



c/o The Bursar
Royal Grammar School
Amersham Road
HIGH WYCOMBE
Buckinghamshire
HP13 6QT

JOB DESCRIPTION

Job Title: School Partnership Manager
Location: High Wycombe
Contract Type: Self-employed Consultant - 1 year fixed term contract
Project: 23.2 days
Work pattern: To be discussed
Remuneration: Competitive

Reports to: Principal

Primary Job Purpose

- To make strong and productive links with schools and communities in the Chilterns in support of CMA's aims
- To arrange, create and produce events and school assemblies which develop CMA's connection with schools, communities and other external bodies
- To aim to create at least 18 assemblies or workshops in the academic year, in primary and secondary schools
- To coordinate CMA's contact with schools
- To manage the Find Your Forte recruitment process

Principal Responsibilities

- To build strong contacts with primary and secondary schools to include in-school activities
- To develop links and establish dialogues with community partners in the local area
- To lead on appropriate events, including Big Noise and Springers Parties
- Any other duties commensurate with the post that may be assigned by the Principal

Knowledge

- Substantial experience of organising music performance
- Experience of classroom, individual or group music teaching is essential
- Excellent knowledge of musical activity in the local area, both within and outside of schools
- Excellent administrative and computer skills

Personal attributes and other requirements

- Well organised, managing your own time effectively, responding to changing priorities and meeting deadlines as required
- Excellent and accurate standard of written, online and verbal communication
- A confident communicator, able to represent CMA in any context
- Open minded and creative, willing to generate new ideas for development and growth
- Forward looking, with an open, growth-orientated mind-set and the ability to see the 'big picture'
- A team player who is happy to share and receive ideas

Our Values

- We welcome all young musicians in the Chilterns
- We play the music that we love within a community of friends
- We strive for excellence at every level
- We encourage each child to grasp the opportunities available to them to fulfil their musical potential

Health and Safety

- Promote, monitor, and adhere to "Safer Recruitment" and "Safeguarding" policies and procedures
- Exercise professional and pastoral care for managed staff, ensuring compliance with appropriate statutory requirements and policies
- Take care of your own health and safety and that of others who may be affected by your actions at work
- Co-operate with Trustees and co-workers to help everyone meet their legal requirements
- Promote and safeguard the welfare of everyone involved with CMA, reporting any concerns to the Principal in accordance with protocols and procedures

To apply: Please complete our CMA application form

Closing date for applications Sunday 30th June at 12pm

Opportunity to come and see CMA in action 28th/29th June