



**MAGDALEN COLLEGE SCHOOL**  
INDEPENDENT DAY SCHOOL FOR BOYS 7 - 18 AND SIXTH FORM GIRLS



## **Music Department Administrator**

Closing date: 9am, Monday 22<sup>nd</sup> July

Interviews: Friday 26<sup>th</sup> July

Oxford OX4 1DZ Telephone 01865 242191

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## Introduction from the Master, Helen Pike

Magdalen College School is a remarkable place. We are now well into our sixth century, and our former pupils include scholars, war heroes, musicians, Olympians, two Nobel Prize laureates, a Hollywood film director, and a saint. Our success in public examinations, in securing places at top universities, and in an astonishing array of extra-curricular pursuits ensures that we continue this proud tradition. We do so by nurturing the individual potential of each of our pupils, and above all we believe that learning is as fun as it is fulfilling.



Magdalen College School was founded in 1480 by William of Waynflete: schoolmaster, bishop of Winchester and Lord Chancellor of England. Being of humble origins, Waynflete was determined that others of ability should be given the opportunity to learn, to serve and to prosper as he did. And so MCS offers a transformative education in our global university city, the community to which we contribute.

We attract and retain the best staff and MCS is a stimulating, welcoming and thriving environment in which both to learn and to work.

A lot happens at MCS. The various sections of our website ([www.mcsoxford.org](http://www.mcsoxford.org)) including the recent [News](#) will give you an impression of our school.

Thank you for your interest.

*H. C. Pike*



## **Music Department Administrator**

### **The School**

Magdalen College School, founded in 1480 by William of Waynflete, is one of the country's leading independent day schools. It is situated in an enviable location at the heart of Oxford beside the River Cherwell.



### **The Role**

Magdalen College School is seeking to appoint a meticulous, highly organised, unflappable and adaptable Administrator to assist in all facets of the day-to-day administration of our busy and thriving Music Department. Duties of the role will include but not be restricted to:

- Organising Visiting Music Teachers, and in particular, timetabling, room allocation, billing, lesson alterations and absences
- Daily updating of the music information database files
- Organising all correspondence relating to instrumental studies, parental and internal enquiries relating to music students and visiting teachers
- Administration of music grade examinations and keeping an accurate record of results
- Management of the stock of instruments, music and recorded music
- Administration of all reports and profiles of music pupils
- Administration of annual Music Scholarship auditions
- The ordering of scores, instruments and sheet music



- Assisting with the administration of all concerts and musical events, including programmes, printing, travel arrangements, sourcing music from libraries and seeking return of same
- Liaising with the catering department for refreshments for concerts
- Administration for orchestral and choir tours
- Music School upkeep – recording matters for attention and advising the Maintenance staff on general repairs to Music School
- Arranging piano and organ tuning
- Undertaking any other reasonable duties that may be assigned from time to time by the Director of Music and/or Head of Instrumental Music

### **Application Process**

Candidates should submit the Application Form for Support Staff, which can be found on the Job Vacancy link of the website ([www.mcsoxford.org](http://www.mcsoxford.org)). To access [click here](#). This should be emailed, together with a cv and covering letter of application, to the Recruitment Officer, Mrs Sarah Hunter ([applications@mcsoxford.org](mailto:applications@mcsoxford.org)). All documentation should be sent no later than 09:00 on Monday July 22nd. Interviews will be held on Friday 26<sup>th</sup> July and shortlisted candidates will be contacted by telephone. The school's preferred method of communication is by email and it will not be necessary to send a hard copy of the documents by post. **References may be taken up in advance, although this does not necessarily mean that a candidate will be called for interview. If you do not wish references to be called for at this stage, please make that clear on the reference section of the application form.**

### **Safeguarding Policy**

Magdalen College School is committed to the safeguarding of pupils, and any offer of employment will be subject to an enhanced DBS disclosure, the receipt of satisfactory references, the school's pre-employment medical questionnaire, plus sight of relevant original ID documentation and degree certificate(s).



## The Department



The Music Department is a thriving department with a wealth of talented musicians and an exciting musical programme. The Director of Music leads a team consisting of a Head of Instrumental Music, an Assistant Director of Music, a Head of Junior School Music, a part-time accompanist, a full time Administrator, a Waynflete Intern and 38 visiting instrumental teachers.

There are over 35 ensembles, which run each week and approximately 70 concerts given each year, ranging from informal Teatime Concerts to high-profile choral and orchestral concerts in The Sheldonian Theatre and other venues in the city of Oxford. The department is housed in the Quinn building, but has practice rooms across the school site.

## The Candidate

The ideal candidate will have demonstrable administrative experience, with experience within an educational setting being distinctly advantageous. This role does not require the incumbent to be a musician, what is most important is administration aptitude and experience. Key skills required are:

- High level of IT literacy
- Proficiency in Microsoft Word and Excel
- Excellent written and oral communication skills
- Excellent interpersonal skills
- Innovative and creative in problem solving
- Effective organisational and time management skills
- Approachable and confident in dealing with a wide variety of people
- Sense of humour

## Terms of employment

This is a permanent post. The hours of work are term-time only, (with an additional 3 weeks, one of which will be the week before the start of the Michaelmas term,) Monday to Friday from 08:00am to 5.00pm. The role also requires attendance on Inset days. The salary will be appropriate to the experience and qualifications of the successful candidate.



## **Benefits**

### **Pension**

Non-teaching staff are automatically enrolled in the school's contributory Group Pension Scheme. This is a defined contribution pension scheme into which the employee contributes 5% of gross salary and the employer contributes 10%.



### **Other Benefits**

All staff are entitled to the use of School sports facilities when available. A free lunch (when on duty) is provided in the Dining Hall during term time.

Please note that MCS is an inner-city school, with limited parking. Candidates who have been offered a post will be invited to make representations in the preceding Trinity Term to the Usher (Senior Deputy Head) for a parking space. If you have any questions or require additional information, please contact the Recruitment Officer: 01865 253401.