

Administrative Tasks – LCMT (Trust) & LCMC (Music Centre)

September 2019

Opening on Saturdays (alongside SLS* employees who do unlocking and furniture setting in Hall and Snack Bar area)

Putting out fire registers
Putting Music Centre banner up outside New Building entrance
Putting out notice boards
Writing out any last minute notices and putting them on display
Removing equipment from office for Centre use e.g. music stands, keyboards
Putting out any tutor/ensemble registers left in the office from the prior week, in the appropriate rooms
Setting out the stock in the Coffee Bar
Dealing with SLS in the event of problems

During Saturday Mornings

Ensuring the door registration is effective and the desk is manned as far as possible
Dealing with newcomers – registration, information, showing around, introductions to teachers etc.
Dealing with any questions / queries about car parking
Accepting cheque and cash payments, writing up cash book, and noting receipts on copy invoices, where appropriate
Passing on individual tuition enquiries to the appropriate teachers
Give out Gift Aid forms where appropriate, collect completed forms
Generally dealing with queries from members and teachers
Organising paperwork so that it is passed on to the appropriate person for processing
Dealing with fire alarms – false and real
Dealing with SLS in the event of problems
Noting any queries that cannot be immediately resolved in the enquiry book
Making a note of any paperwork that needs to be replenished e.g. registration forms
Distributing registers at the start of each half-term to tutors and group leaders
Checking all registers back in at the end of each half-term
Getting volunteers to participate and make the job easier

Closing Down on Saturdays (alongside SLS* employees who do locking up and furniture re-setting)

Getting everything that was in the office at the start of the morning back into the office by 1.30pm
Disposing of any rubbish in the office or other areas into a black waste bag to be left in reception
Ensuring that any other rubbish to be disposed of is all brought to reception
Closing and locking the office store and the office itself

During the week (on or off the premises)

Checking emails sent to info@lcmt.org.uk. Responding where possible or sending them on to the appropriate person if unable to respond
Producing Registration Desk rotas
Producing Coffee Bar rotas
Producing Opening rotas
Keeping publicity material up to date
Managing and updating the website as necessary
Liaising with LRGS and SLS as necessary
Trustees' meetings

Other Matters

Assisting with concert and other event organisation
Providing support at concerts and other Centre events
Processing of information on the computer – database and accounts
Collection of payments during the week
Dealing with post
Banking cash and cheques, and monitoring on-line banking
Paying bills
Paying tutors
Keeping the accounts and related records in order for liaison with the Trust's accountant
Sorting out the paperwork for instrument loans
Disclosure and Barring Service (DBS) checks – paperwork and administration
Trustee meetings – minutes
Company secretarial matters – items for meeting agendas, trust notice board, AGM,
Companies House, Charity Commission, HMRC
Gift Aid claims
Grant applications

**SLS = School Lettings Solutions, the company which manages booking and use of the buildings on behalf of Lancaster Royal Grammar School*