

CENTRE for YOUNG MUSICIANS SATURDAY OPERATIONS LEAD

Job Description

Job Title: CYM Saturday Operations Lead

Reports to: CYM Operations and Events Manager (Tbc)

Location: Centre for Young Musicians (Morley College and other linked venues)

Hours: Saturdays (10 weeks per term). 8.00am to 5.00pm

Hourly rate: £216 per Saturday (to include handover)

Contact: Self-employed from September 2025 to July 2026.

Role Summary

The Saturday Operations Lead plays a key role in ensuring the smooth and safe running of CYM on Saturdays, with responsibility for both operational and pastoral coordination. They lead and support the wider support team – including operational staff, pastoral staff, accompanists and department assistants – to ensure the centre runs efficiently.

This is a hands-on and responsive role, requiring oversight of site setup, logistics, staff and student attendance, and on-the-day issue management. The Operations Lead ensures all rooms, resources and equipment are in place; monitors staff attendance, arranging cover or adjustments as needed and supporting deputy tutors; and oversees attendance and absence procedures. They are a key point of contact for staff, students and parents, and help ensure the centre can deliver both its regular timetable and any special or one-off activities each week. They also hold on-the-day responsibility for overseeing emergency procedures, including fire safety and first aid.

Key Responsibilities

Ensure the smooth and safe running of the centre through the following:

1. Oversight of Support Team

- Lead and coordinate the wider support team, including pastoral and operational staff, accompanists, and department assistants.
- Ensure all support staff are deployed effectively and understand their roles, providing briefings and updates as necessary.

2. Operational Leadership and Support

- Oversee the smooth running of both regular and special activities (e.g. lunchtime concerts, workshops etc.) at CYM.
- Oversee site setup, ensuring venues and spaces are ready for the day.
- Support the movement and setup of instruments, equipment and other resources, particularly during peak transitions or larger events.
- Receive and respond to operational issues that arise during the day.
- Escalate significant concerns or incidents to the Head of Centre as needed.

3. Staff Attendance & Cover

- Monitor staff attendance and respond promptly to any last-minute absences, putting in place cover or adjusted arrangements in collaboration with centre and department leads.
- Support and induct visiting deputy tutors, ensuring they understand their schedules and CYM ways of working.

4. Student Attendance & Pastoral Support

- Oversee student attendance, working with tutors and the wider pastoral team to register students and follow up unexplained absences, escalating concerns where necessary.
- Support new students in settling in and finding their way around the site.
- Respond to any on-the-day pastoral, medical or safeguarding concerns, escalating as appropriate.
- Help address or signpost parent queries to the relevant staff member.

5. Health, Safety & Emergency Procedures

- Help the centre to provide a safe and welcoming environment for all students, staff and visitors, ensuring conduct on site is appropriate.
- Oversee arrangements for designated emergency support staff (e.g. first aiders) arranging cover if required.
- Act as a designated first aider (training can be provided)
- Lead emergency evacuation procedures, ensuring all staff understand their responsibilities.
- Proactively monitor and report health and safety concerns, ensuring safety protocols are followed.

6. End-of-Day Duties

- Ensure all rooms and equipment are returned to their correct setup.
- Oversee the packing away and secure storage of instruments and resources.
- Confirm all students and staff have left site safely.
- Complete any final checks or follow-ups as needed.
- Prepare and share end-of-day handover notes with relevant staff.

7. Other

- Deputise for the CYM Operations and Events Manager as required.
- Undertake any other duties that may reasonably be requested as appropriate to the role.

DISCLOSURE & BARRING SERVICES CHECKS & SAFEGUARDING

- To provide the CYM Administrator with evidence of fitness to carry out the services outlined in the form of prior clearance by the Disclosure and Barring Services (DBS) and provide an up to date Disclosure and Barring (DBS) certificate to the City Corporation.
- To at all times be registered with the DBS Update Service and be reimbursed the annual charge on production proof of payment.
- To abide by the Guildhall School/City of London Corporation's Safeguarding Policy and undertake training as required by the Guildhall School.

HEALTH & SAFETY

- To take reasonable care for all health and safety matters in accordance with the City of London Corporation's Health and Safety procedures.

EQUAL OPPORTUNITIES

- To conduct all activities taking account of the Guildhall School's/City of London's Equal Opportunities' policy, ensuring that all clients, contacts, students and employees are treated fairly and with dignity and respect. To promote the Guildhall Schools commitment to equality and diversity and to ensure that all students comply with the policy in all their activities.

Person Specification

Essential Skills and Experience

- Experience in coordinating operations or logistics in a busy environment.
- Experience of supervising and supporting a team.
- Strong organisational skills, with the ability to manage multiple tasks and respond to issues as they arise.
- Willing and able to undertake manual handling tasks safely, including moving instruments and equipment (manual handling training can be provided).
- Confident communicator with a calm, solutions-focused approach.
- Experience working with children and young people, ideally in a music education setting.
- Understanding of safeguarding, health and safety, and emergency procedures (training will be provided if required).
- Confident using email and basic digital tools (e.g. word, excel, timetabling and database software).
- Reliable, punctual and proactive.

Desirable Skills and Experience

- Experience working in a music or arts education environment.
- Experience of being a First Aider and/or receiving First Aid Training
- Experience liaising with parents or carers.
- Understanding of inclusive and accessible practices.

Personal Attributes

- Friendly, professional and approachable.
- Able to lead calmly and confidently in a fast-paced setting.
- A team player who is willing to be hands-on when needed.
- Committed to creating a safe, welcoming and inclusive environment for young people and families.