 Stockton-on-Tees BOROUGH COUNCIL		JOB DESCRIPTION	
Directorate: Children's Services Education Improvement Service		Service Area: Tees Valley Music Service	
JOB TITLE: Apprentice Resource Assistant			
GRADE: National Minimum Wage for Age			
REPORTING TO: Support Service Manager			
APPRENTICESHIP QUALIFICATION: Customer Service Practitioner – Level 2			
Duration: Fixed Term up to 15 months			
1.	JOB SUMMARY: To be responsible to the TVMS Support Service Manager assisting with instrumental stock, music library, control and movement of musical instruments and associated equipment across the Tees Valley local authority areas. To work towards completion of the above Apprenticeship Qualification whilst gaining relevant on the job work experience.		
2.	MAIN RESPONSIBILITIES AND REQUIREMENTS		
	1.	Arranging delivery / collection of musical instruments to and from schools across areas covered by TVMS	
	2.	Processing instrument requests and returns in a timely manner, inputting information into bespoke software system	
	3.	Assisting with musical instrument maintenance, checking stock for repair or service.	
	4.	Assisting in completing minor repairs to instrument stock.	
	5.	Ensuring all stock has appropriate identifying serial numbers visible and computer records are updated to reflect stock location and condition	
	6	Assisting in delivering instruments to and from concert venues during evenings and weekends, as required	
	7	Ensure storerooms are accessible and stock is housed correctly	
	8	Ensure practice rooms are set up / tidy as required	
	9	Ensure library music is catalogued and stored correctly	
	10	Setting/resetting the Rock Factory facility for workshops/teaching sessions	

3. GENERAL

Other Duties - The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the post holder.

Health and Safety – The post holder has a responsibility for their own health and safety and is required to carry out the duties in accordance with the Council Health and Safety policies and procedures.

Safeguarding – All employees need to be aware of the possible abuse of children and vulnerable adults and if you are concerned you need to follow the Stockton Council's Safeguarding Policy. In addition, employees working with children and vulnerable adults have a responsibility to safeguard and promote the welfare of children and vulnerable adults during the course of their work.

Inclusion - The values of equality, diversity and inclusion sit at the heart of our programme planning and delivery, and therefore we would particularly welcome applications from those who identify as being underrepresented within the music and education sector, from Black and Minority Ethnic Communities or those registered with a disability.

We believe all young people should have the opportunity to participate in music making and have a choice of progression routes which meet their individual needs and allow them to unlock and fulfil their potential. We put young people at the centre of our programmes, from planning to delivery, and ensure that Youth Voice is at the heart of our ways of working. TVMS believes passionately in the principles of Equality, Diversity and Inclusion and is committed to ensuring that these principles are embedded throughout our organisation. We believe that all young people's musical experiences should be **HEARD**:


Holistic - placing emphasis on personal, social and musical outcomes

Equitable – people facing the biggest barriers receive the most support

Authentic - developed with and informed by the people we do it for

Representative – the people we work with as participants and colleagues reflect our diverse society

Diverse – all musical genres, styles, practices are valued equally

	Name:	Signature:	Date
Job Description written by: (Manager)	Alan Rutter	A Rutter	27/04/2023
Job Description agreed by:	Jeff Sawdon Assistant Manager		27/04/2023

Job Description dated May 2023


PERSON SPECIFICATION

Job Title/Grade	Apprentice Resource Assistant	National Minimum Wage for Age
Directorate / Service Area	Children's Services Education Improvement Service	Tees Valley Music Service

	ESSENTIAL	DESIRABLE	MEANS OF ASSESSMENT
Qualifications	GCSE (or equivalent) in English Language, and Maths at Grade C / 4 or above or equivalent Level 2 Functional Skills qualifications in English and Maths PLEASE NOTE: You must not hold an existing L2 Customer Service Qualification	Musical qualification to at least grade 2 Current full UK driving licence	Certificates & Application form
Experience	Working as part of a team (this could be an involvement in sports, educational, work or in a social setting) as well as demonstrating use of own initiative Experience of Microsoft Excel and Word, and database use/data entry	Previous experience backstage at events or in support of events	Application / Interview
Knowledge & Skills	General knowledge of and interest in music and instruments Effective communication skills - listening, spoken and written Ability to work independently, using initiative	Willingness to undertake further professional training	Application / Interview

	Be articulate and able to converse confidently in a pleasant and professional manner Attention to detail		
Specific behaviours relevant to the post	Demonstrate the Council's Behaviours which underpin the Culture Statement. Committed to own personal development Enhanced DBS Ability to lift heavy and bulky instruments		Application / Interview
Other requirements	Flexibility - Ability to work any day of the week including some weekends and evenings as required Ability to be able to use independent transportation to meet requirements of role Enhanced DBS – Children		

Person Specification dated May 2023

 Stockton-on-Tees BOROUGH COUNCIL	KNOWN RISKS FOR THIS ROLE
DIRECTORATE: Children's Services Education Improvement Service	SERVICE AREA: Tees Valley Music Service
JOB TITLE: Apprentice Resource Assistant	
GRADE: National Minimum Wage for Age	
JOB LOCATION / BUILDING: TVMS, Frederick Nattrass Centre, Swale Rd, TS20 1BY	
REPORTING TO: Support Service Manager	

The following are the known risks for this role as identified through a Risk Assessment. More than one risk may apply. Where there are no known risks this will be indicated.

Known Risks - which require Baseline Health Surveillance Screening before or at start of employment and ongoing health surveillance with Occupational Health		
Known Risk	Yes	No
Noise: Employee Is likely to be regularly exposed to noise above the exposure action level. (Daily or weekly exposure of 85dB)		N
Vibration: Employee will be exposed to vibration above the daily Exposure Action Value (EAV) of 2.5m/s ² A(8) 9		N
Respiratory: Employee will be exposed to Hazardous Substances such as machine generated wood dust, mineral dust, solder flux, glues, resins, cutting oils, latex. (Those working with respiratory/skin irritants or sensitizers as defined by COSHH)		N
Known Risks which require a Medical Assessment with Occupational Health prior to starting employment and ongoing assessment during employment.		
Known Risk	Yes	No
HGV/LGV/Fork Lift Truck/Passenger Carrying Vehicle/Minibus (Group 2) Licence Drivers: Employee will be required to drive an HGV/LGV/FLT/PCV/Minibus.		N

Asbestos: Employee likely to be exposed to asbestos. Work with asbestos' includes: <ul style="list-style-type: none"> ○ Work which removes, repairs, or disturbs asbestos ○ Ancillary work (work associated with the main work of repair, including maintenance work on equipment) ○ Supervisory Work (work involving direct supervision over those removing, repairing, or disturbing asbestos) 		N
Known Risk	Yes	No
Lead: Employee likely to be exposed to lead or lead based products (handling, processing, repairing, maintenance, storage, disposal) The lead must also be in a form in which it is likely to be: <ul style="list-style-type: none"> ○ Inhaled, e.g., lead dust, fume or vapour. ○ Ingested, e.g., lead powder, dust, paint or paste; or ○ Absorbed through the skin, e.g., lead alkyls or lead naphthenate. The regulations do not apply to work with materials or substances containing lead where, because of the nature of the work, lead cannot be inhaled, ingested, or absorbed.		N
Confined Spaces - Safety Critical: Employee will be required to work in a confined space where specialist equipment or breathing apparatus is needed.		N
Working at Heights - Safety Critical: Employee will be required to work at a height .		N
Blood-borne viruses: Employee is at risk of exposure to Blood-borne viruses e.g., needle stick injury, human bite, contact with human blood or other bodily fluids and sewerage.		N
Other Known Risks		
Known Risk	Yes	No
Council Vehicles or transport that does not require a Group 2 licence: Employee will be required to drive a Council vehicle or regularly transport service users/clients/pupils in their own vehicle as part of normal duties.		N
Food Handlers: Employee will be preparing and handling food <i>Food Handlers Questionnaire to be completed and sent to Occupational Health</i>		N
Night Workers: Employee will be regularly working at night <i>Optional Night Worker Questionnaire available</i>		N
Lone Working (including Home Working): Employee will be required to work alone.	Y	
DSE Users: Employee will be required to use Display Screen Equipment (DSE) DSE Training and assessment should be completed on commencement – arranged by manager	Y	
Any Other: Please identify any other known risks associated with this job role. Lifting and moving of musical equipment as required required	Y	

As the manager of this post, I declare that the details above are an accurate reflection of the risks associated with the post. Signature of Manager: *A Rutter*

Date: 27/04/2023