



The Purcell School
for young musicians



Music Librarian

Permanent, Part-Time
(to start as soon as possible)



INTRODUCTION

Celebrated throughout the world as a centre of musical excellence, The Purcell School is the most vibrant, exciting and exhilarating place to work or study. We are a close-knit community dedicated to nurturing some of the world's most talented young musicians and we recognize the unique privilege it is to work with these incredibly gifted students.

Our students are the liveliest, most committed and self-motivated young people you could hope to meet. Every day, the School's corridors echo with the sound of extraordinary music as our students prepare for one of the 150 concerts we present every year, both here at School and in the most prestigious venues in London.

It is a working environment quite unlike anywhere else! We want our students to be challenged and inspired by every aspect of their experience here, and we support and encourage staff to achieve this. Academic classes are small, behaviour is excellent and the opportunities for innovative and creative teaching practice are limitless.

If you are committed to providing an outstanding student experience and prepared to play a full part in the life of this extraordinary place, The Purcell School offers you the opportunity to join an exceptional team, serving truly exceptional students in a totally unique environment. I very much hope you will consider making an application to join us.

Kind regards,

Paul Bambrough
Principal

ROLE DESCRIPTION

Music Librarian

This is an exciting opportunity for a graduate or skilled musician to work with the country's most gifted musical students. The Music Librarian is responsible for the maintenance and development of the Library, monitoring stock and ensuring that sets are complete, in good repair, organised for easy access and stored securely. The Librarian will prepare and provide all music for the School's orchestras, choirs and ensembles, including hiring, borrowing and purchasing music. You will be responsible for supervising students whilst they are using the library and maintaining accurate records of all music lent to students or staff, ensuring it is returned promptly. Other duties include managing the School's copyright licences and ensuring compliance with current copyright legislation, overseeing various subscription services and some general musical administration.

The role will involve, among other things, working with colleagues in the Concerts Department, including assisting with rehearsal and concert management, delivery, setting out and collecting sheet music for rehearsals and performances by groups as required.

This role gives the right candidate many opportunities for career development in various spheres. You will have the opportunity to work closely with our gifted students and exceptional teaching staff in a variety of contexts in and out of school, and may be asked to help staff school concert trips.

TERMS AND CONDITIONS

This is a part-time post for 3 days a week over 40 weeks (term-time plus 6 flexible weeks during school holidays) 0.51 FTE.

The salary will be £24,702 FTE (approx £12,600).

There is a 6 month probationary period and the post is subject to regular appraisal.

Children of staff are not eligible to be educated at the School except through the normal admissions and audition process.

Lunch can be taken free of charge at School in term time.



HOW TO APPLY

If you wish to apply, please complete the **School's Application Form** (available on our website) and send it with a supporting **Personal Statement**. Please do not send a separate Curriculum Vitae. Closing date for applications is Tuesday August 27th.

Personal statements should outline your experience, subject knowledge and evidence of your achievements. The Personal Statement is your opportunity to tell us how your skills and experience can contribute to an outstanding student experience. Candidates will be required to bring evidence of identity, right to work in the UK and qualifications to the interview.

We will review applications as they are received. Please note that the School reserves the right to appoint a candidate or withdraw the post before the closing date for applications.

Applications should be made to the Director of Music, Paul Hoskins and sent by email to: recruitment@purcell-school.org

CHILD PROTECTION

The Purcell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff to share this commitment. All applicants should read the School's Child Protection policy, which is available on our website, and are required to declare any criminal convictions or cautions, or disciplinary proceedings related to young people. Applicants must be willing to undergo child protection screening appropriate to the post, including records checked and processed through the Disclosure and Barring Service (DBS).

EQUAL OPPORTUNITIES

The Purcell School is an equal opportunities employer and welcomes applications from appropriately qualified people regardless of gender, marital status, sexual orientation, race, ethnic origin, colour, nationality, religion, disability or age. Candidates will be assessed against relevant criteria only (i.e. skills, qualifications, abilities, experience) in selection and recruitment.



JOB SPECIFICATION

The Purcell School is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment.

JOB TITLE: Music Librarian

All members of staff are ultimately answerable to the Principal.

Your line manager will be the Director of Music.

This job specification sets out the principal duties of the post at the time of drafting. Specific responsibilities are as follows:

FOR THE ROLE:

- Prepare, organise and provide all music for the School's students and staff.
- Maintain the music library and the stock.
- Ensure sets are in good repair, easily accessible and stored securely.
- Supervise students whilst they are using the library.
- Manage the School's copyright licences and ensure compliance.
- Manage the sheet music budgets in consultation with the Director of Music.
- Work with the finance department to pay invoices from music shops and publishers on time.
- Produce printed or digital resources for the Music Department when required.
- Set out sheet music for performances and rehearsals.

FOR ALL STAFF:

- To promote the aims and values of the School.
- To support and protect the interests of the students.
- To support colleagues in their work.
- To ensure the smooth-running of the School and the well-being of the School community.
- To act in accordance with the current legal requirements, School policies and guidance on the safeguarding of children and young people.
- To undertake such administrative and supervisory duties as may be required.
- To follow the procedures and policies set out in the Staff Handbook.
- To promote equality by actively protecting staff and students from discrimination.
- To comply with current Health and Safety regulations and best practice.

PERSON SPECIFICATION

Experience and Knowledge:

Music graduate or skilled musician

Excellent organisational skills with the ability to prioritise deadlines

Experience of working with young people in an academic or music environment (desirable)

Good working knowledge of Word and Excel

Some experience of working in a music library or as a librarian (desirable)

Ability and Skills:

Able to demonstrate a high level of musical literacy and eye for detail

Numeracy skills appropriate for the role

The ability to engage with students and develop positive and meaningful working relationships

The ability to establish a safe and purposeful working atmosphere in which students feel secure and confident

The ability to work as a proactive member of a team as well as independently

Excellent communication, planning and organisation, and sufficient numeracy to manage budgets

Personal Attributes:

An ability to communicate with staff and students at all levels

Enthusiasm, energy and imagination

Willingness to play a full part in the life of the School, including on occasional evenings and weekends (TOIL)

Commitment to student success

Personal warmth and the ability to connect with students in a meaningful way