

Job Title:	Leeds Junior Conservatoire Administrator
Department:	Leeds Junior Conservatoire (LJC)
Grade:	3

SUMMARY OF DUTIES AND RESPONSIBILITIES:

1. To support the Leeds Junior Conservatoire Manager, Tutors and Head of Department with an effective administrative service.
2. To provide a welcoming, timely and helpful administration service for Leeds Junior Conservatoire and Conservatoire members of staff
3. To have a strong customer focus and be responsive to customer needs.

REPORTS TO:

Leeds Junior Conservatoire Manager

STAFF RESPONSIBILITIES FOR:

N/A

DUTIES:

1. Administration of the course programmes as directed by the LJC Manager and the Head of Department (Enrolment, room bookings, facilities set-up, registers, timetables, student support etc.)
2. Organise enrolments, performances, auditions and graduation information, maintaining accurate records.
3. Respond to and record LJC course and open day enquiries in tandem with Leeds Conservatoire course enquiries
4. Accurately input and maintain participant data from enquiry through to enrolment on LJC course databases and the student record system
5. Perform general administrative office tasks such as photocopying, mail-outs and minute taking etc.
6. Support the LJC Manager/HOD in the marketing/sales strategy when required (i.e. by research and database compilation, social media posts, newsletters, news articles)
7. Monitor and ensure that the Conservatoire website and online events calendar are kept up to date with course information
8. Maintain and record LJC attendance in registers

9. Distribute LJC evaluation questionnaires at the end of each course and to maintain evaluation records
10. To administer all financial transactions as directed by the LJC Manager/Head of Department
11. To ensure all course fees are effectively collected and passed on to finance
12. To comply with all Conservatoire policies and procedures.
13. To co-operate in any staff development activities required to effectively carry out the duties of the post and to participate in the Conservatoire Appraisal Scheme.
14. Any other reasonable duties commensurate with the level of the post, which may be required from time to time.

NOTES:

1. Duties will inevitably develop and change as the work of the Conservatoire changes to meet the needs of our service. Employees should therefore expect periodic variations to job descriptions, Leeds Conservatoire reserves this right. This job description will be supplemented on a regular basis by individual objectives derived from Conservatoire strategies.

GENERAL TERMS AND CONDITIONS OF POST	
Duration of Post:	Permanent
Working Hours:	37 hours per week
Special Conditions of the Post:	Required to work on Saturday's during LJC term time.
APPROVAL OF JOB DESCRIPTION - LC	
Compiled By:	Dan Brunskill
Compilation Date:	07/06/2013 updated 13/11/2025