

Vivace Music School

We're hiring!



Role Title: Administrator (Part-Time Flexible)

At Vivace Music School, we are looking for an Administrator to join our friendly and highly motivated team of music teachers to help us with the day-to-day running of the music school. If you have good administrative and people skills and are looking for a flexible, varied part-time position in a dynamic, growing organisation, this could be the perfect opportunity for you.

We are looking for someone with:

- Good administrative skills
 - Confident typing speed
 - Familiarity with Word, Excel, Outlook and Publisher
 - Ideally basic web-design skills
 - Willingness to learn new skills, if necessary
- Good communication and people skills
- Work experience relevant to the role
- Ideally marketing and social media experience
- A musical and/or teaching background is ideal but not essential

The successful candidate will be:

- Managing day-to-day and termly administrative tasks including
 - Monitoring emails & phone calls
 - Communicating with parents
 - Billing
 - Scheduling
 - Sending email updates to parents
 - Dealing with new enquiries
 - Supporting teachers with their registers
- Helping communicate the music school's vision through
 - Contributing to Termly Newsletters
 - Helping to create social media content
- Occasionally be called on to attend staff meetings, training meetings and attend classes for the purposes of introduction

Why work for us?

We are an up-and-coming music school with classes for children from birth to senior school in Fleet, Farnham & Yateley. Passionate about getting children excited about music and helping them thrive, we are a team of four teachers across multiple locations running a comprehensive program of group music classes for all ages, as well as offering some instrumental tuition in-house and co-operating with selected instrumental teachers. We are a team that looks out for each other and believe that playing to each others' strengths is the secret to our success in creating an environment in which children and staff alike can thrive.

Panatonic Ltd, trading as Vivace Music School
Registered in England as a private company limited by shares No 10848888
Knoll House, Knoll Rd, Camberley GU15 3SY, United Kingdom
www.vivacemusicsschool.co.uk



Why should you apply?

- Flexible hours – typically 5-10 hours/week during term-time
- Work from home and fit around your schedule (by mutual agreement)
- Join a kind, dedicated team and work for an inspirational goal

Hourly rate: £15/hour

Location: from home, classes to visit are located in Fleet, Farnham and Yateley

Day/ Time: By arrangement, at least on two non-consecutive days/week

Contract type: self-employed contractor

To apply for the role of Part-Time Administrator with Vivace Music School, please send a copy of your CV and a short covering letter to nadja@vivacemusicschool.co.uk. We will aim to get back to you within 2-5 working days. Thank you for your application.

Want to find out more about us? Take a look at our [website](#) and [Facebook page](#) and join our [Facebook group](#).