



Music Administrator - Prep

The Music Administrator role is vital to the successful day to day running of the department. As well as the planning and involvement in exciting concerts and events, the role will include interacting with children and staff (including 20+ visiting music teachers) alike.

About Us

Clifton College is a leading independent day and boarding school educating over 1,200 pupils aged 3 to 18. Founded in 1862, the College provides an all-round education, a rich heritage with modern state-of-the-art facilities. Located in the beautiful suburb of Clifton, we lead the way as one of the best independent schools in the country.

About You

We are looking for an enthusiastic, organised person to join the team. With strong communication skills, you will serve as a liaison between students, parents, faculty, and the wider community, championing the value of music education and advocating for its importance in the school curriculum.

What you'll be doing

- Efficient running of the general administration of the Music School Office including the Director of Music (DoM)'s correspondence, diary & assistance to Visiting Music Teachers (VMTs) and admin for pre-prep music as required.
- Develop electronic systems to ensure the smooth access of information to the DoM from Engage (our school MIS system)
- Effectively administer calendars and purchases through school systems.
- Prepare a register/timetable for the start of term for each VMT and weekly thereafter
- Update VMT registers – update and collect in as required. To present a summary of information on the register for the Finance department and a register for Payroll at the end of each term.
- Devise a timetable for each teaching room to accommodate the VMTs
- Ensure timetables, academic set lists, pupil lists and general VMT paperwork are posted in the appropriate places, including correlating list of lessons for the Houses
- Ensure the timetabling of all instrumental lessons is up to date on a weekly basis and



accessible to the children and all interested parties.

- Manage the provision of information to VMTs, academic and support staff and keep notice boards up to date.
- Field enquiries from parents, academic and house staff about music lessons and activities
- Organise new lessons if required and let all interested parties know.
- Keep accurate records of timetables, missed lessons and pupil issues.
- Provide helpful and accurate responses to enquiries from current and prospective parents, schools, visiting teachers and members of the public, either via telephone or email.
- Collate reports and all information surrounding them.
- Type lists, spreadsheets and notices.
- Carry out the administration for all musical events:
- Type programs and to devise timetables and rehearsal schedules for the candidates.
- Assist in all concerts, whether internal or external.
- Informal concerts, Rotary concert, school concert, Anne Guy concert, year 8 concert, VMT concert and others.
- Associated Board and Trinity/Guildhall Exams, entering information on line.
- 11+ and 13+ music scholarship audition letters.
- Maintain an inventory of all stock items.
- Manage the Departmental stock, teaching resources and instruments.
- Order music and resources for the VMTs.
- Deal with orders and invoices for music and equipment.
- Render to the accounts department invoices and book chits for sheet music to be recharged to parents, departmental equipment and repairs
- Notify the works department of any repairs needed to the fabric, fixtures and fittings of these areas.
- Maintain the Departmental Handbook as required for inspection by the Independent Schools Inspectorate.
- Manage the department's contribution to the website and post important information on the school's TV screens.
- Help maintain the music library so that students and staff can make good use of the facilities.
- Attend weekly staff meetings.

Required Qualifications & experience

- English and Maths to Level 2 (or equivalent), or experience within administration



Required Skills

- Administration experience and proven experience of managing a busy workload
- Strong IT skills including Google Workspace
- Excellent oral and written communication
- Strong planning, organisation, and record keeping skills
- Excellent time management and prioritisation skills

What's in it for you

Term time only • Free Holiday Club • Free lunch • Onsite gym membership with swimming pool • Pension scheme & Life Assurance • Cycle to work scheme • Confidential counselling • Employee Assistance • Opportunities for career development Pop Up Bicycle Servicing • Wellbeing Week

How we Recruit and our commitment to Safeguarding

Clifton College is committed to safeguarding and promoting the welfare of children and young people and expects all staff and volunteers to share this commitment. That's why we apply robust selection principles to our recruitment, in line with Keeping Children Safe in Education (KCSIE).

In the first instance, send us your CV or a completed application form. If you submit your CV and you're invited to interview, we'll ask you to complete an application form at this stage, which is a key requirement of Safer Recruitment within Keeping Children Safe in Education (KCSIE).

Due to the nature of the role, you will need to complete an enhanced criminal record disclosure (DBS check) and undergo our pre-employment screening. As a regulated sector we are required to ask for references prior to interview. By applying for this role you are consenting for us to contact your referees. This role is exempt from the Rehabilitation of Offenders Act 1974 therefore you will be asked to disclose all previous convictions not exempt under amendments to the Exceptions Order 1975, 2013 and 2020.

If you join us, we will provide regular training on Safeguarding, Equality & Diversity and Health & Safety legislation to ensure that you maintain an up-to-date knowledge of these areas.

Equal Opportunities

Applications are welcome from all suitably qualified candidates regardless of ethnicity, gender, age or disability. We particularly encourage applications from under-represented groups. Clifton College is



committed to equality of opportunity for all staff and applications from individuals are encouraged regardless of age, disability, sex, gender reassignment, sexual orientation, pregnancy and maternity, race, religion or belief and marriage and civil partnerships.

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