

Administrative Tasks at the Music Centre

September 2022



Saturday mornings

NB Opening and closing will be done by a member of Dallas Road staff

Registration Desk rota helpers

At start of session:

- Putting out fire registers
- Putting Music Centre banner up outside school entrance
- Putting out notice board
- Writing out any last minute notices and putting them on display
- Removing equipment from storage for Centre use e.g. keyboards
- Putting out any tutor/ensemble registers in the appropriate rooms

During session:

- Dealing with newcomers – registration, information, showing around, introductions to teachers etc.
- Accepting cheque and cash payments, writing up in cash book
- Passing on individual tuition enquiries to the appropriate teachers
- Give out Gift Aid forms where appropriate, collect completed forms
- Organising paperwork so that it is passed on to the appropriate person for processing
- Dealing with fire alarms – false and real
- 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
- Dealing with any questions / queries about car parking

Snack bar rota helpers

- Setting out the stock in the Coffee Bar
- Ensuring hot water ready
- Serving customers
- Tidy up when Snack Bar closes
- Ensuring money tin is passed to person banking the cash
- Note when stock needs replenishing

Other tasks, mostly dealt with off site

- 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
- Keeping publicity material up to date
- Managing and updating the website as necessary
- Liaising with Dallas Road school as necessary
- Organising trustees' meetings including minutes
- 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
- Company secretarial matters – items for meeting agendas, trust notice board, AGM,
- Companies House, Charity Commission, HMRC
- Gift Aid claims
- Grant applications