

# Music Administrator (Full time)

To submit an application please send the completed application form, a copy of your CV and a covering letter to  
**[batjoinourteam@thomas-s.co.uk](mailto:batjoinourteam@thomas-s.co.uk)**

**[thomas-s.co.uk](http://thomas-s.co.uk)**



# Music Administrator

Full time

**September 2024**

## Application Details

Applications are invited from enthusiastic and dynamic candidates. The successful applicant will join the forward-thinking team in our flourishing, vibrant school.

For further details go to the Thomas's London Day Schools website:

[www.thomas-s.co.uk/join-our-team](http://www.thomas-s.co.uk/join-our-team)

or email:

[batjoinourteam@thomas-s.co.uk](mailto:batjoinourteam@thomas-s.co.uk)

To apply for this post please complete the school's application form [Click Here](#) and forward it together with your CV to [batjoinourteam@thomas-s.co.uk](mailto:batjoinourteam@thomas-s.co.uk)

Competitive salary and conditions are offered.

Please note that referees will be contacted prior to the interview.

Applications will be considered upon receipt and interviews will be arranged as soon as mutually convenient.

Start date:

**September 2024**

*Thomas's London Day Schools are committed to safeguarding the welfare of children and young people and expect all staff to share this commitment and work in accordance with our child protection policies and procedures. All posts are subject to safeguarding checks, including an enhanced DBS check.*

*This post is exempt from the Rehabilitation of Offenders Act 1974 and the amendments to the Exceptions Order 1975, 2013 and 2020.*

*The safeguarding responsibilities of the post are as per the job description and personal specification.*

*For details of the checks which will be undertaken as part of our recruitment process, please see our Recruitment Policy which can be found here [www.thomas-s.co.uk/policies/](http://www.thomas-s.co.uk/policies/) under the 'Thomas's Policy' tab.*

# Music Administrator

## (Full time from September 2024)

**Appointment:** Full Time Music Administrator

**Line Manager:** Director of Music

Description: Overall responsibility for administration in the Thomas's Battersea Music School, and assistance with the management of all Thomas's Battersea musical events.

### Responsibilities

- General administration of the Thomas's Battersea Music School.
- First point of contact for parental, internal and external enquiries.
- Administrative work related to managing individual Music lessons. This includes:
  - Process all new music lessons, manage the waiting list and ensure all documentation stays up to date
  - Set up trial lessons for pupils with the appropriate
  - Peripatetic Teacher
  - Process information when parents give notice for children to cease lessons
- Administrative work relating to the Peripatetic Music Teachers. This includes:
  - Create a weekly restrictions list for the Peripatetic Teachers to help with their timetabling
  - Deal with Peripatetic Teacher enquiries
  - Cross-check and process VMT invoices
  - Prepare Peripatetic Teacher Pupil Lists, ensuring all information is kept up to date
  - Manage Peripatetic Teacher Room Bookings
  - Organise Peripatetic Teacher Parents' Evenings and preparation of reports
  - Ensure Peripatetic Teacher teaching rooms are set up and all necessary equipment is provided and operational
- Ensure Peripatetic Teacher work in a safe manner in accordance with school policy on health and safety and Departmental Risk Assessment
- Manage the Peripatetic Teacher Safeguarding training schedule, liaising with the school Safeguarding officer as necessary
- Ensure all departmental instruments are repaired, labelled and tuned where necessary.
- Departmental Responsibilities
  - Administer and update the ensemble database and ensure registers are up to date
  - Set up and administrate the Year 1 instrumental scheme
  - Set up and run the termly ABRSM Music Examination Day, including making entries, timetabling, stewarding and liaising with VMTs and parents
  - Order any resources the department requires, such as music and stationary
  - Attending weekly departmental meetings and producing minutes as required
  - Standard correspondence (letters, email, telephone etc.)
  - Ensuring all music notice boards and displays are up to date and smart
  - First Aider in the department and on all trips. Ensuring all children who require medication have it administered when necessary, and emergency medication is kept in working order at all times.
  - Ensuring Chorister Robes are clean, labelled and stored safely between each weekly church service
  - Adding music events into the online School Diary
  - Pastoral responsibility/supervision of pupils using the Music School (ensuring pupils find their teacher/ensemble, are directed back to lessons or taken to the school nurse as appropriate)
- Event Administration
  - Preparing rehearsal schedules, staging, concert programmes and helping backstage
  - Booking transport, food and helping with logistics regarding any department trip
  - Assisting with preparation for the annual Carol Service at St Luke's Church, Chelsea
  - Assisting with the management of weekly Church services, including registering and assisting with the supervision of pupils
  - Leading with the organisation of the biannual Choir Tour

## Essential

- Have an in depth knowledge and love of Music
- Be IT literate (Microsoft Word, Excel, Powerpoint, Sibelius notation software and Google Suite)
- Enjoy working in a thriving, busy atmosphere
- Enjoy working with children from age 4+
- Be highly organised with an eye for detail and able to prioritise work as required
- Have a good sense of humour

## Desirable

- First aid trained

## Hours of Work

- This post is term time Monday to Friday 0745 - 1700 with some additional administration days. During non-term time, you will be expected to reply to occasional parental queries but are not required on-site.
- Six weeks holiday per year, plus Bank Holidays. NB Holidays may not be taken during term time.

## Salary

- Competitive salary and conditions are offered.
- Occasional evening and weekend work is needed to cover school events. Overtime will be paid for these occasions.



# Information for Applicants

Thomas's Battersea aims to provide an outstanding education for young people aged 4 to 13 which is forward-thinking and outward-looking, with a strong set of values at its heart.

We aim to prepare pupils superbly not only for the next phase of their education, but also for their lives that lie beyond. Restlessly innovative, we strive to equip our pupils with the knowledge, the skills, the character and the self-understanding which will empower them not merely to survive, but to flourish and to thrive as the adults of tomorrow.

We recognise the need to serve the current national educational system, with its disproportionate emphasis on outcomes. However, we firmly believe that outstanding examination results can be - must be - the by-product of a first-class, broad education, which meets the needs of the whole child - mind, body and soul. Education is about so much more than exam results.

Above all, as our pupils in these formative years develop a growing sense of self, we seek to nurture in them a strong set of values, with kindness at the core, which will encourage them to take up positions of responsibility and leadership, to give back to their communities and to make a positive contribution to the world.

Thomas's Battersea is a well-established and highly regarded school for pupils aged 4 to 13. Pupils move on to a wide range of senior schools at the ages of 11 and at 13, as well as to Thomas's Putney Vale, our own senior school, which currently admits pupils from Years 9 to 11.



*This role involves regular contact with children and falls within the category of regulated activity; therefore, the school will conduct safeguarding checks, including an enhanced DBS check and a barred list check. Should you receive any cautions or convictions whilst in our employment these must be reported immediately to your line manager.*

*The school is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment and work in accordance with our child protection policies and procedures.*

*The post holder will have responsibility for promoting and safeguarding the welfare of children and young persons for whom he/she is responsible, or with whom he/she comes into contact and will be required to adhere to the school's policies at all times. If in the course of carrying out the duties of the post, the post holder becomes aware of any actual or potential risks to the safety or welfare of children in the school, he/she must report any concerns to the school's Designated Safeguarding Lead (DSL) or Deputy Designated Safeguarding Lead (DDSL) immediately.*

# Our Values



**Kindness**



**Courtesy**



**Honesty**



**Respect**



**Perseverance**



**Independence**



**Confidence**



**Leadership**



**Humility**



**Givers,  
Not Takers**

## **KINDNESS**

We expect pupils at Thomas's to be kind; to be good friends to those around them, always on the lookout for those in need of a word of encouragement or a listening ear. We expect our pupils not just to tolerate but to celebrate difference including faith, beliefs and culture.

## **COURTESY**

We expect our pupils to be unfailingly courteous and polite; to have regard for the needs of others; to be responsible for the impact of their behaviour on those around them; to stand back, holding the door open, to allow adults through; to be particularly aware of the very young and the very old; not to 'hog the pavement' on school trips; to say "please" and "thank you" without prompting.

## **HONESTY**

We expect our pupils to be honest, to act with integrity at all times and to understand the rule of law.

## **RESPECT**

We encourage all members of the community to respect themselves, each other, their learning environment

and the wider community; to respect the right of others to hold differing beliefs or views and to develop an awareness of individual liberty.

## **PERSEVERANCE**

We would like our pupils to appreciate the importance of, and to show, perseverance; to acquire a 'growth mindset' by understanding that intelligence can be developed; to embrace challenges; to persist in the face of setbacks; to see effort as the path to mastery; to learn from criticism; to find lessons and inspiration in the success of others and, as a result, to reach ever-higher levels of achievement and a greater sense of free will.

## **INDEPENDENCE**

We would like our pupils to become independent learners; to be responsible, organised and to manage their books and belongings effectively; to work hard; to be conscientious about their homework. In the classroom, we would like them not only to make valid contributions, but also to be good listeners, who respect and encourage the efforts of their peers. We hope that, as a result  
OUR VALUES WHERE KINDNESS

COMES FIRST of their lessons at school, our pupils will begin to take responsibility for their own learning, reading around subjects that interest them, carrying out their own research and making full use of the many excellent resources available to them. As a result, we would like our pupils to gain a growing sense of enquiry and wonder about the world around them; about the vast body of knowledge and skills that has brought mankind to where we are today - and about how much there is still to learn.

## **CONFIDENCE**

We expect our pupils to acquire self-knowledge by encountering both success and failure in an environment of support and encouragement, both at school and at home. Consequently, they should feel 'comfortable in their own skin', full of self-confidence and able to make their own judgements. We would like our pupils to be the best version of themselves that they can be, not a second-hand version of someone else.

## **LEADERSHIP**

We aim to equip our pupils to lead by example; to be prepared to stand

out from the crowd; to be the first to respond to someone in need; to stand up for what they believe to be right; to risk making an unpopular decision, if they believe it to be for the greater good; to earn the trust and respect of others. We hope that our pupils will experience at an early age the opportunities and challenges of leadership.

## **HUMILITY**

Notwithstanding their confidence, our pupils are expected to retain a sense of humility; to be conscious of the advantages they enjoy and to be grateful for them. We hope that all our pupils will acquire a sense of the eternal and that this will inform their perspective of their place in the world.

## **GIVERS, NOT TAKERS**

Above all, we would like our pupils to be givers, not takers; to show generosity of spirit; to use their skills and talents first for the benefit of others. We hope that Thomas's pupils will leave their school with a strong sense of social responsibility, set on a path to become net contributors to society and to flourish as successful, conscientious and caring citizens of the world.



**Be Kind**  
**Be Thomas's**