



The Latymer School

Founded 1624

CANDIDATE PACK



**Vacancy
Deadline**

Music Administrator
Friday 10 April 2026





Welcome

Qui Patitur Vincit

Thank you for considering applying for the role of **Music Administrator** at The Latymer School, North London. We are seeking an exceptional candidate, who is keen to play an important part in supporting our Music department to maintain the highest standards which ultimately leads to excellent outcomes for our students.

As a selective state grammar school, our students achieve impressive outcomes placing us as one of the top state schools in the country for academic achievement. Our students progress to a range of competitive destinations, including a high number of students securing places at Oxbridge or on medical related courses. However, we are not solely academic, but are also driven by a desire to ensure we offer rich opportunities for personal development, including ones focused on building confident and considerate young people. Our school motto translates as 'Who endeavours win' which reflects our key values of hard work, dedication and grit. The successful candidate will have a firm grasp of how an established personal development and extracurricular programme can support academic success.

The Latymer School is a high achieving selective grammar school with a great tradition of success. We aim to provide a first class education for all students. In the academic year 2024/25 our GCSE results were outstanding, with 36.9% of students achieving a grade 9, 65.1% achieving level 9/8, and 84.4% achieving level 9/8/7. At A Level 30.7% of grades were A*, 65.1% were A*/ A, and 86% were A*/ B. As in previous years, the majority went on to attend the country's top universities, and a large number were successful in their applications to Oxford or Cambridge.

While we are committed to developing pupils' intellectual abilities and celebrating academic achievement, we want students to have a real thirst and love for learning so that they are well equipped for life after Latymer. However, the school prides itself on much more than its exam results. As our mission statement asserts, we aim to provide 'a first class liberal education', develop 'lively enquiring minds', and encourage students to 'achieve their full potential and show consideration for others'. Staff at Latymer foster an academic environment that takes students well beyond the classroom curriculum offering a wide array of exciting and worthwhile extra-curricular activities in areas such as music, drama, sport, and chess.

Although we expect applicants to demonstrate excellent subject knowledge, prospective applicants should not be daunted by working with high-ability students. We are an incredibly caring school and value our staff highly, as demonstrated through the excellent CPD and support we provide. If you would like to find out more about the school, we would be happy to arrange a visit prior to applying.

We look forward to welcoming you to our inclusive community and receiving your application for the post.

Joseph Gilford, Headteacher.



The Role

Qui Patitur Vincit

Role: Music Administrator

Required: Monday 27 April 2026 (subject to pre-employment checks)

Salary: Scale 3, Point 5 - 6 (£15,473 - £15,694) Outer London

Contract: Part time, 2 year fixed term contract ending 31 August 2028

Days & Times: Ideally Monday to Thursday, 9:30 AM – 2:00 PM and Friday, 9:30 AM - 1:30 PM

Hours: 22 hours per week, Term Time Only (39 Weeks)

We are looking to appoint a highly skilled Music Administrator to join Latymer's busy and thriving Music Department. This important and highly valued role, requires excellent organisational skills to support the smooth running of the department and offers an exciting opportunity for someone passionate about fostering creativity and practical learning in a high-achieving environment. Candidates may already have experience in an administrative, school, or creative setting, or be looking to take the next step in their career. Experience in a grammar school is not essential, but a strong commitment to ensuring the department runs efficiently is key. You will join a supportive and well-resourced Music Department and work with enthusiastic students who are eager to learn.

This is an excellent opportunity for a candidate seeking a rewarding role in a forward-thinking school or for someone wishing to further develop their skills. We also welcome applications from candidates without a musical background, provided they are enthusiastic and willing to develop their understanding of the discipline.

You will be joining The Latymer School at an exciting time as we work towards completing the build of our new modern and impressive Library and Learning Resource Centre. Moreover, as we enter our 402nd year, we are extremely proud of our history and tradition, whilst also seeking to modernise and ensure every aspect of our school prepares our young people well for life in modern Britain.

In this role, you will have oversight of the key practical and creative aspects of the school's music facilities. This will include being responsible for maintaining and organising classrooms, practice rooms, and rehearsal spaces, managing musical resources and equipment, and supporting the smooth running of lessons, ensembles, and workshops. You will work closely with the Music Department staff to ensure that all materials and spaces are ready and well-maintained. We are particularly interested in candidates who are highly organised, have a strong understanding of administrative systems and music-related resources, and can contribute to the efficient planning and preparation of practical sessions and departmental activities.

The Music Department is staffed by highly skilled, passionate teachers who work collaboratively while drawing on their individual expertise to offer pupils a wide range of musical experiences, from classroom tuition to instrumental lessons and ensemble performance. We aim to foster a creative and engaging environment where pupils feel confident to perform, compose, and collaborate, developing key skills such as dedication, commitment, listening, organisation, persistence, resilience, and teamwork.

Learning in music extends beyond the classroom, with concerts, workshops, masterclasses, and trips to performances. Many pupils arrive with varied musical experience, and our goal is to provide opportunities for all to grow and be enriched by their musical journey. Our team of nearly 30 classroom and visiting instrumental teachers is committed to delivering a high-quality musical experience for every pupil, inspiring a lifelong interest in music.



Job Description

Qui Patitur Vincit

This job description outlines the main responsibilities common to the role of an Music Administrator. However, duties may be reviewed and updated from time to time in consultation with the post holder to reflect the needs of the school.

Title of post	Music Administrator
Reporting to	Head of Music
Job Purpose	The core purpose of the Music Administrator is to support the Music Department in providing high-quality practical and creative musical experiences for students, to uphold the vision, ethos, and aims of The Latymer School, and to ensure that all students have access to well-maintained facilities, instruments, and resources that allow them to develop their musical skills and creativity to the fullest.
Main Areas of Responsibility	<p>General Administrative Support</p> <ul style="list-style-type: none">• Act as the primary point of contact for all enquiries relating to instrumental lessons, including telephone, email, and pupil queries during working hours• Collate Visiting Music Teachers' (VMTs) weekly timetables; publish via Edulink and display within the Music Department• Communicate with parents regarding pupil non-attendance at music lessons• Coordinate the allocation and scheduling of practice rooms for VMTs• Provide administrative support to the Head of Music and Heads of Section• Liaise with VMTs and Heads of Section regarding the maintenance, repair, and insurance of instrumental stock• Allocate music lockers and manage access codes• Oversee communication with parents regarding instrumental lesson absences• Support the organisation and delivery of Music Auditions, including acting as steward during audition days• Coordinate audition communications, including letters and responses, in liaison with the Admissions Officer and Head of Music• Provide information to Finance and parents regarding the hire of school instruments• Follow up on late payments of VMT invoices, liaising with instrumental teachers and parents as required• Work with the Finance team to monitor payments via ParentPay and chase outstanding fees• Prepare Purchase Orders for FSM/PP VMT invoices• Liaising with the HR Department regarding the recruitment and induction of new Visiting Music Teachers (VMTs), and ensuring that all VMTs are up to date with safeguarding



Person Specification

Qui Patitur Vincit

It is essential that your application includes evidence of your experience against the requirements of the person specification, and the interview process will be designed with a view to assessing this evidence.

Qualifications

- GCSEs (or equivalent) in English and Maths

Special Aptitude

- Ability to work independently and as part of a team
- Reliable, respectful, and responsible approach, with a positive and proactive attitude
- Strong verbal and written communication skills, able to build effective relationships with pupils, parents, and staff
- Enjoys working with young people and can adapt to the school environment, carrying out tasks professionally and proactively
- Patient, efficient with excellent organisational skills, attention to detail, and ability to prioritise tasks effectively
- Confident problem-solver with a flexible approach and ability to use initiative
- IT proficiency, including Microsoft Office (Excel, Word, Outlook, Teams, SharePoint), Google Docs and Google Forms, and ability to learn systems such as SIMS
- Good numeracy and literacy skills
- Experience in administrative support, ideally within a busy environment (desirable)
- The ability in supporting concert programmes, including collating and presenting information
- Interest in or understanding of music and/or education is advantageous, though not essential
- Willingness to participate in relevant training



Candidate Application

Qui Patitur Vincit

To find out more about The Latymer School, please visit our website by clicking [here](#).

How to apply:

Please click on the [link](#) to create an account on MyNewTerm and submit your application.

Closing date: 10 AM on Friday 10 April 2026.

We expect **interviews** to take place during the week commencing 13 April 2026. Applications will be considered upon receipt, and the vacancy may close early if a suitable candidate is appointed before the closing date. Early applications are therefore encouraged.

The Latymer School is committed to safeguarding and promoting the welfare of young people. We expect all staff to share this commitment. Any offer of employment is subject to a satisfactory 'Enhanced with a Barred List Check' through the Disclosure and Barring Service.

As part of our selection and appointment process, and in accordance with Keeping Children Safe in Education guidance, we are required to conduct online searches on all candidates in order to identify any incidents or concerns which are publicly available online. By submitting and signing your application, you acknowledge that such searches will be conducted as part of the selection and appointment process.

The Latymer School is an equal opportunities employer.