



THE KING ALFRED SCHOOL

Appointment of a Music Administrator (0.5), term time plus 2 weeks holiday working

From Autumn term

**Information for Candidates
September 2026**



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For further information about The King Alfred School please visit our website at www.kingalfred.org.uk

1. THE KING ALFRED SCHOOL



For over 100 years, The King Alfred School [KAS] has stood for a rational, nurturing and enlightened educational experience. Founded in 1898 by a group of parents in opposition to Victorian educational practices – authoritarian discipline, regimentation, religious instruction, collective worship – KAS was created as a demonstration school committed to encouraging learning for its own sake and informed by research. It sought to provide a well-rounded education that focused on what was best for the whole child and on the development of character and individuality.

KAS still stands out from the prevailing educational environment as a school that achieves academic success without unnecessary pressures, and social success through the development of relationships and responsibility rather than external discipline. It is a school that is genuinely loved by students, parents and staff alike.

KAS has often been referred to as a “progressive” school. Certainly, it subscribes to many of the concepts of the progressive movement. We emphasise child-centred education, which aims to draw out the best in the individual child. We believe that the principles of mutual respect, of relationships based on trust rather than authority and punishment, and of allowing each child to develop at his or her pace in an atmosphere that is free from fear, provide the best learning environment. The school places a strong emphasis on creative and active learning and on the value of play. Co-education, mixed ability, all ages and non-denomination are its essential and enduring characteristics. Informality is typified by the use of first names, the absence of uniform and as few rules as can be managed within a community.

The village green setting of the main site, next to Hampstead Heath, contributes to the community feeling of KAS. The school has 715 students, from age 4 to 18. Most children will join at Reception and continue on to the end of their school lives. Transition from Lower to Upper School is a natural one and for KAS pupils does not depend on assessments, tests or examinations. Even though KAS is divided into two sections [Lower School, from Reception to Year 6; Upper School, from Year 7 to Year 13], it perceives itself as one school in which all parts belong to a whole. Age groups are encouraged to mix. We aim to provide a happy, compassionate environment in which the emotional, physical and social developments of the child are held in equal regard to academic progress.

A high teacher/pupil ratio enables the committed and professional staff to provide a rich variety of activities. Alongside preparation for GCSE and A levels, teachers strive to provide a broader and more generous education. KAS measures the success of its philosophy by the acknowledged maturity of the students when they leave, by their successful pathways beyond school, and by the fact that students invariably end up doing something worthwhile, interesting or unusual.

KAS is committed to professional development and training for all its staff. New ideas from teachers and children are encouraged and there is active staff involvement in all aspects of the school. Staff are supported to pursue master's degrees, engage in action research projects, and connect with education professionals in this country and abroad.

The school is owned by and operated through the King Alfred School Society [KASS] members of which are mainly parents, ex-parents, ex-students and members of staff. The majority of the governing body – Council – is composed of parents and ex-parents [some of them ex-pupils]. Like any board of governors, Council is legally responsible for educational policy, financial management and the strategic development of the school. In practical terms, Council delegates the running of the school to the Head, and oversees this work through its committee structure. Maintaining the school ethos remains an important part of Council's responsibilities.

Annual election of Members of Council ensures that parents maintain an active interest and input in how education is carried out at KAS. On the principle that family life is a vital overall aspect of education, parental involvement in the general life of the school is encouraged.

The King Alfred School is situated on two beautiful sites. On the main site at Manor Wood, school buildings are spread around an open field; a number of mature trees from the original Manor Wood provide play and camp-building areas for the younger children and protection for a small amphitheatre. The facilities have been expanded considerably over the years, and there is an exciting building programme for the next five to ten years.



Curriculum Principles:

- Our curriculum can be defined as the sum total of all learning experiences inside and outside the classroom. As such, all members of staff are expected to contribute to the extra-curricular life of the School.
- We put the child at the centre of our teaching and learning. Intelligence, understanding and capabilities will show themselves in many different ways and therefore we aim to educate in a way which will challenge and support each individual.
- Our curriculum aims to help students to make meaning of the world around them. An awareness of spirituality and morality; an understanding of the importance and the limitations of inherited knowledge, culture and values; a sense of social responsibility, and preparation for the world of higher education and work, are all important components of that meaning.
- We value high-level thinking and creativity as well as measurable exam outcomes.
- Our curriculum aims to enable our students to enjoy achievement and keep competition in perspective, valuing the intrinsic worth of actions and learning, rather than the pursuit of prizes.
- While being aware of the National Curriculum, we are not constrained by it and take full advantage of our independence and our own rational, progressive traditions.
- In the Upper school, we teach a broad range of discrete subjects and consider all subjects to have creative and academic aspects and possibilities.
- It is our expectation that in Years 10-13 KAS teachers will use GCSE and A Level specification as a starting point but will aim to teach above and beyond examination requirements.
- Success in external examinations is a proven consequence of our approach but our truest measure of success is the fact that our students leave KAS as adults who are well-rounded, socially adept, emotionally resilient, inquisitive life-long learners, who are self-motivated, independent thinkers.
- We regard our curriculum as dynamic and constantly evolving rather than a static entity. Informed by current educational research and thinking, a process of review and development is embraced by our community of learners, teachers and parents.

2. The Music Department

The Music Department at King Alfred School is a vibrant, inclusive and highly successful part of school life, committed to achieving the highest musical standards while ensuring that every student has the opportunity to participate, develop and thrive. Music is celebrated across the school through a rich and varied programme that embraces a wide range of musical styles, genres and performance opportunities.

At the heart of the department is a commitment to developing students' musical skills both within the classroom and through an extensive co-curricular programme. Students are encouraged to perform, compose, collaborate, produce and explore their musical interests through a broad range of ensembles, projects and creative experiences.

The department presents an ambitious annual concert programme, including flagship events such as the Christmas Concert and Spring Concert, held in the Main Hall and showcasing the school's principal ensembles. The department also hosts two annual Soloist Concerts, providing students with the opportunity to perform as featured soloists and gain valuable experience in a supportive and professional environment. Alongside these established events, the department is currently developing a new Spring Term Classical Concert, which will celebrate the exceptional classical musicianship within the school and further enrich an already diverse programme of performances. Students also perform regularly in popular contemporary music events, including Unplugged, Axe Monsters and KASonbury, all of which are highlights of the school calendar and attract enthusiastic audiences from across the school community.

King Alfred has particular strengths in vocal and instrumental music, as well as Music Technology and Music Production. The department supports a thriving culture of ensemble performance, with groups including a highly successful Jazz Band and a Jazz Combo, an Orchestra, three choirs, and Rock Bands.

A significant focus of the department is providing students with opportunities to work alongside leading professionals from the music industry. Recent workshops and projects have included sessions with Jack Baker, drummer for Bonobo, and a visit to The Church Studios, where students explored careers, creative pathways and opportunities within the professional music industry.

Music plays a central role in the wider creative life of the school through an annual musical theatre production in collaboration with the Drama Department, providing students with outstanding opportunities to perform and work as part of large-scale

productions. These productions are an important feature of the school's performing arts programme and reflect the strong collaborative ethos between departments.

The department also supports students' individual musical development through a comprehensive programme of instrumental and vocal tuition. With a team of 20 visiting music teachers, the school delivers over 200 instrumental lessons each week. The department hosts termly ABRSM examinations and enters students for Rockschoool, Musical Theatre and Jazz Grades examinations, supporting learners across a broad range of musical pathways and aspirations.

This is an exciting opportunity to join a dynamic, forward-thinking department with a strong tradition of excellence, creativity and participation, where music is a valued and flourishing part of everyday school life.



3. JOB DESCRIPTION

Role	Music Administrator (0.5), term time, plus 2 weeks holiday working
Proposed start date	Autumn term
Salary	Actual salary £12,568.00 (based on FTE £29,306)
Days	Monday and Wednesday full days, Friday half day
Line Manager	Neven Vangelov (Head of Music)

Job Purpose

This is a varied and rewarding role at the heart of the School's music provision. The successful candidate will play a key role in ensuring the effective administration of the instrumental music programme, maintaining accurate records and schedules using SOCS as a platform, coordinating instrumental and music theory lessons and examinations, and supporting the wide range of concerts, recitals and performances that take place throughout the academic year.

Working closely with students, parents, Visiting Music Teachers (VMTs) and teaching staff, the Music Administrator will be a highly organised and proactive individual with excellent communication skills and meticulous attention to detail. They will help ensure that students benefit from a well-managed and ambitious music programme while providing first-class administrative support to the department.

Job Duties

- Managing and maintaining accurate information using SOCS as a platform, including timetables, student absences, examinations, trips, fixtures and other school commitments.
- Coordinating instrumental and music theory lesson administration, including lesson requests, waiting lists and communication with families.
- Supporting the administration of ABRSM examinations, including entries, scheduling, accompanist bookings and examination-day logistics.
- Maintaining the annual Music Calendar and ensuring key events, performances and examinations are communicated effectively.
- Preparing concert programmes and supporting the organisation and delivery of concerts and music events.
- Managing departmental communications, displays and administrative processes.

- Providing general administrative support to the Music Department as required.
- Managing and maintaining musical instruments, audio equipment and technical resources.
- Monitoring equipment condition, arranging repairs and maintaining inventories.
- Operating equipment booking and loan systems.
- Supporting the procurement and ordering of instruments, equipment and technical resources.
- Assisting with concert administration, communications and rehearsal scheduling.
- Preparing classrooms, rehearsal spaces and performance venues.
- Providing technical support for concerts, showcases and school events.
- Supporting music coursework recordings and examination recordings.
- Liaising with teaching staff, performers, parents, visiting professionals and operational teams to ensure the successful delivery of performances and events.

This is an exciting opportunity for an outstanding administrator to make a significant contribution to a flourishing Music Department and to support students in accessing a rich and inspiring programme of musical opportunities.

Whilst this job description outlines the main duties and responsibilities of the post, each individual task undertaken may not be identified. Employees will be expected to comply with any reasonable request from a manager to undertake work of a similar level that is not specified in this job description.

It is understood that areas of responsibility can evolve in the light of the needs of the school and the professional development of the staff. This job description may therefore be periodically amended after joint review with you.



PERSON SPECIFICATION

The successful candidate will be highly organised, efficient and personable, with the ability to manage competing priorities in a busy school environment. They will possess excellent administrative and IT skills, strong attention to detail, and the ability to build positive working relationships.

Desirable Skills and Experience

Attributes	Essential
<i>Qualifications & Experience</i>	• A background in Music Technology, Music Administration or Music Technician support would be highly advantageous. • Candidates with experience supporting music departments, concerts or live events will be particularly welcomed.
<i>Skills and abilities</i>	• A genuine enthusiasm for working with young people and supporting their creative development. • Excellent communication and interpersonal skills. • Strong organisational and administrative skills, with the ability to manage competing priorities. • The ability to work effectively as part of a collaborative and creative team. • Good IT skills and confidence using digital systems and databases.
<i>Personal attributes</i>	• A flexible, reliable, and proactive approach to work. • A willingness to contribute to the wider co-curricular life of the school, including occasional evening and weekend commitments. • Enthusiasm and drive • Empathy and sensitivity • Resilient, analytical and self-reflective • Welcomes feedback and accountability • Sets and maintains high standards in professional relationships with young people and colleagues
<i>Commitment to</i>	• The KAS ethos, and child-centred progressive education • Working in a 'can-do' culture with a commitment to continuous improvement

4. TERMS OF EMPLOYMENT

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- The post is 0.5 and permanent
 - The appointment will be made subject to successful references and a DBS check
 - Free lunch during term time
 - Contributory Pension Scheme (5% employee contributions, 10% employer contributions) and associated life assurance scheme
 - Termly opportunity to participate in car parking permit scheme
 - Use of School gym facilities
 - Staff CPD
 - Cycle to Work Scheme
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We are seeking to enhance the diversity of our staff and student body and would therefore particularly welcome applications from groups currently under-represented in our school community, especially those from the global majority.

To read more about King Alfred's diversity and inclusion statement, please see our DEI statement and KAS Against Racism policy.

All members of the King Alfred School community are committed to safeguarding and promoting the welfare of children and young people.

Applicants must undergo child protection screening, including checks with past employers and the Disclosure and Barring Service.

Rehabilitation of Offenders Act 1974

All posts involving direct contact with children are exempt from the Rehabilitation of Offenders Act 1974. However, amendments to the Exceptions Order 1975 (2013) provide that certain spent convictions and cautions are 'protected'. These are not subject to disclosure to employers and cannot be taken into account. Guidance and criteria on the filtering of these cautions and convictions can be found on the Disclosure and Barring Service website or at Unlock.