



# Felsted

## **FELSTED SCHOOL JOB DESCRIPTION** **Music School Evening Monitor**

### **The Role**

Accountable to: Director of Music

To monitor students within the Music School during evening practices and register pupils in and out to ensure attendance is as expected.

### **Role Responsibilities** (illustrative, not exhaustive, list):

- To work with the Senior School Music department to ensure pupils are studying at times specified during the evening
- To monitor the use of the Music School practice rooms by ensuring students are using these for the correct purposes i.e. music practice
- To register students in and out of the Music School to ensure pupils are in attendance as expected, and to report any anomalies to the Director of Music
- Attend staff meetings and training as required (annual child protection training is mandatory)
- To ensure commitments in regards to child protection and welfare are adhered to and best practice followed
- Take all necessary steps to minimise any risk and report any concerns/feedback to the Director of Music
- Ensure the building is locked up and secure at the end of the shift
- To carry out any tasks within the job holders skill and ability
- Any other reasonable ad-hoc duties as requested.

### **Skills, Knowledge and Experience**

#### **Essential:**

1. Positive 'can-do' attitude towards customer service
2. Able to lone work during weekday evenings
3. Ability to relate to staff and students at all levels within the School
4. To build effective working relationships and exercise tact and diplomacy

#### **Desirable:**

5. Musical interest
6. Previous experience of working in a similar role and/or an educational environment

### **Reward and Recognition**

- Employer and employee contributory pension scheme (4% matched contribution)
- Free life assurance scheme
- Free membership of the Felsted Gym and pool facilities
- Free parking
- Free hot drinks (tea, coffee)
- Free membership to Felsted Connect (discounts and savings online & instore)
- Subsidised on-site Coffee Shop

**Terms of Employment**

- Location of work will be Felsted School, Felsted, Essex, CM6 3LL
- Hours available Monday to Friday from 6:45pm to 9.15pm (exceptions for working days will include evenings before end of term/half-terms and EXEAT, and evenings where there are no students to monitor i.e. School trips/student outings). Flexibility as and when there are changes to the school day.
- Rate of pay: £10.61 per hour (inclusive of holiday pay)
- Hours worked are submitted on a timesheet for payment.

**Felsted is committed to equal opportunities and maintaining a safe and secure environment for all pupils and a 'culture of vigilance' to safeguard and protect all in its care, and to all aspects of its 'Safeguarding (Child Protection and Staff Behaviour) Policy'. All employees are subject to pre-employment checks including a Disclosure and Barring Service check.**

Signed: \_\_\_\_\_ Date: \_\_\_\_\_