
- With the Director of Music, be responsible for parental, staff and pupil communication from the Music Department with regard to music lessons.
- Have detailed oversight of the school calendar with the ability to spot potential clashes with music lessons.
- Administration of weekly music activities.

Sport Administrative Tasks

- Meeting and planning with the Director of Sport and Heads of Sport.
- General administration of the sports programme (registers, team sheets, facility booking etc).
- Games fixtures – printing of daily team sheets and posting these on the school noticeboard, sharing on electronic noticeboards.
- Games lessons – set up and maintenance of registers, administration of staffing and pupil allocations.
- Carry out administrative duties, using the relevant school systems (SOCS, the sport website and iSAMS).
- Provide administrative support to the Director of Sports and the Heads of Sport.
- Respond to enquiries and requests for information from parents, other organisations and members of the public, ensuring key information regarding games fixtures is communicated effectively and in a timely way with parents.
- Ensure administrative systems, processes and databases are efficient and well managed.
- Support the organisation of meetings, training, conferences and other events.
- Monitor pupils' attendance and report back to the pastoral teams

- Assist and support communication between other areas of the school.

Other Duties and Responsibilities:

- Adherence to the General Data Protection Regulations.
- Promoting and safeguarding the welfare of children and young persons for whom the post holder is responsible, or with whom they come into contact.
- Adhere to and ensure compliance with the School’s Child Protection Policy at all times.
- Report any concerns to the School’s Designated Safeguarding Lead.
- Comply with all health and safety provisions and systems provided by the school to practically prevent risk to the health, safety and welfare of all.
- Undertake such other comparable duties as reasonably required from time to time.

CHILD PROTECTION

Safeguarding and the promotion of our students’ welfare, safety, physical and mental health by fostering an honest, open, caring and supportive climate is of paramount importance at Bloxham School. All staff are expected to share in this commitment and to ensure that they are familiar with all policies and procedures related to child protection and security.

CONFIDENTIALITY AND DATA PROTECTION

A strict code of confidentiality must be maintained at all times to protect the pupils and their families, other staff and the general business of Bloxham School. In line with General Data Protection Regulations (GDPR), information and other personal data may not be disclosed to third parties.

CYBERSECURITY

All employees are required to uphold the school’s commitment to cybersecurity. This includes adhering to established security protocols, recognising and reporting potential threats, and participating in mandatory cybersecurity training sessions. Employees must practice safe online behaviours, ensure the protection of sensitive information, and actively contribute to the prevention of cyber incidents. Your participation is crucial in upholding our collective responsibility to protect not only the school’s information assets but also the privacy and security of our community and ensure a safer cyber space for everyone involved.

PERSON SPECIFICATION

	Essential	Desirable
Qualifications	<ul style="list-style-type: none"> • Educated to GCSE Level or equivalent 	<ul style="list-style-type: none"> •
Knowledge and Experience	<ul style="list-style-type: none"> • Experience of administrative work 	<ul style="list-style-type: none"> • Experience of working within a school setting

	<ul style="list-style-type: none"> • Experience in using Microsoft Office to a high standard 	<ul style="list-style-type: none"> • Knowledge of school policies and procedures
Skills and Abilities	<ul style="list-style-type: none"> • Ability to work well under pressure • Ability to prioritise workload • Excellent numeracy and literacy skills • Ability to demonstrate initiative • Ability to build good working relationships with stakeholders • Well developed interpersonal skills to be able to relate to a wide range of people 	<ul style="list-style-type: none"> •
Personal Qualities, Attitude and Behaviours	<ul style="list-style-type: none"> • Work constructively as part of a team • A calm and courteous approach 	<ul style="list-style-type: none"> •