

BERKSHIRE

Maestros



...teaching music, changing lives!

JOB TITLE: Instrument Assistant (Ref: CS1712) **SALARY:** depending on experience

HOURS: Full-time (job share/part-time hours considered)

DEPARTMENT: Resources

REPORTS TO: Head of Resources

LOCATION: Central Services, Berkshire Maestros, Stoneham Court, Tilehurst, Reading.

JOB PURPOSE:

To assist with the organisation and management of the Berkshire Maestros' instrument stock.

Duties include:

- Processing instrument hire requests/returns and generate relevant documentation, updating records on the database and communicating with customers accordingly.
- Responding to customer enquiries through email, telephone and web based communication.
- Using the company van, deliver/collect instruments to and from music centres/schools on a weekly basis.
- Working with colleagues to facilitate the provision of project instruments, according to school Service Level Agreements (SLAs).
- Maintaining and repairing instruments at basic level (training provided) and arranging external specialist repairers as required.
- Ordering and distributing instrument consumables.
- Ensuring all instruments are stored correctly and securely in appropriate cupboards and storage areas, keeping teaching rooms and public spaces clear whenever practicable.
- Carrying out risk assessments with regards to storing and moving instruments safely, adhering to any 'working from height' and 'manual handling' guidance and training.
- Acting as back up to other Resources Team members.
- Other duties and responsibilities commensurate with their grade as may from time to time be required.

Person Specification:

Essential:

- Excellent knowledge of Microsoft Office applications, particularly Excel
- Driver with clean driving licence
- Positive, committed and approachable attitude to support the teaching of music to children
- Confidence and ability to work with internal/external suppliers and organisations
- Energy and enthusiasm, with an adaptable and flexible "can-do" attitude to problem solving
- Well organised, honest and trustworthy individual
- Suitability to work with an organisation involved with children

Desirable:

- Some music education or interest to a reasonable level will assist the successful applicant
- Asset/stock management experience in a similar field

Berkshire Maestros is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Successful applicants will be subject to an enhanced DBS check.