



Gloucestershire Academy of Music

Application Pack – Holiday Course Administrator

About Us

Gloucestershire Academy of Music (GAM) is a registered charity which offers an exceptional level of professional music tuition in an informal and friendly atmosphere.

For over 40 years we have been creating musical opportunities for all ages and abilities, from individual music lessons and group sessions to performances, courses, workshops and masterclasses.

Reaching over 2,000 participants each year, we encourage members of the community, from the very old to the very young, to love music and through it, to develop and thrive. GAM is a key strategic partner in Make Music Gloucestershire, the county's music hub.

We are based in Barbican House in Gloucester but also have a centre in Cheltenham and engage in partnership projects which may involve work in other parts of the county or beyond.

Our programme consists of:

- providing high-quality term-time tuition at our Gloucester headquarters and Cheltenham satellite centre, as well as through a Schools Music Agency
- running inter/nationally renowned and enjoyable Easter and Summer holiday courses for adults and children
- working in partnership to extend our reach (e.g. through ambitious events)
- targeted funded outreach projects to increase the diversity of students accessing our services and developing their talents

Our Team

As well as an extensive network of associate music teachers, workshop leaders and volunteers, we have a core team of management and administration staff based at Barbican House. These include:

Principal
Executive Director
Operations Director
Finance Officer
Marketing and Communications Officer
Schools Administrator
Barbican House Administrator
Saturday Junior Dept Receptionist
Cleaner

Gloucestershire Academy of Music Registered in England No. 2796427 – Registered Charity No. 1085708
Barbican House, Barbican Road, Gloucester, GL1 2JF 01452 668592

www.glosacadmusic.org info@glosacadmusic.org



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Gloucestershire Academy of Music

The Role

Title

Holiday Course Administrator

FTE

0.4 (15 hours per week) Flexible working required – details below.

Salary

£23'566 FTE (0.4 FTE £9426.56) per annum

Holiday

22 Days plus bank holidays (pro rata 9 days)

Location

Barbican House + Onsite Courses + Remote Working

Reporting to

Operations Director

Job Description

Responsibilities:

1. To effectively oversee and deliver all the administration requirements regarding GAM holiday courses. To include
 - a. Half Term Courses
 - b. Easter Courses
 - c. Summer Courses, residential and non-residential
 - d. Adult Music Courses
2. Administration to include:
 - a. Using our bespoke tuition management programme to create online enrolment forms for all upcoming courses in time with application opening deadlines.
 - b. Administering all communication with parents/carers/participants of courses to ensure all needs are met.
 - c. Liaising with finance officer and executive team to ensure course budgets are set correctly and income projections are accurate.
 - d. Monitor participant numbers throughout the enrolment process to ensure course viability.
 - e. Collate and administer vital participant information regarding SEN (Special Educational Needs), disabilities, dietary requirements, allergies, etc.
 - f. Provide clear communication to course leaders and teaching staff regarding participants needs and requirements.
 - g. Liaise with Marketing and Communications officer to ensure prompt and effective advertising for all holiday courses.

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- h. Manage the timetable of enrolment for all courses throughout the academic year.
 - i. Gather and collate detailed feedback from participants for all holiday courses to be presented to the executive team throughout the academic year.
3. Supporting Courses
- a. It is a requirement that the holiday course administrator will be present full time during the delivery of all holiday courses to provide administrative and pastoral/welfare support
 - b. This will mean several weeks of extended hours during school holidays.
 - c. This will be offset by reduced hours during term time and flexible working conditions. For example, during the year you will work on average 10 hours per week as opposed to the contracted 15 hours per week. This will allow for the hours required during the holiday courses. Up to 7 full time holiday course weeks throughout the year.
 - d. During courses you will, along with all other teaching and welfare staff, be responsible for the well-being and safeguarding of the participants.
 - e. You will have overall responsibility for managing the personal information of participants.
4. Other responsibilities
- a. We work very much as a team at GAM, and we share a responsibility to support each other.
 - b. At times this may mean assisting other members of staff with administrative duties that fall outside of the holiday course role.
5. Benefits
- a. Competitive Salary
 - b. 22 days holiday plus bank holidays (*pro rata 9 days plus bank holidays*)
 - c. Flexible working hours.
 - d. Remote working where applicable (*in agreement with Operations Director*)
 - e. Strong team ethic
 - f. Free parking

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Candidate Specification

1. Essential experience / skills
 - a. experience in a people-facing role
 - b. accurate and confident written and verbal communications skills
 - c. computer literacy
 - d. social media understanding and / or experience
 - e. proven ability to work quickly and accurately, with an eye for detail
 - f. an understanding of music and / or the arts
2. Essential attributes
 - a. numerate
 - b. driven by commitment to equal opportunities
 - c. good self-motivation, time management and initiative
 - d. flexible approach
 - e. confident and articulate
 - f. reliable, discrete and trustworthy
 - g. good with children and young people
3. Desirable
 - a. experience of working in an office environment
 - b. experience of inputting and managing data
 - c. understanding of the local and / or national music / arts sector
 - d. equality training and / or understanding through lived experience

Successful applicants will be required to complete Safeguarding and First Aid Training and hold an enhanced DBS certificate. The organisation will facilitate this and cover any training costs involved. It is vital that applicants mention in interview anything that may be disclosed on an enhanced DBS check.

Gloucestershire Academy of Music is an equal opportunities employer and welcomes applications from all suitably qualified persons regardless of their race, sex, disability, religion/belief, sexual orientation or age.

To apply for this role please send a covering letter and CV by email or post to

richard@glosacadmusic.org

**Executive Director
Gloucestershire Academy of Music
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