



WESTMINSTER SCHOOL

Music Department Manager – person specification

	Criteria	Essential	Desirable
Qualifications/Professional Development	Formal education to A-Level (or equivalent)	Yes	
	Bachelor's degree (or equivalent)		Yes
Knowledge/Experience	Experience of working in administration in a fast-paced environment	Yes	
	Experience working in a school music department		Yes
	Proficiency in Microsoft Office (Word, Excel, Publisher)	Yes	
	Experience as a line manager		Yes
	Working knowledge of Health and Safety in performance contexts		Yes
	An understanding of, and commitment to, the School's Equal Opportunities policies and a willingness to promote equality of opportunity in all aspects of their work	Yes	
Skills and abilities	A high level of musical understanding		Yes
	The ability to define appropriate boundaries and act as a role model	Yes	
	Ability to look ahead to anticipate issues, to problem-solve under pressure and to quickly identify solutions	Yes	
	Ability to use databases/concert planning tools	Yes	
	Excellent organisational skills and ability to manage competing priorities	Yes	
	Ability to work independently while contributing effectively to a collaborative team	Yes	
	Professional, calm and customer-focused manner	Yes	
	Adaptable to changing operational requirements	Yes	

	High level of reliability, discretion and sound judgement	Yes	
	Excellent communication skills, both written and verbal	Yes	