



Part-Time Office Manager

SALARY: £11/hr

HOURS: 8 hours per week in split shifts

POSITION START DATE: ASAP

INTERVIEW DATE: w/c 6th December

We are looking for a friendly and flexible part time Office Manager to help with the day to day running of our music rehearsal studios and music school. To start with, the position will be 8 hours a week split into two 4 hour shifts ideally Tuesday and Friday. The days can be flexible as long as one shift is towards the start of the week and one towards the end. There is the potential for more hours to be added if needed to complete the required tasks – this can be reviewed as we go.

We are looking for someone methodical, organised and adaptable. Ideally a return-to-work parent with previous experience in an office manager role, who can hit the ground running. We've listed below the main responsibilities of the role:

- Timetabling music lessons for over 100 students
- Responding to music lesson enquiries
- Assisting with maintaining website copy and dates for school terms
- Issuing invoices and chasing payments to ensure all payments are up to date
- Managing staff payroll and liaising with Accountants
- Liaising with the parents and teaching staff of our Saturday Music School and our private music lessons
- Helping to promote the studios and music school in the local area
- Assisting with the studio and music school Facebook pages
- Ensuring all company documentation is compliant and up-to-date
- Looking after all aspects of company Health and Safety legislation

You should have a good working knowledge of Microsoft Office and Google Apps. Any experience using Xero or similar accountancy packages would be advantageous.

To apply, please email your CV and a short covering letter to admin@firebirdstudios.co.uk by Sunday 5th December.