



POSITION:	Music Trust Steward
DIVISION:	Sutton Music Trust
REPORTS TO:	Lead Tutor for Music Academy Ensembles, Events & Media Coordinator
GRADE/PAY:	London Living Wage, £13.85 p/h inclusive of holiday pay
LOCATION:	London Borough of Sutton

Sutton Music Trust

Sutton Music Trust (SMT) strives to help all children and young people across the borough to make, be inspired by, and celebrate the music that they love. Sutton Music Trust is a charity subsidiary of Cognus Limited, who offer 26 services that strive to create brilliant outcomes for children and young people across the London Borough of Sutton.

Sutton Music Trust is proud to be committed to hiring a diverse workforce.

Main Purpose

The post holder will be responsible for supporting the SMT core team at Music Academy, Ensembles rehearsals, and at Concerts & Events. They will show flexibility and adaptability, be proactive, and have strong communication skills. Stewards will be a role model to younger students and help towards the smooth running of our range of activities. They will support parents and carers with general queries, so should have strong communication skills.

Principal Accountabilities

1. Ensembles

Responsible for the smooth running of ensemble rehearsals in the absence of the Ensembles, Events & Media Coordinator (EEM):

- a. Setting up and preparing the rehearsal space for each session.
- b. Take attendance registers and ensure they are reflected on Speed Admin.
- c. Ensure registers are up to date with all students taking part, liaising with the EEM where there is a discrepancy.
- d. Assist the EEM, conductors, and tutors with fire evacuation drills where appropriate.
- e. Ensure rehearsal venue is cleared and locked, with support from an SMT conductor.
- f. Be the point of contact for students attending trials in the absence of the EEM.
- g. Other reasonable duties as assigned by the EEM or Conductor.

2. Concerts and Events

Support SMT with the smooth running of concerts and events as directed by the EEM:

- a. Act as a member of the Front of House (FOH) team, scanning tickets and handing out programmes.
- b. Supervise a group of students as required.
- c. Collect money for SMT the charity at the end of the concert and handing donations to the EEM.
- d. Other reasonable duties as assigned by the EEM.

Music Academy

Responsible for the smooth running of Music Academy (MA) sessions, supporting the Lead Tutor for Music Academy (LT):

- a. Set up and prepare for MA, including teaching rooms, at each site.
- b. Support LT with monitoring the break room at Cheam Park Farm Primary Academy (CPF).
- c. Direct students and parents to teaching rooms.
- d. Be the point of contact for parents, carers, and students attending lessons on their arrival and exit.
- e. Operate the main door to welcome parents, carers, and students at Cantium House (CH).
- f. Sign in tutors on their arrival for fire evacuation records.
- g. Other reasonable duties as assigned by the LT.

Other Duties and Responsibilities

- a. Support with administration of the SMT Music Library at CH, under the direction of the EEM or Business Support Officer (BSO).
- b. Undertake ad-hoc administration and research tasks as directed by any member of the SMT Core Team.
- c. Follow the SMT absence procedure.

General

Safer Recruitment: Sutton Music Trust is committed to safeguarding and protecting the children and young people it works with. An offer of engagement is subject to safer recruitment practices, which include an enhanced DBS check (if the steward is over 18), and evidence of completing a bitesize safeguarding course. These checks must have been completed prior to the commencement of engagement. We have a range of policies and procedures in place which promote safeguarding and safer working practices across the organisation.

Processing of Data:

1. You ("the worker") consent to the holding and processing of personal data provided by you to the Company ("the Company") for all purposes relating to your engagement, but not limited to administering and maintaining personnel records, paying and reviewing salary and other remuneration and benefits, undertaking performance appraisals and reviews, the compulsory Disclosure and Barring Services check (DBS) details in line with its statutory responsibility to safeguard and protect children and vulnerable service users; maintaining sickness and other absence records and taking decisions as to your fitness for work.
2. You hereby acknowledge and agree that the Company may, in the course of its general and statutory duties as an employer be required to disclose personal data relating to you for legislative purposes during or after the end of your engagement. This does not affect your statutory rights under the General Data Protection Regulation 2018.

Confidentiality Agreement:

1. During the course of your engagement, you will have access to and knowledge of Company confidential information and trade secrets.
2. Disclosure of any of this confidential information and/or trade secrets could have serious financial consequences and/or create serious competitive disadvantages for the Company. There may be material damage, financial or otherwise, deliberate or otherwise, to the Company's legitimate business interest.
3. Under the terms of this confidentiality agreement, you agree to keep secret and shall not at any time, either during engagement or post-engagement, use, communicate or reveal to any person any trade secret or confidential information relating to the Company or any Associated Company.
4. You are aware of the Company's policies in relation to compliance with the General Data Protection Regulation and undertake to act in accordance with these at all times. Any breach of these policies will be dealt with under the Company's disciplinary procedure, and action taken can include dismissal without notice.

This job description and person specification outlines the summary of key accountabilities. It is not an exhaustive list of duties and is subject to periodic review and changes in line with the business needs.

Person Specification

	Description	Criteria
a.	Excellent oral and written communication skills with a positive, "can do" attitude; happy to help. Good people skills.	E
b.	Ability to take direction, work as a team member, and work on own initiative.	E
c.	Ability to prioritise and deliver high standards.	E
d.	Effective time management skills, with an understanding of how these impact colleagues.	E
e.	Right to work in the UK.	E
h.	Excellent IT skills, particularly Office 365.	D
i.	A DBS check will be carried out if the steward is over 18.	E
j.	Commitment to the aims and values of Sutton Music Trust.	E
k.	Honours and upholds the Company's Equal Opportunity Policy, Dignity at Work Policy, Safeguarding and Protection of Children, Health and Safety and Data Protection Policy at all times. Understanding of confidentiality, GDPR and information governance issues and how these are observed and maintained.	E

Key		D	Desirable	I	Evaluated at interview
E	Essential	S	Shortlisting Criteria	T	Subject to test