

MusicSchool Manager. The activity of each teacher, covering tuition and ensemble work, can be charted, along with their number of lessons, and specialisms.

The timetable is customised for each teacher, providing a schedule tailored to their teaching days and students. The rotation of schedules is automatically updated in the main academic timetable. Once the information has been set up, it can quickly be updated or repeated, removing the need for termly timetables to be written out and reorganised. Peripatetic teachers may also be given their own login details, enabling them to access and update information.

A particularly useful device is the ability to overlay different timetables, to see how they match up, or if any clashes have occurred. For example, the schedule of an individual student can be overlaid on the music teacher's timetable. The software uses simple 'drag and drop' techniques to edit timetables as required.

ENSEMBLES

Group/Student	Participation	Date	Status
Chamber Choir	Louise, Sam	01/02/2014	Active, No Withdraw
Chamber Choir	Oliver, Joseph	01/02/2014	Active, No Withdraw
Chamber Choir	Alan, Adam	01/02/2014	Active, No Withdraw
Chamber Choir	Emily, Adam	01/02/2014	Active, No Withdraw
Chamber Choir	Luca, Sam	01/02/2014	Active, No Withdraw
Chamber Choir	Max, Cheng	01/02/2014	Active, No Withdraw
Chamber Choir	Yung, Timothy	01/02/2014	Active, No Withdraw

A group participation report

Each ensemble is set up on the system starting with initial background information, followed by details of student involvement and past or forthcoming concerts. The main menu includes an outline of each ensemble, the teacher running it, its day, time and venue for rehearsal, and number of members. Additional information may then be called up, with full details relating to each group.

EVENTS AND PERFORMANCES

Events may be created from information already on the system. This gives teachers a straightforward means of creating and editing programmes, and putting

together rehearsal schedules which can be emailed to those performing.

EXAMS

MusicSchool Manager works in conjunction with all the major music and performing arts exam boards, with exam prices appearing automatically on the system. Exam timetables may be created, stored and distributed, and results are saved to the system.

SUPPLIERS, ORDERS, STOCK AND INVENTORY

Every school music department needs a regular supply of materials, but keeping track of this can be another time-consuming aspect of teaching life. MSM covers not only scheduling, but also the practicalities of maintaining a well-stocked supply cupboard. Suppliers are entered into the system, which includes the capacity to create purchase orders in PDF format, for emailing or printing. Orders can be aligned with specific teachers, students or departments, and stock levels can be efficiently managed.

COST

The initial cost of MSM is currently in the region of £1,500, with the option to pay around £500 per year for support and upgrades. So, depending on how much time and money might be saved using this system, it could be an investment worth considering. It is worth mentioning that MSM is a form of software that requires installation on a given school system, as distinct from cloud-based technologies which can be more easily accessible remotely. Although it is not necessary for music departments to upgrade MSM each time it is updated, should it choose to do so this will cost the school an upgrade fee – whereas some cloud-based systems can be automatically upgraded.

The CJM Software team is approachable via the website, and is committed to taking time to build up a rapport with their clients. These include schools such as Wellington College and Norwich School. As founder Jonathan Maiden states with enthusiasm: 'Once teachers start using this system, they never look back'.

www.cjmsoftware.co.uk

MSM is one of several administrative software systems created for school music departments. Some other options on the market include:

MainStreetSites

» **Back Office from MainStreetSites:**

Web-based class management, registration and billing software.
www.mainstreetsites.com/music-schools-back-office



» **CHIMES (Computing Help Instrumental Music Electronic System):** Described as the 'fastest-growing music services administration system in the UK'.
www.chl-systems.co.uk



» **Ensemble from Paritor:** Management software specifically for music tuition,

described as 'the leading tool in its field'.
www.paritorensemble.com



» **Furlong Chorale 4 from Crozier:** Music management software featuring a search engine and numerous cataloguing functions.
www.crozierdc.co.uk

Jackrabbitmusic

» **Jackrabbit Music:** Cloud-based and accessible to parents as well as teachers, for music schools and hubs.
www.jackrabbitmusic.com



» **Music Admin Pro from SSOM Software:** Designed 'by a music coordinator, for music coordinators'.
www.ssomssoftware.com