



**KING EDWARD VI
HIGH SCHOOL FOR GIRLS**

Music Administrator

The Music Department at King Edward VI High School for Girls (KEHS) is a large and flourishing music department supporting a wide range of bands, choirs and orchestras in conjunction with the King Edward's School (KES) music department.

The Music Administrator reports to the Director of Music, but will also interact with the Director of Music at KES and with the Arts and Events Manager where activities and concerts occur in that area.

The most significant role for the music administrator will be responding to enquiries and requests from all those who use the girls' music department - staff, girls, visiting music teachers and parents. This job description sets out the main types of activity currently undertaken.

The following job description is not comprehensive and is subject to negotiation and evolution as time passes.

Salary:	Actual salary of £15,590 (FTE: £25,554)
Hours:	Term time (including INSET days) 28.75 hours per week. 8:00am to 14:15pm (With a 30-minute unpaid lunch break) Monday to Friday.
Type of position:	Term time only
Other benefits:	Enrolment into a Defined Contribution pension scheme Up to 60% off School fees at King Edward's School and King Edward VI High School for Girls (subject to admissions criteria) Free on-site parking Free lunches in term-time Use of the onsite gym and swimming pool
Reporting to:	Director of Music
Start date:	5 th October 2026

Role and Responsibilities

Working with visiting music teachers

The Music Administrator is responsible for ensuring that students receive lessons from visiting teachers according to the agreed rota policy. This will require the administrator to:

- Liaise with visiting music teachers regarding new pupils requiring instrumental lessons following the Director of Music's allocation;
- Assist the Director of Music with allocating new students to existing teachers when requests for lessons are received in July and early September and throughout the year;
- Maintain registers for pupil attendance at any extra-curricular activities run by the KEHS staff and chase up absences;
- Arrange practice room bookings;
- Liaise with school reception to identify pupils who are absent from music lessons;
- Work with the Principal's PA to ensure that all visiting music teachers have appropriate pre-employment checks and that contact details are up to date;
- Inform pupils when visiting music teachers are absent;
- Collate entries and ensure full payment is made for Associated Board examinations, and act as steward during the examination period;
- Maintain the database of instrumental pupils;
- Ensure that visiting music teachers are made aware of trips/visits which mean large groups of girls will be absent from school for any length of time;
- Ensure visiting music teachers are made aware of any sensitive situations which concern their particular pupils (by keeping abreast of the staff room noticeboard)
- At the request of visiting music teachers, enter pupils for Associated Board 'Performance Grades' and video performances for submission;
- Organise Associated Board timetables.

The Music Department is not responsible for billing or payment collection on behalf of visiting music teachers.

Working with the Music Department staff

The KEHS Music Department has two members of teaching staff who are responsible not only for teaching the music curriculum, but also for planning, rehearsing and performing an extensive number of extra-curricular groups. Under the direction of the Director of Music, the Music Administrator will be required to:

- Maintain standard classroom equipment including keyboards, headphones and software licensing in conjunction with KEHS IT department;
- Maintain and update display boards.
- Manage a music library of repertoire, both digital and paper, including maintaining centrally stored catalogues;
- Order departmental supplies and assist with budgeting;
- Maintain the central database of pupils involved in bands and orchestras in conjunction with the KES Music Administrator
- Oversee technical aspects of computer rooms where needed;
- Liaise with KES over organising the logistics of music department field trips and concerts;

- Check orchestral scores and prepare music, both curricular and extra-curricular for mass reproduction
- Prepare final reports for end of term assemblies.

Music department point of contact

The Music Administrator will be responsible for taking telephone calls directed to the music department from reception, taking messages for staff, and responding to queries from suppliers and parents. The Music Administrator must be available to pupils at the girls break and lunch times.

The Administrator should liaise with the staff in the Ruddock Performing Arts Centre to negotiate room bookings of the Music Studio, Classroom, Practice Rooms and Ruddock Hall, both by internal and external users.

The Music Administrator will be responsible for liaising with other departments in school, including the Manager of the Performing Arts Centre, as well as porters, the data manager, secretarial staff and reception as required.

School concert administration

- Another significant area requiring input from the Music Administrator is assisting with the organisation and logistics related to school concerts and school performances, together with KES. Examples of the main areas of work include (in collaboration with KES Music Dept Administrator and teaching staff):
- Creating concert programmes including names of performers and biographies where appropriate;
- Writing articles for the Newsletter
- Administering staff and parent ticket request forms and their despatch in collaboration with the PAC manager;
- Booking external venues and pupil transport;
- Timetabling rehearsals
- Compiling all sensitive information to ensure the safety of the children during concerts and trips
- Writing and evaluating risk assessments.

There is an expectation that the Music Administrator would be available for our main concerts.

Administration for trips

The school arranges off site music trips every year, sometimes in conjunction with KES. These often include trips to Symphony Hall, Birmingham Hippodrome and a residential rehearsal weekend for the Symphony Orchestra and Choral Society at the Pioneer Centre in Cleobury Mortimer. The Music Administrator will need to assist the Director of Music and liaise with KES to prepare information to parents as required.

Person Specification

The ideal candidate would be expected to show evidence of many of the following skills and qualities. The following table demonstrates qualities that would be considered essential or desirable and these will be tested at interview and in covering letter, application form and skills test.

	Essential	Desirable
Reliability	High level of attention to detail Ability to meet agreed deadlines, particularly important for proof reading of concert and recital programmes	
Organisation	The ability to manage and prioritise multiple tasks Self-motivated and proactive	
Flexibility and teamwork	Willingness to work as part of a team and to undertake other duties and tasks in the department other than those directly within your job description	
Interpersonal skills	A general music background to ensure the musical context of the administrative tasks is understood.	Experience of working in a school environment and interacting with staff, pupils and parents
IT skills	Confident user of ICT and software to carry out general administrative tasks, particularly Microsoft Office. Experience working with Sibelius software.	Previous experience working with SIMS (the school database system) and with other IT music programmes such as Garageband.
Education	Minimum Grade Pass in GCSE English and Maths. Familiar with music notation.	Educated to at least A Level or equivalent in a Music related subject

As a term of your employment, you may be required to undertake such duties as may reasonably be required of you, commensurate with your grade, as requested by your line manager. The role requires some element of manual handling and may, on rare occasion, involve the post holder having to work paid overtime. This will be agreed in advance with your line manager.

How to apply

To apply for this role, please forward a completed application form and equal opportunities form (both available for download [here](#)) and a covering letter addressed to the Head of Music (Michelle Sanders) by email to: recruitment@keschools.org.uk

The deadline for applications is 8am on Monday 31st August, however, applications will be reviewed on receipt, and so early applications are encouraged. We reserve the right to bring forward the closing date and interview date if sufficient applications have been received.

Interviews will provisionally take place in the week commencing 7th September 2026.

King Edward's School and King Edward VI High School for Girls are committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. Applicants invited to interview will be required to provide proof of identity, preferably a birth certificate, although where this is not available, we will accept other forms of ID. Online searches will also be carried out for all shortlisted candidates, as required by Keeping Children Safe in Education. Successful candidates will be required to undergo an enhanced DBS check and other pre-employment checks. A copy of the School's Recruitment, Selection and Disclosure Policy is available on the website www.kehs.org.uk.