

JOB DESCRIPTION

Music Schools Administrator



HARROW
SCHOOL

DEPARTMENT	Music Schools
REPORTS TO	Director of Music
RESPONSIBLE FOR	N/A
WORKING PATTERN	Full time, 40 hours per week, term time plus 3 weeks in the holidays (36 weeks per year) (your employment contract will give full details)
ISSUE/REVISION DATE	June 2026

BACKGROUND

Harrow School is one of the world's most famous schools. Founded in 1572 by a local yeoman farmer, John Lyon, under a Royal Charter granted by Queen Elizabeth I, it is located on a 324-acre estate encompassing much of Harrow on the Hill in north-west London. Around 830 boys aged 13 to 18, who come from all over Britain and across the world, live in the School's 12 boarding Houses, and there are about 120 academic staff and over 500 support staff.

All members of staff work to a single, unifying purpose: to prepare boys with diverse backgrounds and abilities for a life of learning, leadership, service and personal fulfilment.

Music is an important part of life at Harrow School. Forty percent of pupils take individual music lessons from the five full-time and 40 part-time staff. There is an impressive array of choirs, orchestras, chamber, jazz and rock groups, and these perform in concerts at School and elsewhere. 80 concerts, ranging from lunch-hour events at St Mary's Church to the Choral Society Concert in Speech Room with over 300 performers take place in a typical year. The Music School was purpose-built in 1894 and is a listed building with a small concert hall, office, teaching rooms and practice rooms.

THE ROLE

The Music Schools Administrator provides secretarial and administrative support to the Director of Music and the Music Department.

KEY RESPONSIBILITIES AND DUTIES

This job description reflects the core activities of the role and is subject to change as the department and the post holder develop. The School expects that the post holder will recognise this and will adopt a flexible approach to work. In addition, the post holder will be expected to undertake such other duties within the scope of the role as may be required by the line manager.

OFFICE DUTIES

- General secretarial assistance to the Director of Music and other members of the Music Department.
- Check and process all invoices and log on a budget spreadsheet.
- Prepare timesheets for staff and submit to Payroll.
- Prepare end of term accounts for pupils and submit to the Finance Department.
- Maintain the office database.
- Protect confidential information.
- Welcome visiting parents and give them tours.
- Answer telephone calls.
- Keep diaries up to date.
- Maintain a supply of refreshments for part-time staff.

LESSON SUPPORT

- Prepare weekly lesson timetables for circulation to House Masters.
- Negotiate, rearrange and advise new lesson times in the event of staff or pupil being absent.
- Order music and instrument parts for pupils, staff and stock cupboard. Price, distribute and log in an order book.
- Issue and retrieval of end-of-term reports.

EVENT MANAGEMENT

- Create a framework for concert events; liaising with the Custodian, Head Master's secretary, Bursar's secretary and Estates Department.
- Design programmes, posters, handbills, tickets etc. Set up a box office, distribute tickets and process incoming payments.
- Organise the Leavers Concert in conjunction with upper School pupils.
- Organise post concert functions, inter-departmental functions and provide front of house services, employing help from the Custodian Department, House Masters and Head of School. Administer the issue of gifts and follow-up thanking process.

Harrow School is committed to promoting and safeguarding the welfare of children and young people and expects all staff and volunteers to adhere to and ensure compliance with the School's Safeguarding and Child Protection policies and procedures at all times.

In the event of a successful application, candidates will be required to undergo child protection screening appropriate to the post, including, but not limited to, reference checks with past employers, an Enhanced Disclosure and Barring Service check (including Children's Barred List information) and prohibition checks. This post is exempt from the Rehabilitation of Offenders Act 1974 and therefore all convictions and cautions, reprimands and final warnings (including those which would normally be considered as "spent" under the Act) must be declared, subject to the DBS filtering rules. It is a criminal offence for any person who is barred from working with children to attempt to apply for a position at the Harrow School. Please refer to the School's Recruitment, Selection and Disclosure Policy for more details.

QUALIFICATIONS, EXPERIENCE AND ATTRIBUTES

Post-holders/candidates will be expected to demonstrate the following:

QUALIFICATIONS

ESSENTIAL

- Good general education

DESIRABLE

- First aid certificate

KNOWLEDGE AND EXPERIENCE

ESSENTIAL

- Experience as a secretary to a senior manager.
- Experience within a busy, customer facing office environment.
- Experience of managing events.
- Experience of budget management and invoice processing.
- Knowledge and enjoyment of a wide range of musical genres.

DESIRABLE

- Experience of working in an education establishment.
- Experience of using Pagemaker and desktop publishing.

SKILLS AND ABILITIES

ESSENTIAL

- Competence with MS Office applications; Word, Excel, Teams, Outlook.
- Strong verbal and written communication that is clear, efficient and reflects the values of the Harrow brand when liaising with colleagues and parents.
- Excellent attention to detail to deliver accurate work.
- Able to perform effectively under pressure to ensure smooth, efficient and timely outcomes.
- Accomplished and creative designer of Word documents.
- Ability to develop a culture of mutual respect with pupils and teachers.

PERSONAL ATTRIBUTES

ESSENTIAL

- Has the poise, diplomacy and self-confidence to deal politely with people of all levels of seniority.
- A reliable person who can be trusted to see tasks through to completion.
- Takes pride in providing a friendly and efficient customer experience.
- Is known for being a flexible, patient and supportive colleague who is willing to help others when required.
- A calm, pragmatic solution-finder when plans for diaries and events change unexpectedly.

OTHER REQUIREMENTS

- Identify opportunities and contribute to the work of the School's charitable organisation, the Shaftesbury Enterprise where possible and appropriate.

SCHOOL VALUES AND BEHAVIOURS

All staff are expected to conduct themselves in line with the School's values which are: **Courage, Honour, Humility** and **Fellowship**. While the School's values set out what matters most to us, the behaviours below are intended as a shared set of expectations to refer to, and standards to aspire to, in our dealings with others. They are the practical application of our values.

COURAGE

- We remain optimistic and purposeful in a disrupted world.
- We take responsibility for our decisions, even the hard ones.
- We always challenge poor behaviour in ourselves and others.
We are open to new ideas, and seek fresh challenges.

HONOUR

- We keep our promises.
- We act with integrity – doing the right thing, even when it is difficult or when no one is watching.
- We respect and value our traditions whilst setting them in the context of today.

HUMILITY

- We work hard to serve others within the School and across our wider communities where possible putting their interests before our own.
- We give and seek honest and appropriate feedback, reflect on our failures and learn from them.
- We support each other through challenges and whatever the outcome, we celebrate those that took part.

FELLOWSHIP

- We respect each other and value our differences, knowing that we are more effective and more resilient working together.
- We are kind and inclusive; we value the contribution that each of us makes.
- We role model the behaviours that we would like to see in others; we ask only of others what we would be prepared to do ourselves.