

## Job Description

<b>Job Title:</b>	<b>Administrative Assistant (Part-Time)</b>
<b>Grade:</b>	<b>Scale 5</b>
<b>Service:</b>	<b>Community Music Service</b>
<b>Post</b>	<b>Full time , 35 hours per week</b>
<b>Division:</b>	<b>Office</b>
<b>Reports to:</b>	<b>Business Development Manager</b>
<b>Responsible for:</b>	<b>Administration in CMS</b>
<b>Number of Posts Supervised/ Managed:</b>	<b>0</b>

### Job Purpose

To support the Community Music Service (CMS) in the use of data. The duties include but are not limited to: creating databases on the CMS online cloud dot matrix database; adapting them alongside internal need and external census data; managing database updates; undertaking data analysis to allow for assessment and analysis of information; creating management charts; suppling and analysing data to aid the acquisition of funds; as required completing reception duties including greeting visitors, answering telephone calls and undertaking general client engagement.

### Specific Accountabilities of the Role

- Maintain, create, and update CMS databases E.G Whole Class Ensemble Teaching database.
- Produce reports which analyse data including pupil and instrument specific data.
- Provide teaching resources e.g. registers, transfers, facilities management, surveys.
- Organising the events diary e.g. booking concerts with schools and issuing instruments.
- Assisting HOS with Business Continuity Plan.
- Form systems for financial data assessment to support funding applications.
- To attend meetings as required and to take and circulate meeting minutes.
- Provide cover for the duties of reception as and when required.

## **Statutory requirements**

This post is exempt from the Rehabilitation of Offenders Act 1974 and a comprehensive screening process will be undertaken on successful applicants including a Disclosure check.

## **General Accountabilities and Responsibilities**

### **Team work**

Understand and value the benefit of team work and foster this. Provide cover for the duties of the other staff in the department as and when required.

### **Customer Care**

Provide services that are fair and accessible to all, challenging existing practices that support the traditional culture and promote the Customer First proposition across the Council

## **General Accountabilities and Responsibilities**

- Ensure compliance with appropriate legislation, Council Policies, the Council Constitution (including Contract Rules, Financial Regulations and Rules, Employment Procedure Rules, Employees Code of Conduct), Information Security Policies, Social Media Policy and other requirements of the Council.
- Ensure high standards of records management and assume responsibility for all information assigned to the post.
- Promote the development of a high-quality individual need led service, to comply at all times with the Council's policies and procedures, particularly those regarding Data Protection, Equalities and Diversity and Health and Safety.
- Ensure compliance with and actively promote the Council's Equalities and Diversity policies and strategies and comply with the Equality Act 2010.
- Ensure compliance with and actively promote Health and Safety at work legislation, Council and Service H&S policies and procedures.
- Comply with the competencies and standard requisites agreed by the Council as relevant to your post.
- Comply with the GDPR 2018 (DPA 2018) (all employees of the Council will not disclose or make use of, for their private advantage, any information held on manual or computer records, which are not available to the public, however acquired).
- Take responsibility for continuing self-development and participate in training and development activities.

The above mentioned duties are neither exclusive nor exhaustive and the postholder may be called upon to carry out such other appropriate duties as may be required by the Line Manager within the grading level of the post and the competence of the postholder.

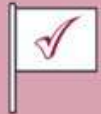
## Person Specification Template

<b>Post Title</b>	<b>Part-Time Admin Assistant</b>	<b>Grade</b>	5
<b>Section, Division</b>	<b>Community Music Service</b>	<b>Date of Person Specification</b>	01.06.24

Job Requirements		Essential Criteria	Method of Assessment	Job Requirements		Essential Criteria	Method of Assessment
<b>Education, Training and Qualifications</b>	GCSE pass in English and Maths or equivalent.	E	AF1	<b>Knowledge, Skills and Experience</b>	Experience of creating and updating databases using excel and MS Office. Experience of minuting/ taking accurate notes.	E	AF4/I
<b>Communication, Contacts and Relationships</b>	Ability to work collaboratively with a wide and diverse range of stakeholders both internally and externally.	E	AF2 /I	<b>Equalities and Diversity</b>	Undertaken training in diversity and inclusion and taking responsibility to treat people fairly at work	E	AF5
<b>Creativity and Innovation</b>	Look for opportunities to overcome problems in a creative way.	E	AF3	<b>Resources, data protection and information governance.</b>	Awareness of GDPR regulations and ability to maintain confidentiality around data	E	AF6 /I
<b>Drive Values</b>	<b>Deliver:.</b> Work with your team and others to provide a well-run service ,never leaving a problem unsolved and taking responsibility for your actions and decisions and explain why made them.		AFV1				

	<p><b>Respond</b> – Listen to others needs and expectations responding in a sensitive manner. Taking action to prevent problems by identifying the issues and providing solutions.</p>		AFV2			
	<p><b>Inspire:</b> I take pride in my work, and represent the council in a positive way, sending the right message to the residents, customers and partners in the way I communicate and behave.</p>		AFV3			
<b>Any additional factors e.g. specialist “know how”</b>						
<b>Criteria</b>	E - Essential (only use Essential Criteria)			<b>Method of Assessment</b>	AF - Application Form	
					C - Assessment Centre	
	<p><b>DWP “Disability Confident Employer” Accreditation</b> Applicants with a disability or impairment will be shortlisted for interview if they meet the minimum (essential) criteria for the job.</p>				I - Interview	
	<p><b>Armed Forces Community Covenant</b> All personnel and veterans who have left the armed forces within the last 24 months will be offered an interview if they meet the minimum (essential) criteria for the job.</p>				T - Test	
					W - Workplace Assessment or job trial	
					O - Other (please detail below)	

## Barking and Dagenham Council employees



### Deliver

I get the basics right and keep learning to develop my skills.

I work with my team and others to get things done, and never leave a problem unsolved.

I am responsible for my actions, make decisions and can explain why I made them.



### Respond

I am professional and polite in every contact I have with residents and customers, leaving them always with a good impression of the council.



### Inspire

I see it as my personal responsibility to maximise the satisfaction of customers; treating customers fairly, professionally and transparently.

I take pride in my work, and represent the council in a positive way, sending the right message to residents, customers and partners in the way I communicate and behave.



### Value

I understand my contribution and the part I play to change the borough for the better.



### Engage

I speak up constructively and with respect when I think things need to improve.