

Job Title:	Leeds Junior Conservatoire Administrator
Department:	Leeds Junior Conservatoire (LJC)
Summary of Duties & Responsibilities:	Responsible for the administration of Leeds Junior Conservatoire's provision, including classes taking place on Saturday's, short courses and summer school activity.

Key

E = Essential Criteria for Post
D = Desirable Criteria for Post
A = Application Form
I = Interview

R = Reference
T = Test
D = Documentary Evidence

CRITERIA	E/D	HOW MEASURED				
		A	I	R	T	D
<u>Qualifications & Attainments</u>						
• GCSE Level 4 or grade C or above in English and Maths (or equivalent qualifications)	E	✓				✓
• Educated to A Level standard (or equivalent qualifications)	E	✓				✓
• Qualified to degree level in Music	D	✓				✓
<u>Experience & Knowledge</u>						
• Excellent IT skills	E	✓				
• Relevant administrative experience	E	✓	✓		✓	
• Experience of using computerised information systems such as student databases	D		✓			
• Experience of working in a customer facing environment	E	✓	✓			
• Knowledge of music education	E	✓	✓			
• Experience of working with web-based information systems and/or a virtual learning environment	D		✓			
• Working knowledge of music	E	✓				
• Experience of marketing and promotion	D		✓			
• Experience of working with Under-18s	E	✓	✓			
<u>Skills & Competencies</u>						
• Excellent organisational skills in order to manage a varied workload	E	✓	✓			
• Ability to concentrate and work accurately at all times, including when under pressure	E		✓		✓	
• Excellent interpersonal skills and ability to communicate with a broad range of people	E		✓			
• Excellent written and verbal communication skills	E	✓	✓		✓	
• Ability to work flexibly within job tasks and within the team	E		✓			
<u>Values & Ethos</u>						
• Commitment to the provision of excellent customer service	E		✓			
• Commitment to the College's support and promotion of Equality and Diversity.	E		✓			
• Commitment to safeguarding young people and other vulnerable groups	E		✓			

Person Specification

CRITERIA	E/D	HOW MEASURED				
		A	I	R	T	D
<u>Work Circumstances</u> Able to work on Saturdays during term	E	✓	✓			
<u>Criminal Records Bureau Disclosure</u> Offer of employment will be made subject to the receipt of a satisfactory standard disclosure, which will be sought by the Conservatoire for the successful applicant	E					✓

APPROVAL OF PERSON SPECIFICATION	
Compiled By:	Dan Brunskill
Compilation Date:	June 2017 updated 06/11/2025
Approval By SMC:	