

Music Resources Co-ordinator

Department:	Children, Young People, Education and Skills
Division:	Jersey Music Service
Reports to:	Business Manager
JE Reference:	CYP1169
Grade: CS06	JE Date: 19/09/2023

Job purpose

To manage and maintain Jersey Music Service's (JMS) large stock of resources including musical instruments, equipment, and library of music.

Co-ordinate the necessary musical instruments and resources for the successful delivery of music projects across primary and secondary schools island wide as well as external events and concerts.

Job specific outcomes

Provide guidance and specialist advice on the availability, functionality and hiring/loaning of JMS instruments and associated accessories for JMS internal and external customers (external school music heads and teachers within the primary / secondary schools, JMS team leaders, service providers, parents, and other professionals).

Work as part of a team responsible for the creation of new JMS initiatives; providing input from an instrument and accessory resourcing perspective and assisting with the drafting of any resulting documentation, such as but not limited to, internal policies and procedures relating to cost control, budgeting, implement new student buy back schemes and school instrument loan programmes.

Arrange, supervise and schedule the timetabling for JMS First Access which delivers a number of music projects within primary and secondary schools across the island.

Delegate work, supervise and arrange the logistics for a team member who will be responsible for the transportation / movement of instruments and other resources used for lessons, concerts / events, examinations.

Provide direct reports with role specific training and manage workload under the guidance of the Business Manager.

Input data, record and maintain a database from an instrument and accessory perspective, develop and maintain an accurate and ongoing audit process and stock-take so that assistance with budgeting can occur and support be provided to the Business Manager to this effect.

Maintain accurate records (in the main using the database but also through the creation and use of spreadsheets) of all instruments loaned or hired to customers. Ensuring elements such as the value of the instruments, return dates and quantities loaned or hired are noted.

Working with the support of the Business Manager and Team Leaders, assist with the creation of new SLA's for ad hoc project use and bespoke hire or loan agreements.

Ensure Service Level Agreements ("SLAs") are in place with relevant schools when instruments are hired or loaned and monitoring agreed SLAs.

Manage the JMS music library ensuring sheet music/books are maintained and replaced as required. Updating the required systems to ensure effective management of the music library ensuring loans and returns follow the correct process.

Deal with incoming correspondence relating to instruments, which in the main will be via email or telephone, responding appropriately by either email, letter or telephone.

Respond to queries using initiative and judgement to prioritise tasks and duties, ensuring deadlines are respected and achieved.

Responsible for the negotiating of costs with recommended suppliers and repairers and ensuring subsequent purchasing of previously approved instruments or musical accessories complies with agreed budget.

Assist all staff as required, working proactively with the administration team, especially during peak business times, such as the start and end of each school term.

Statutory responsibilities

Active engagement, participation, and compliance with any other statutory responsibilities applicable to the role, as amended from time to time.

Organisational structure



Person Specification

Specific to the role

ATTRIBUTES	ESSENTIAL	DESIRABLE
Qualifications	Good educational standard - GCSE level.	St Johns Ambulance First Aid qualification of moving and handling principles.
Knowledge	<p>Proficient in MS Office applications.</p> <p>Knowledge of Data Protection and Confidentiality.</p> <p>Understand the importance of partnership working with schools and building positive relationships with both internal and external stakeholders.</p>	<p>Knowledge of GoJ corporate policies, such as Data Protection, Freedom of Information and financial direction, particularly in relation to dealing with procurement and service providers.</p> <p>Previous experience of handling musical instruments / resources is advantageous.</p>
Technical / Work-based Skills	Driving Licence.	Knowledge and understanding of musical instruments as well as familiarity with musical scores and sheet music.
General Skills/Attributes	<p>Ability to delegate tasks, supervise and arrange logistics for other team members.</p> <p>Manage a busy workload working to tight deadlines for school-based projects and events.</p> <p>Exceptional attention to detail.</p> <p>Good interpersonal skills with a proven ability to communicate effectively with a wide range of professional groups.</p> <p>Ability to develop a good working relationship with staff and customers.</p>	

	Ability to work effectively as part of a team and to task with limited supervision.	
Experience	Previous experience of supporting projects.	A background in music or understanding of basic instruments and terminology.