

## **Job Title: Music Department Administrator (Term Time Plus 2 weeks)**

### **About our School**

St Paul's Cathedral School is a co-educational independent preparatory school (Reception to Y8). The majority of our 285 pupils are Day Pupils. We educate the Choristers of St Paul's Cathedral who are boarders at the school, accommodated in a purpose-designed boarding house. The Choristers, under the direction of Andrew Carwood MBE, follow an extended termly programme, enabling them to play a central role in Cathedral worship at Christmas and Easter. Music permeates the whole life of the school and is central to our ethos.

Music opportunities abound, for both Choristers and Day Pupils. In addition to our twice weekly whole school services in the Cathedral, our pupils regularly perform for the livery companies and at high profile events such as the blessing of the Lord Mayor of London. Every day at St Paul's Cathedral School, ordinary children achieve extraordinary things, with the support of a dedicated and collegiate staff team. Our philosophy is that all achievement must be rooted in wellbeing.

Until September 2023, all Choristers were boys; we have recruited our first girl Probationers who are currently Day Pupils. From September 2025 girl Choristers will take up boarding places, following a major refurbishment of what is now staff accommodation and will become a second boarding house. By September 2025, our co-educational boarding (Year 3 to Year 8) will have the capacity for 60 students and this major expansion has led to the requirement for additional music support.

The Good Schools Guide has described us as 'pastorally superb' and a 'joyful place', noting that our parents feel that our location and exceptional ethos give pupils a strong sense of being rooted in a community.

### **Job Description:**

This is an excellent opportunity for a committed and enthusiastic person to join one of the UK's most vibrant and successful prep school music departments. Our Music Department's exceptional reputation is built upon (but not exclusive to) the professional standards set by our world-famous Cathedral choir.

We are seeking an outstanding and highly organised administrator to work alongside the school's Director of Music. He/she will be responsible for the weekly music timetable, scheduling up to 500 lessons per week, rotating around a busy academic

timetable, liaising with 23 Visiting Music Instructors (VMIs) and responding to parent enquiries.

## **Job Description**

### **Responsibilities and Tasks:**

- Schedule instrument lessons each week around the main school timetable (navigating clashes with school tests, exams, core subjects, trips, chorister duties, matches and special events).
- Liaise with Visiting Music Instructors regarding changes of dates, absences, general flexibility from week to week.
- Respond to parent enquiries and ensure pupils and parents are aware of their individual lesson times.
- Respond to timetable requests from staff members and ensure alignment with department needs
- Resolve timetable clashes and adjust schedules as needed throughout the academic term.
- Communicate any changes in scheduling, room allocations, or other administrative details in a timely manner
- Work with the school finance officer to ensure the billing and charging of lessons are accurate
- Prepare timetable templates over the school holidays, in preparation for the term ahead
- Prepare termly entries for ABRSM practical and theory music exams
- File all necessary paperwork on pupil results, including pupil applications for music scholarships
- Assist at interviews for prospective VMIs
- Assist at whole-school evening concerts (one evening per term)
- Responsible for the allocating, charging, auditing and maintenance of school instruments

### **Person Specification:**

The successful candidate will have excellent organisational and communication skills, a keen eye for detail and an ability to work as part of a team.

As the first point of contact of the music department, you will have the ability to positively engage with parents, pupils, staff and visitors.

You will have previous experience of working in a busy school or office environment, and the ability to work on your own initiative with excellent IT skills.

Experience working as a music teacher, within a school context, would be beneficial, but is not essential.

	<b>Essential</b>	<b>Desirable</b>
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<b>Qualifications</b>	<ul style="list-style-type: none"> <li>GCSEs and A-Levels</li> </ul>	<ul style="list-style-type: none"> <li>Degree</li> <li>Relevant administrative or business administration qualification (e.g. NVQ Level 2 or 3)</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>Proven experience in an administrative role, preferably in an educational setting</li> <li>Experience working within a team, managing inquiries, and providing customer service</li> <li>Some experience or background in Music performance or administration</li> </ul>	<ul style="list-style-type: none"> <li>Experience of creating and managing timetables for staff, classrooms, and resources.</li> <li>Demonstrable experience working with databases and scheduling software.</li> <li>Experience with Timetable Scheduling Software: Previous experience with advanced scheduling tools or Learning Management Systems (LMS)</li> <li>Considerable knowledge and understanding of Music education and performance</li> <li>Familiarity with timetabling software (e.g., <i>Syllabus+</i>, <i>Scientia</i>, <i>Involve</i> or similar)</li> </ul>
<b>Personal competencies and qualities</b>	<ul style="list-style-type: none"> <li><b>Customer-Focused:</b> A friendly, approachable demeanour when dealing with inquiries from staff, pupils and parents.</li> <li><b>IT Literacy:</b> Excellent proficiency in office software (Word, Excel, and Outlook)</li> <li><b>Organizational Skills:</b> Ability to manage multiple tasks and prioritize effectively, meeting deadlines.</li> <li><b>Attention to Detail:</b> Accuracy and precision in scheduling and record-keeping.</li> <li><b>Time Management:</b> Ability to work efficiently under pressure, managing multiple deadlines and tasks.</li> <li><b>Communication Skills:</b> Excellent written and verbal communication skills, with the ability to liaise effectively with staff, parents and pupils.</li> <li><b>Problem Solving:</b> Proactive and capable of resolving</li> </ul>	<ul style="list-style-type: none"> <li><b>Administrative Systems Knowledge:</b> Knowledge of working with databases, CRM systems, or enterprise resource planning (ERP) tools.</li> </ul>

	<p>scheduling conflicts or issues as they arise.</p> <ul style="list-style-type: none"> <li>• <b>Alignment</b> with the school's philosophy of achievement rooted in wellbeing.</li> <li>• <b>A collaborative approach</b>, with a growth mindset.</li> </ul>	
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## Terms and Conditions

This post is employed (contract) and offers a competitive salary with a generous Employer Defined Contribution pension scheme.

This is a full-time post, 08:30-16:30 starting in August 2025. This is a school based role working on-site to support pupils and the department.

Lunch is provided.

Attendance at termly INSET is also required, as is attendance at the compulsory Cathedral services including Advent and Palm Sunday (falling on Sunday's).

A competitive salary is offered, commensurate with qualification and experience.

The school has adopted many of the Cathedral HR policies, including a generous employer Defined Contribution pension scheme.

We are committed to supporting the professional development of all our team members; all staff may apply to the Deputy Head for support with relevant training courses.

Employees may also be entitled to discounted school fees for dependent children, subject to the standard admission process and the availability of places.

## Application

All applications must be made via the School's application form (available on the school website), accompanied by a letter addressed to the Head, Mrs Judith Fremont-Barnes.

Please submit your completed application and letter to [tkeller@spcs.london.sch.uk](mailto:tkeller@spcs.london.sch.uk) . The closing date is: 9.00am Monday 16<sup>th</sup> June 2025

Interviews will be held the week of Monday 2nd June. The school reserves the right to interview before the closing date.

In line with Keeping Children Safe in Education, online checks are conducted as part of our application process for all new employees and all appointments are made subject to

pre-employment checks including an enhanced Disclosure and Barring Service certificate.

**Safeguarding:**

Safeguarding is the responsibility of all staff at St Paul's Cathedral School and all staff are expected to share our commitment to safeguarding and promoting the welfare of the children in our care. Staff must be aware of the procedures within the school which support safeguarding and must act in accordance with the school's Safeguarding Policy and Staff Code of Conduct.

All job descriptions may be adapted to suit the skillset and experience of the post holder and are kept under regular review. Job descriptions are not comprehensive; the post-holder may at times be expected to carry out other tasks and undertake training in line with business need when reasonably requested by the Head.